

# 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. You may get a message saying “Activate Java”. If so, click on it; then in the pop-up box, select Show All, then Java: Allow Now, and then OK. Then you probably will get another pop-up asking whether you want to run this application. Select Run.
4. Your Timecard should be displayed.
5. On the right-hand side of the window you will see a menu, which is the Related Items Pane.
6. Click on ESS Timestamp, which is one of the items in the Related Items Pane.
7. A new tab will appear and you will be on the ESS Timestamp page. The date and time of your last timestamp will be shown at the top center of the page.
8. Click the Record Timestamp button. Do not click Record Timestamp more than once!
9. The green circle with a white checkmark inside indicates success.
10. Close the ESS Timestamp tab.
11. Click Refresh on the My Information tab. The Timecard will not apply changes until you have clicked Refresh.
12. If refreshing does not populate the Timecard, do not record another timestamp. Instead, click Time Period and select Previous Pay Period; then re-select Current Pay Period.
13. If you have a timestamp that needs to be updated or corrected you will need to contact your supervisor.