Procedure for Clocking in/out using Web Access for Students with a Single Job

Step 1: To log in to Kronos, please visit https://prd-kronos.erp.temple.edu/wfc/logon you will be prompted to enter your Username and Password. The Username and Password is your TUACCESS username and Password that you use to log in to TuPortal.

Step 2: To clock in/out for your shift select “Time Stamp”.

Step 3: A box will appear after you log on (you will notice that nothing appears under the Transfer drop down) this indicates that this student only has one job. Click “Record Time Stamp”.

Step 4: To double check that your punches were accepted, select “My Timecard” so you can view your punches.