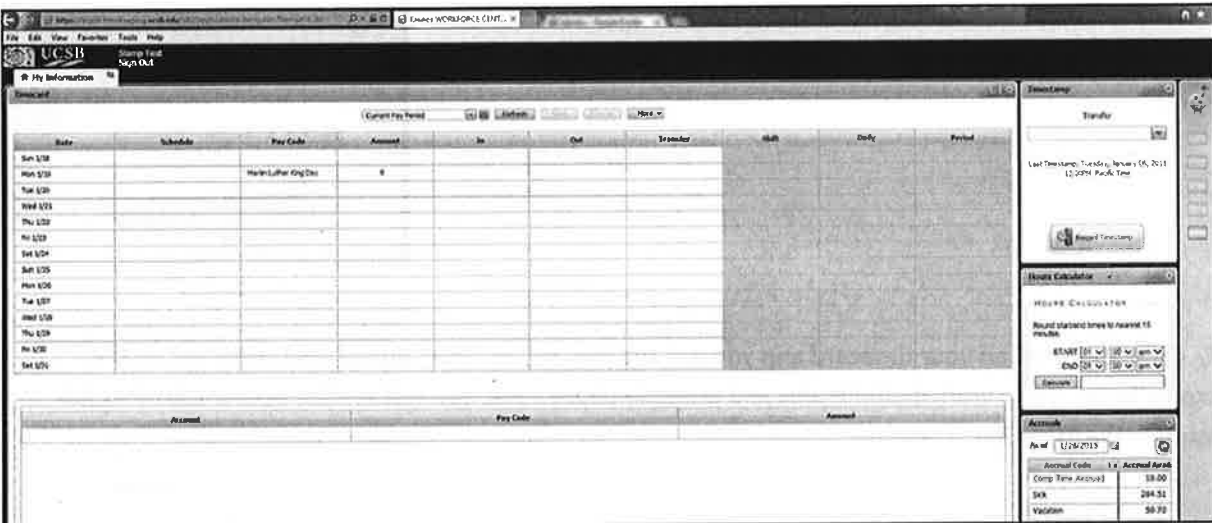**Kronos Timekeeping: Non-Exempt Timestamp Employees with Multiple Appointments**
Recording Timestamp Transfers on Your Timecard

1. Access Kronos via the Portal page, Timekeeping Logon link: timekeeping.ucsb.edu.
2. Log in with your UCSBNetID and password. The Timestamp Employee's screen should look like this:


3. **Recording In Time:**

*Employees with multiple **variable** appointment jobs must select transfers; **fixed** appointment employees should not select transfers. If in doubt of your category, contact your manager.*

a. If you have multiple UCSB jobs, click on the drop down menu to see your active appointments.

Hover your cursor over the different job selections to see the identification string for the individual jobs. Jobs are identifiable by:

- The four character department identifier.
- The work study code from the pay roll system, if applicable.
- The hourly wage for the job.
- The bracketed portion contains the full account string by which the position is funded.
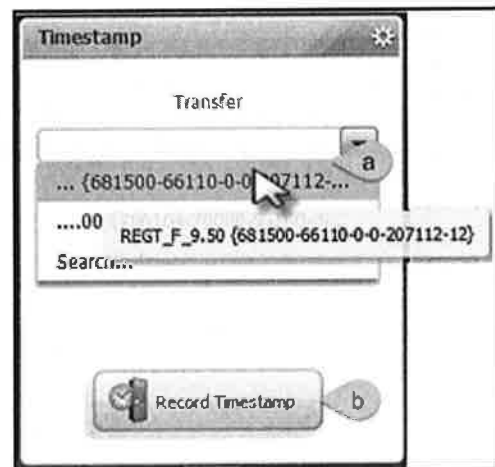
To select a job, click on it.

b. Click Record Timestamp.

Employees with only one job don't need to select a transfer. They can just click Record Timestamp.

4. **Recording Out Time:**

When recording the end of your shift, click "Record Timestamp" to punch out.

5. When you click "Record Timestamp," a message will appear briefly in the "Timestamp" widget which states the "Recorded Time."

6. Click "Refresh" on your timecard and you will see the "In" or "Out" punch now recorded on the proper date. If you work multiple jobs and properly chose a job, you will see the account for that job listed in the "Transfer" column.
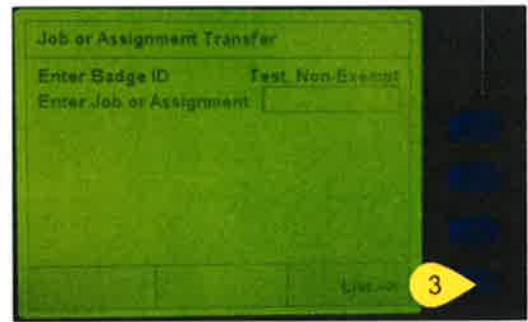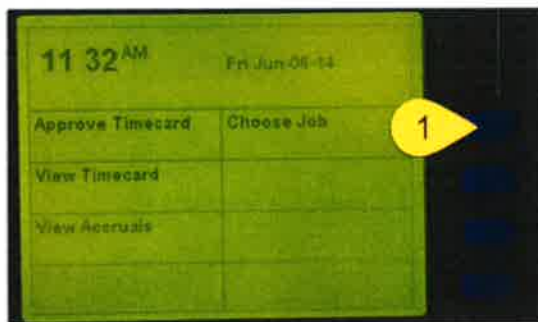

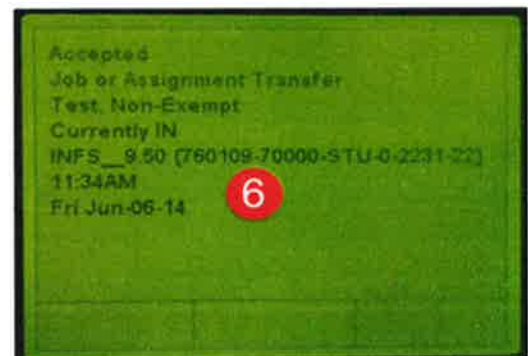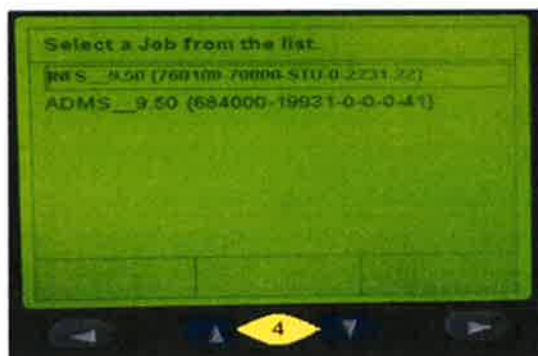| Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift
Mon 1/26							
Tue 1/27							
Wed 1/28				2:57PM		681500/66110/0/0/207112/9.50F/12	
Thu 1/29							
Fri 1/30							
Sat 1/31							

How to Clock In/Out of Multiple Available Jobs

Step 1: Press **Choose Job** (blue button). → Step 2: Swipe badge. → Step 3: Press **List-->** (blue button).

Step 4: Select job (blue up/down arrows). → Step 5: Press **Enter** twice. → Step 6: Confirmation displays.

Please Note:
- If you clock in to the incorrect job, repeat Steps 1-6 for the correct job.
- To clock out of a job, simply swipe your badge; no selection of job is necessary.