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.

In this job aid you will learn how to access and navigate the timestamp widget.

**Accessing the My Timestamp widget**

1. Access the Navigator Framework_wfc log on page.
2. Log in using your credentials.
3. If the My Timestamp widget is in a secondary position, click the gear icon.
4. Click Pop-out to promote the secondary widget to a primary widget.

**Navigating the My Timestamp widget**

- **Last Timestamp** displays the date and time of your last timestamp. After you click Record Timestamp, the time of the stamp will be displayed.
- After you click Record Timestamp, the recorded time of the stamp is displayed in place of the Last Timestamp information. However, after you refresh the widget, the Last Timestamp will be displayed with the new timestamp data.

- **Note**
  - You can enter a punch when the widget is in either the primary or secondary view.
  - If the My Timestamp widget is in the Related Items pane, click the link and the widget will open in a new workspace.
  - From the Related Items pane, you can also click and drag the widget to open it in the current workspace.

- If you choose to work through a meal break, and your organization allows you to do so, you can cancel the deduction so that your daily total reflects the time you actually worked.
- Click Record Timestamp to punch in or out. Multiple punches are interpreted as alternating in and out punches. Your first punch of the day is assumed to be an in punch, while the second is assumed to be an out punch.
- By default, your worked hours are tracked to your primary job. If you are asked to work in other jobs or alternate jobs on a regular basis, you can transfer your hours to the applicable job by using the transfer drop-down list.