

KRONOS
HOW TO PUNCH IN AND OUT
<http://mytime.wisc.edu/wfc/portal>

Log In:

Log on - Person ID # (6 digits)

Password - Default password is your last name - lower case; if less than 5 characters add “pass” to the end, i.e. “aunepass”

The first Login prompts you to change your password.

Make sure the window is enlarged to see all the options.

Punching In:

- Pull down the Transfer menu
- Select “Search”
- Click “Appt/Job” radio button (Dept. is the default selection)
- Select appropriate job from list on the left
- Click OK
- Click “Time Stamp” to punch in
- Log off

Switching Jobs/Consecutive Shifts:

- Log in
- Follow the same steps as listed above for “Punching In”

Punching Out:

- Log in
- Click “Time Stamp” (do NOT select the job)
- Log off

Name: _____ **Person ID:** _____