1. **Sign into your MyApps account:**

   www.myapps.wvsao.gov

2. **To clock in and out, click on the Kronos button:**
3. **Click Record Timestamp to clock in or out:**

4. **To print off or view timesheet, click on My Timecard:**
5. **Before you print your timesheet, please make sure the times are correct and please approve your timecard:**
   - If your timesheet is incorrect, it is up to your timekeeper to fix it.
   - To approve your timesheet, click on Approve Timecard, a drop down box will appear, and then from the options given, click on Approve Timecard:

6. **To print your timesheet, click on Print Timecard:**
- Please note that timesheets should be printed with a signature block, which is shown below.

- Your timekeeper should have these. If not, it is on the college website in the Human Resources Section, click on MyApps/Kronos, and then click on Kronos Signature Block.