

Attestation Timestamp at the PC

Purpose: How to punch in and out of Kronos using Timestamp

Audience: All employees

Logging in to Kronos

1. Go to www.henryfordconnect.com (from work or home)
2. Click on HR Connect
3. Click on Sign in to Self Service or the Sign in box



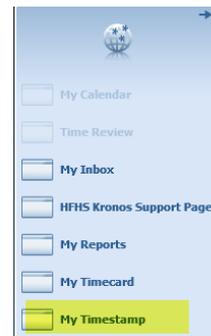
4. Enter your user id (employee id number) and password (unless you've already changed your password, the default password is your 4 digit birth year and the *last* 4 of your social security number, i.e.: 19831111).
5. Click on the Kronos icon from the Home tab



The Kronos application will open in a new window

Clock In (using Timestamp)

1. Login to Kronos (see 'Logging in to Kronos for assistance)
2. Select 'My Timestamp' from the widgets



3. Click on 'Clock In' button

Screen will then confirm your punch

Punch Time: 7/20/2018 3:04PM
Punch Created

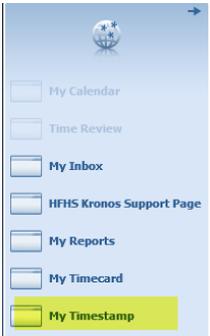
Clock In

Clock Out

Clock Out (using Timestamp)

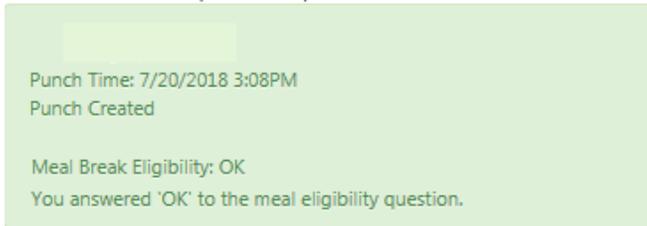
How to view my Timecard

1. Login to Kronos (see 'Logging in to Kronos for assistance')
2. Select 'My Timestamp' from the widgets

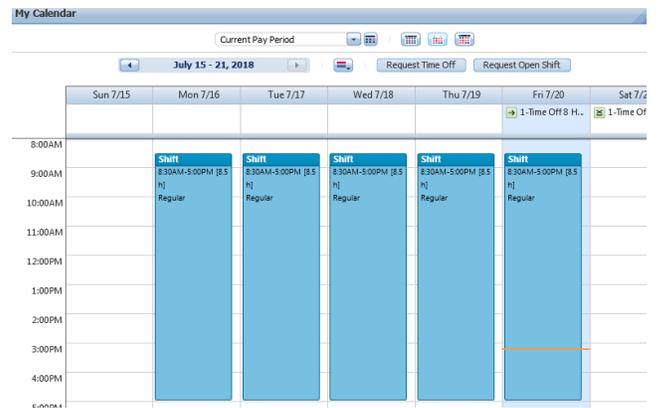


3. Click on 'Clock Out' button
4. You will be asked if you had a meal break

Screen will then confirm your punch



1. Login to Kronos (see 'Logging in to Kronos for assistance')
2. My Information will be your default login screen
3. The left side of the screen will show your Calendar
4. The right side of the screen will show your Timecard



Time Review

Days to approve: 10

Date	Schedule	Pay Code	Amount	In	Transfer	Out
Sun 7/08 (E)				8:47AM		12:52PM
Mon 7/09 (E)	8:30AM-5:00PM			7:49AM		5:29PM
Tue 7/10 (E)	8:30AM-5:00PM			7:00AM		5:20PM
Wed 7/11 (E)	8:30AM-5:00PM					
Thu 7/12 (E)	8:30AM-5:00PM					
Fri 7/13 (M)	8:30AM-5:00PM			8:00AM		
Sat 7/14						
Sun 7/15						
Mon 7/16 (E)	8:30AM-5:00PM			8:27AM		4:59PM
Tue 7/17	8:30AM-5:00PM			8:41AM		6:14PM
Wed 7/18	8:30AM-5:00PM			8:45AM		5:27PM
Thu 7/19	8:30AM-5:00PM			8:51AM		5:34PM
Fri 7/20	8:30AM-5:00PM			8:00AM		