

Instructions for Transferring Hours in KRONOS

For “ timestamp employees with multiple hourly positions

Step 1

Log-in to Kronos and

Step 3

Simply select the position that relates to the shift you are about to work



Step 4

After selecting the correct position, hit the 'Record Timestamp' button to clock in for your shift.



Step5

When you are finished with your shift and are ready to clock out, log back in to Kronos and simply hit 'Record Timestamp

IMPORTANT: Do NOT record anything in the Transfer field when clocking out of a shift.

Step 6

To check the hours recorded and transferred on your timecard for the pay period, select the 'Reports' link on the right hand Related Items pane.

