KRONOS – WEB TIMESTAMP STUDENT EMPLOYEE INSTRUCTIONS

1. **LOG ON** using Internet Explorer:

https://kronos5web.bsu.edu/wfc/applications/wtk/html/ess/logon.jsp

User Name = Same as BSU e-mail account Password = Same as BSU e-mail account

2. **SELECT LABOR**

<u>Each time you clock in</u>, you are to select where your time will be charged. To the right of the Transfer box, click on "Select".

Use the drop-down arrow and highlight your selection.

Dept-Assgn: Select the Department Name where you are working.
Supervisor: Your manager will inform you if you are to select a

supervisor number other than "001". If only one number is

displayed, you can by-pass this step.

• Account No.: Highlight the account number which your manager supplied

To coincide with the Department Name selected above.

• NA7 This field is not in use.

Note: Be sure the description of the Dept-Assg and Account Number match. Click "OK". Go to #3 below.

3. CLOCK IN/ RECORD TIMESTAMP

After making a labor choice, click on the button "Record Time Stamp" in the gray box. Click "OK". Logoff (on the blue bar in the upper right corner).

4. CLOCK OUT/RECORD TIMESTAMP

Log on. Click only on "Record Time Stamp". Click "OK". Logoff (located on blue bar).

 \blacksquare <u>NEVER,</u> ever, select "Transfer" when clocking <u>OUT</u>. Transfers occur only when clocking In.

5. TIME CARD

To review hours worked, click on "Timecard", then select the drop-down box to indicate "Current Pay Period" or "Previous Pay Period". This will display all punches for the period selected. This is a View Only screen and you cannot make changes. If you have an error, notify your supervisor so that an adjustment can be made. You will see the supervisor adjustments on the Timecard screen when they have been made. It is the student's responsibility to clock in and out while working and to report any errors to your supervisor. Logoff.

6. LOG OFF

<u>Always</u>, log off immediately after you have Time stamped or have reviewed your Timecard.