

Logging On and Signing Out

As a user of Workforce Central, you are required to have an established user name and password to gain access to Workforce Central Navigator. If your organization chooses to use Kronos authentication, you can also use the security features that are provided in the application.

Logging In

- 1 Access **Kronos** log on page.
- 2 In the **User Name** field, enter your user name.
- 3 In the **Password** field, enter your password.
- 4 Click the **right-facing arrow** or press the **Enter** key on the keyboard. You are brought to you default home page.



Signing Out

- 1 Click **Sign Out**. You are brought to the Workforce Central log on page.

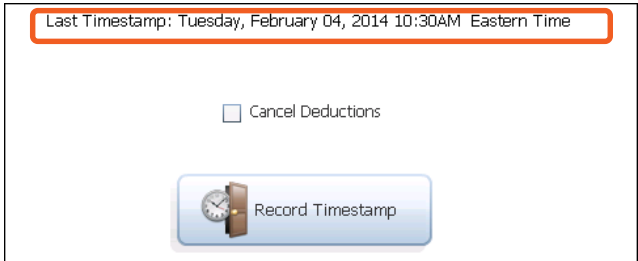


Punching In and Out

As an hourly employee, you need to keep track of the hours that you work each day. By using the Timestamp widget, you can record the hours that you work.

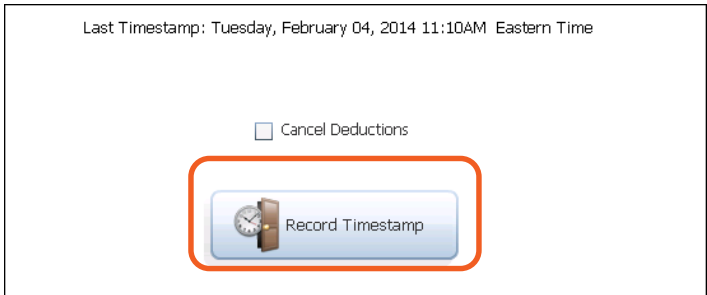
Punching In – Primary Widget

- 1 Access the **My Timestamp** widget.
- 2 Click **Record Timestamp**.
- 3 Note the recorded time. The next time you access this widget (or refresh the page), this information will be displayed as the last timestamp.

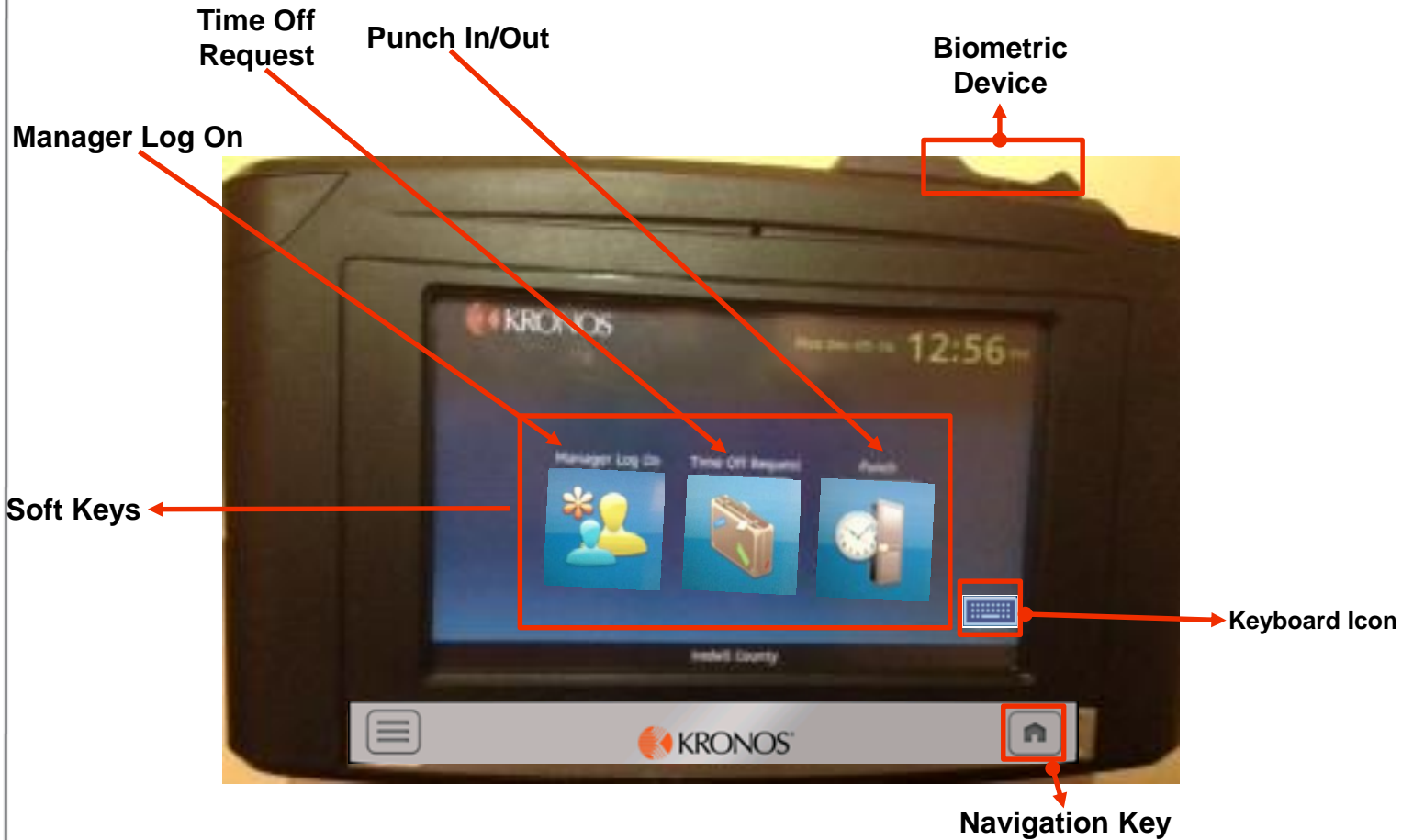


Punching Out – Primary Widget

- 1 Access the **My Timestamp** widget.
- 2 Click **Record Timestamp**.



- 1** On the screen, tap **Add Punch**.
- 2** Position the first joint of your finger against the ridge lock.
- 3** Drop your finger on the sensor.
- 4** If the punch is successful, the indicator light flashes green and you hear a tone.
If the punch is rejected, the indicator light flashes red and you hear a tone. Look for an error message on the terminal display.



Cleanliness

The terminal is no less clean than a door handle, vending machine, or coins.