



Use the Quick Time Stamp

This job aid explains how you can record your time using the Quick Time Stamp.

About Quick Time Stamp

- With Quick Time Stamp, you log in and enter a punch at a shared PC. Quick Time Stamp (QTS) allows you to enter your name, password, start time, and end time on a single screen.
- Depending on your access rights, you might also be able to make job, labor category, or work rule transfers and cancel meal or break deductions. The system displays the time and time zone of your time stamp.

To access Quick Time Stamp:

1. To access Quick Time Stamp, **{enter your production url here}/quicktimestamp**. And log into the application using your assigned username/password.
2. The Quick Time Stamp display typically includes buttons such as Punch In and Punch Out.
3. If additional buttons are available, click the left < or right arrows > to move to the additional buttons.
4. When you click a button, a panel may open with one or more questions, for example:
 - Did you take a meal break?
 - Do you feel safe?
5. Select your answer to the question or questions and click Submit. After you click **Submit** a message then appears, for example:
 - The time of the punch
 - Labor category, work rule, or job transfers, if any
 - Canceled meal deductions, if any