

Student Employee Timekeeping

Time Stamp Procedure for Students

This job aid explains how to clock time using the Time Stamp feature. It also illustrates how to add a job transfer for one or multiple jobs using the **Recent Transfers** drop down.

About Time Stamping

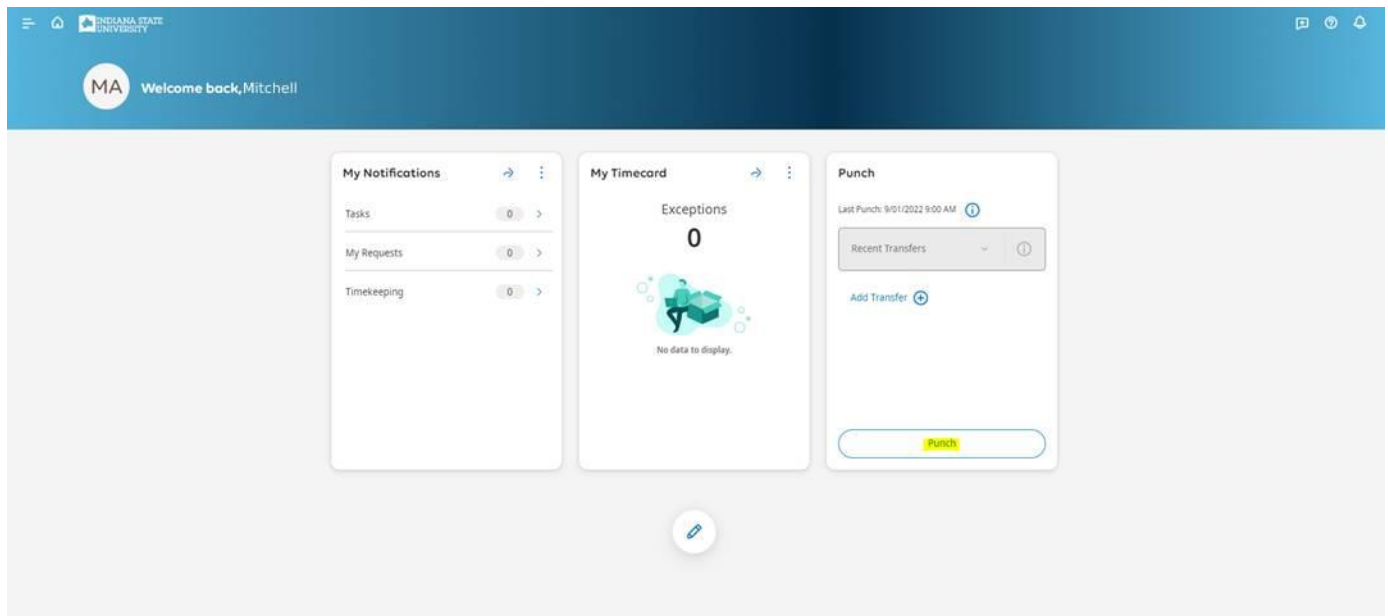
- A student will punch in and out of their job from their home page using the **Punch** button.
- Students must add jobs to transfer into by doing **Add Transfer** and **Add to Business Structure** on their initial punch for each job they have.
- Once jobs are added to the business structure, they will appear in the **Recent Transfers** box for future punches.

Log in and Add a Transfer

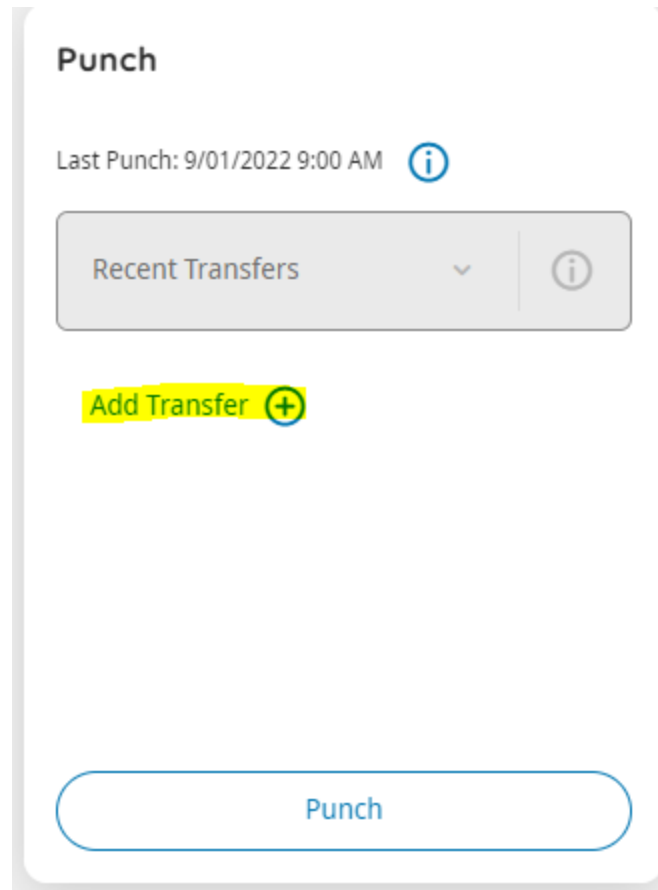
Log into UKG at <https://indianastate.prd.mykronos.com/>

Log into your ISU account using your email and password.

The home page will display. Note the Punch tile on the right.



1. To add a transfer, click **Add transfer** as shown. A ribbon will appear on the right side of the screen.



2. If you have not already done a job transfer in the past, click **Add Business Structure**. If you have, please use recent transfers as described at the end of this document.

Transfer ✕

Primary Location
.../ST/ST/St Intramural Sports Official

Work Rule
None ⓘ

Cost Center
0432

Labor Categories
U0432101,ST

+ Add Business Structure

+ Add Cost Center

+ Add Labor Category

Cancel Apply

3. Your jobs will appear with an abbreviated version of the job titles. Select the circle for the job you need to transfer into then click **Ok** at the bottom. The ribbon will close.




Transfer



Add Business Structure



Jobs

- St Intramural Sports Official** 
.../ST/ST/St Intramural Sports Official
- St Intramural Sports Supervisor** 
.../ST/ST/St Intramural Sports Supervisor
- Statesman Circulation Mgr** 
.../ST/ST/Statesman Circulation Mgr

Go To

[Cost Center](#)

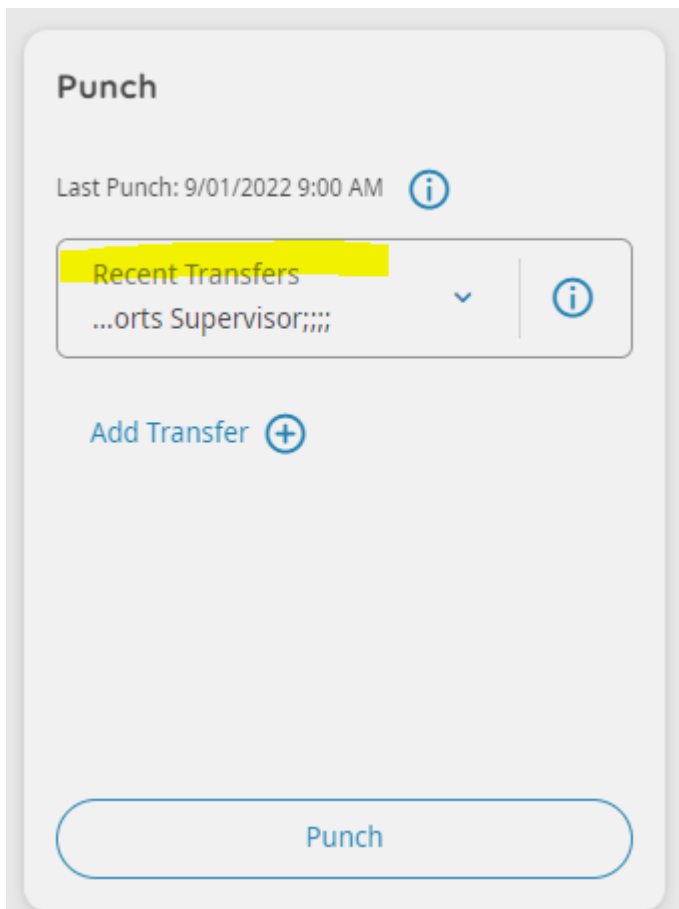
[Labor Categories](#)

[Back](#)

Ok

Clocking In

4. Back on the main page, the **Recent Transfers** box will populate with the job you just selected. In the future, you will not need to repeat the process for that job and can instead use the recent transfers. You will need to repeat this process with each of your jobs as you need to transfer into them until they are all in the **Recent Transfers** box.
5. Select the job you are clocking into from the **Recent Transfers** box and click **Punch**.



The screenshot shows a mobile application interface for clocking in. At the top, the word "Punch" is displayed in a bold, dark font. Below this, the text "Last Punch: 9/01/2022 9:00 AM" is shown next to an information icon (a lowercase 'i' in a circle). A dropdown menu is open, with the text "Recent Transfers" highlighted in yellow. Below the dropdown, the text "...orts Supervisor;,,,;" is visible, followed by a downward-pointing chevron and another information icon. Below the dropdown, the text "Add Transfer" is displayed next to a plus sign icon (+). At the bottom of the interface, there is a large, rounded rectangular button labeled "Punch".

6. Your time has been recorded. Once you click **Back to punch form**, the time displays at the top of the punch tile.

Punch




Your punch was successfully submitted.

[Back to punch form](#)

7. To clock out, select the Punch button. Do **not** select a transfer code.

Punch

Last Punch: 9/08/2022 12:41 PM 

Recent Transfers
None



[Add Transfer](#) 

[Punch](#)