

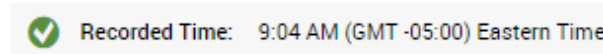
# KRONOS “CHEAT SHEET”

## How to Clock In and Out with ESS Timestamp -----

1. Log in to myApps (<https://www.wvsao.gov>).
2. Click on the orange box labeled Kronos Time and Leave.
3. The My Information tab will be displayed showing Record Timestamp.

A blue button with rounded corners and a white border, containing the text "Record Timestamp" in a dark blue font.

4. Click on Record Timestamp. Do not click Record Timestamp more than once!
5. You will see on your screen that your timestamp has been recorded.

A light gray notification box with a green checkmark icon on the left. The text inside reads "Recorded Time: 9:04 AM (GMT -05:00) Eastern Time".

6. To view your timecard select My Timecard from the Related Items Panel on the right side of your screen.
7. If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.