

Web Time Stamp Training Manual

KRONOS TIMEKEEPER

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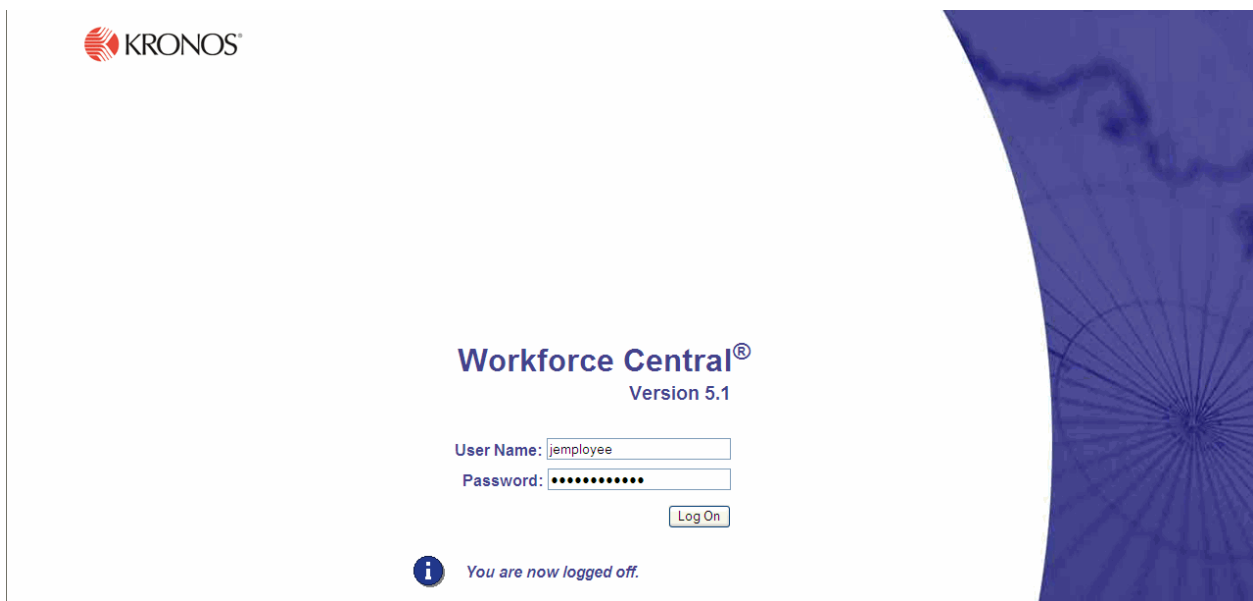
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II. Logging into Kronos

To access Kronos: From your web browser go to <https://kwebluc1.medctr.luhs.org/wfc/logon>

Upon your first visit to the logon page, you may be prompted to install the latest version of Java. Click 'Yes' to begin install and follow the prompts. Once the install completes you will be able to log into Kronos. You may be required to reboot your PC.

You will use your network ID and password to logon.




 KRONOS®

Workforce Central®
Version 5.1

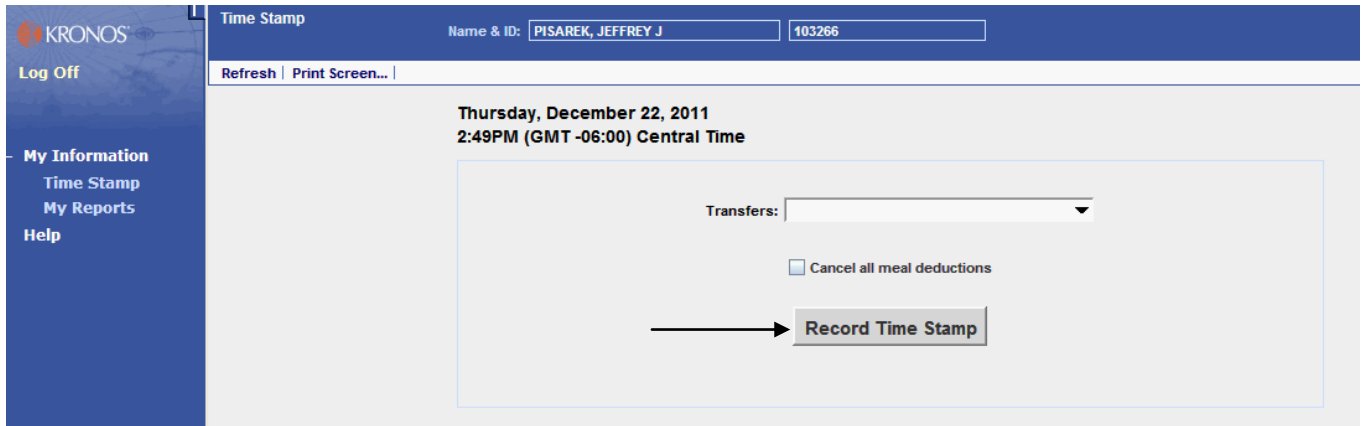
User Name:

Password:

 You are now logged off.

III. Recording a Punch

After logging into Kronos, your default view will be the 'Time Stamp' screen:



To record a punch, simply click on the 'Record Time Stamp' button.

After clicking the 'Record Time Stamp' button, the time the punch was recorded will be displayed:



After recording your punch, be sure to log out of Kronos by clicking 'Log Off' located at the top-left of the screen:



This is especially important if the computer is used by multiple individuals.

IV. Contacts

If you have any questions or concerns, please feel free to contact the Kronos Help Desk @ ext. 57444 or via email @ kronohelpdesk@luc.edu.