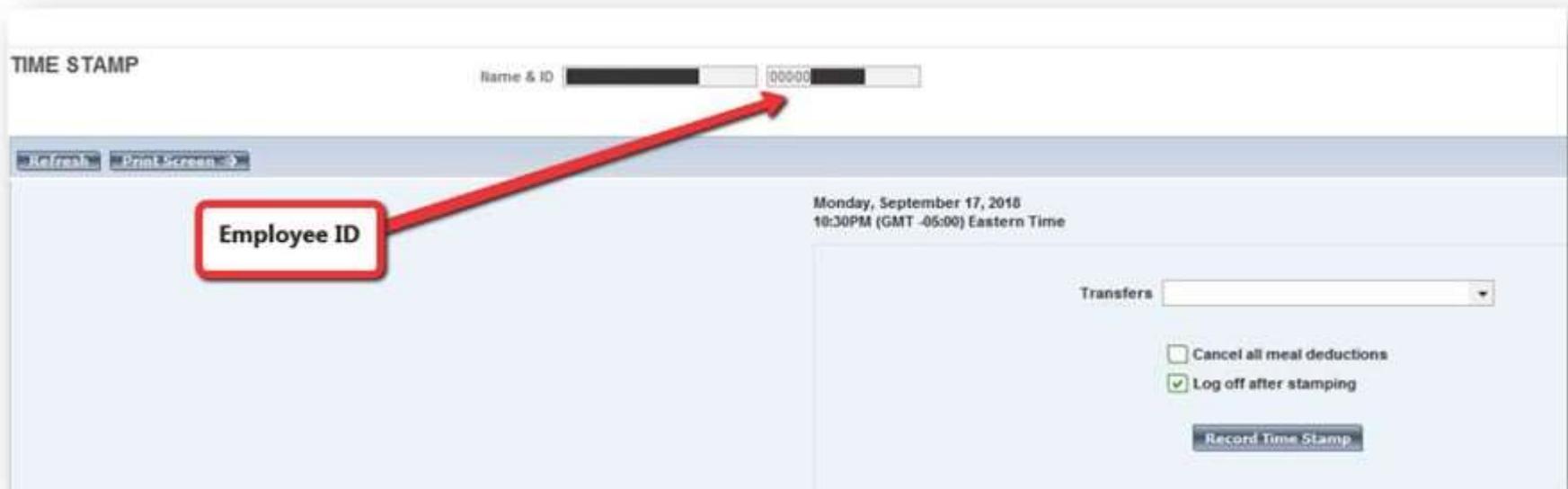


How to Locate Your Employee ID in Kronos

You must know your 10 digit employee ID number to access ESS. Most employees can retrieve their employee id# in Kronos within the **Name & ID** fields on the TIME STAMP page. Employees can also contact their Department HR Liaison.



The screenshot shows the Kronos TIME STAMP interface. At the top left, the text "TIME STAMP" is displayed. Below it, there are two input fields for "Name & ID". The second field contains the number "00000". A red box labeled "Employee ID" is positioned to the left of the second input field, with a red arrow pointing from the box to the field. Below the input fields, there are two buttons: "Print" and "Print Screen". To the right, the date and time are shown: "Monday, September 17, 2016 10:30PM (GMT -05:00) Eastern Time". Below this, there is a "Transfers" dropdown menu. Further down, there are two checkboxes: "Cancel all meal deductions" (unchecked) and "Log off after stamping" (checked). At the bottom right, there is a "Record Time Stamp" button.