Logging time using the Quick Time Stamp webpage


2. After Quick Time Stamp screen loads, enter your Albemarle County User Name and Password. Then select Record Time Stamp or ‘Enter’ on the keyboard.

3. The Quick Time Stamp Results screen appears, which shows your Name and the Recorded Time Stamp. The first Time Stamp records in your Kronos Timecard as ‘Time In’ for this date. The next stamp records as ‘Time Out,’ and so on, alternating ‘Time In’ and ‘Time Out’ with each stamp.
Notes:

- Quick Time Stamp can be used from all Albemarle County computers and any external device (cell phone, I-pad, etc.) with an internet connection.
- After you have recorded your timestamp, your information will disappear from the screen, so your credentials are always secure.
- Kronos automatically rounds hours worked to the nearest 15-minute interval. For example: 7:53 - 8:07 rounds to 8:00, 8:08 - 8:22 rounds to 8:15, 8:23 – 8:37 rounds to 8:30, 8:38 – 8:52 rounds to 8:45, and so on for every hour.
- Exceptions: If you have an hourly schedule in Kronos, a log-in or log-out that is earlier or later (after rounding) than your scheduled time will be recorded as an ‘exception’ on your timecard. This will look like a large red ‘i.’
- If you forget to log in or out, notify your supervisor, who can correct your timecard.