

# Punch In | Punch Out

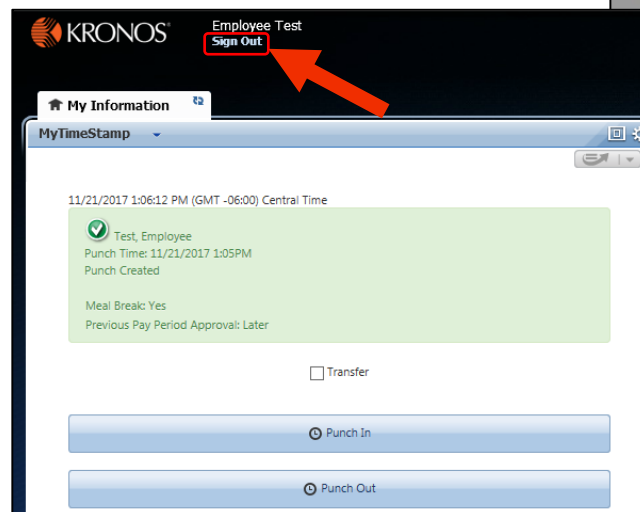
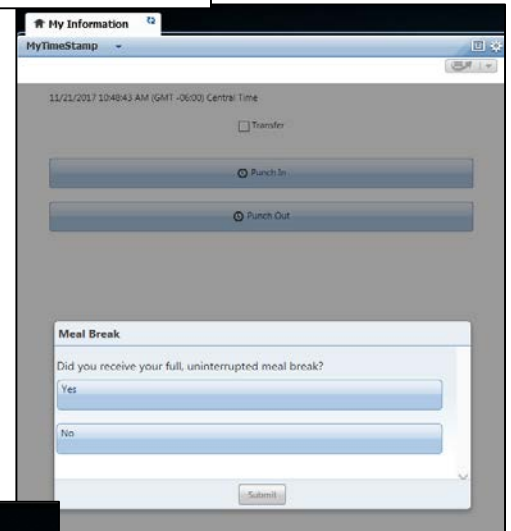
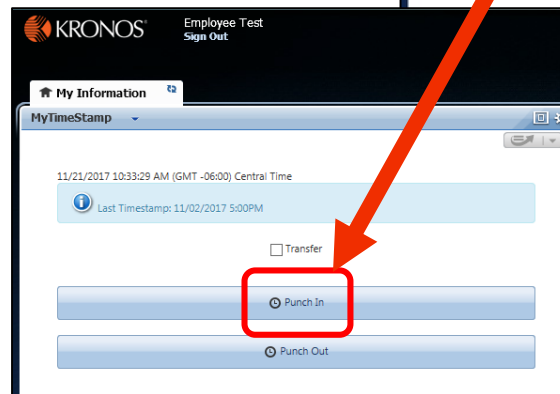
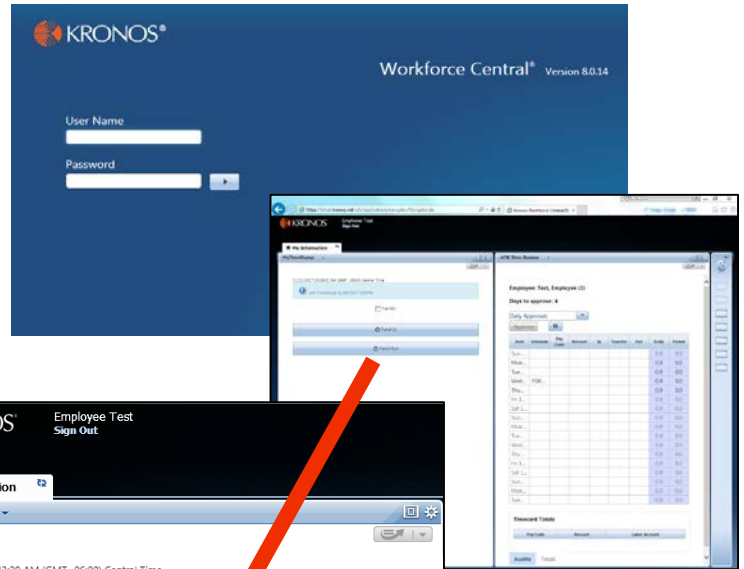
## Timekeeping tasks for employees



As an employee using the web to record your time, you are required to log in to Kronos with a user name and password to perform functions such as clocking in and out for each shift, attesting to uninterrupted meal breaks, and reviewing and approving your time on a daily or pay period basis.

### Punching in at the beginning of a shift

- 1 Access Kronos from the B-line.
- 2 Enter your login credentials. Your User Name and Password will be the same as your network login. (i.e. John Doe = jdoe)
- 3 Click the arrow or press the **Enter** key.
- 4 Access **My Information > My Timestamp**.
- 5 Click the applicable puncher to clock out.
- 6 If applicable, select a language and click **Submit**.
- 7 If applicable, respond to questions by selecting **Yes** or **No**.
- 8 Click **Submit**.
- 9 After successfully submitting responses, log off of the application.



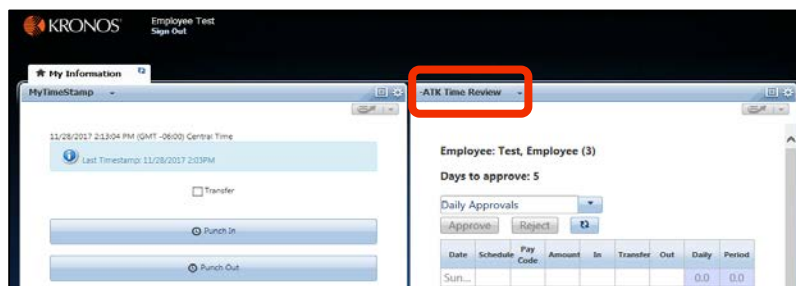
# Reviewing and Approving Time

## Timekeeping tasks for employees



### Reviewing and approving your time

1 Access **ATK Time Review** on the main screen of your Kronos login page.

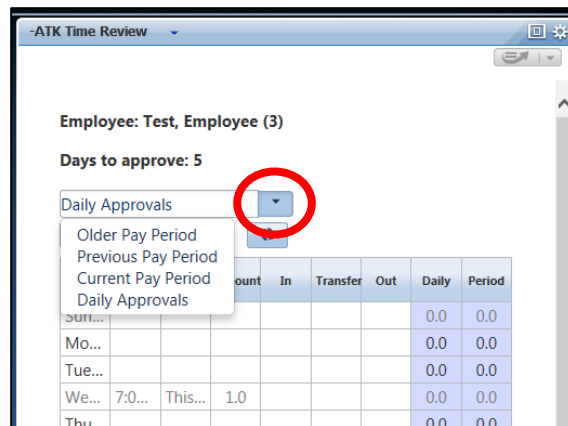


2 From the time period drop-down list, select the applicable period for review.

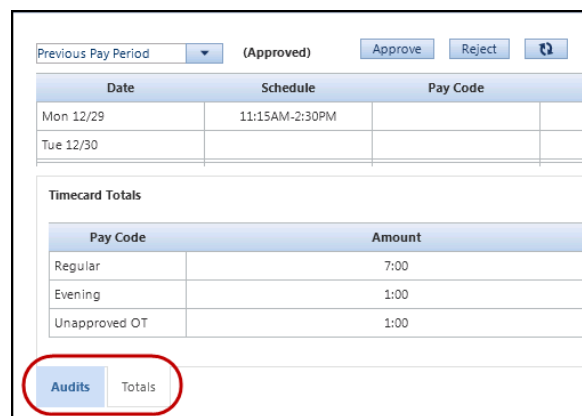
**Note:**

If you select Daily Approvals, click the row of the date that you want to review.

All time must be approved by the end of each pay period.



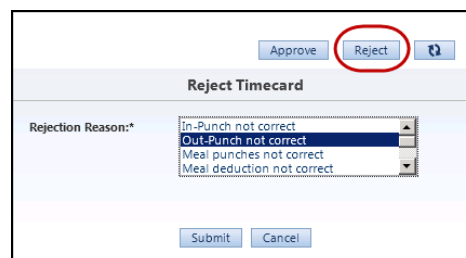
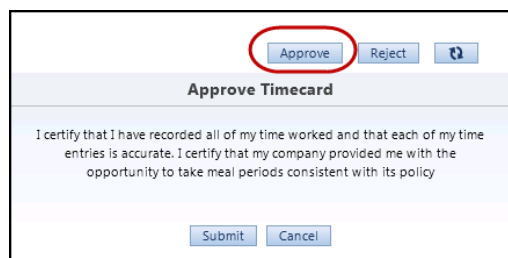
3 After reviewing the information, select the **Audits** tab and review changes for the selected period.



4 After reviewing the information, select the **Totals** tab and review totals for the selected period.

5 After the review, select **Approve** or **Reject**.

- If you select **Approve**, if applicable read the statement and click **Submit**.
- If you select **Reject**, select a reason from the list and click **Submit**.



6 When finished, log off of the application.