Workforce Web Time Stamp Quick Guide

Perform a Quick Time Stamp
1. Open your web browser.
2. Go to the following address: https://starv6.musc.edu/wfc/applications/wtk/html/ess/quick-ts.jsp
3. Type your network username in the User Name box.
4. Type your password in the Password box.
5. Click the Record Time Stamp button.

Log in and Perform a Time Stamp
1. Open your web browser.
2. Go to the following address: https://starv6.musc.edu/wfc/applications/wtk/html/ess/logon.jsp
3. Type your network username in the User Name box.
4. Type your password in the Password box.
5. Click on the Log On button.
6. Click the Record Time Stamp button.
7. Click the OK button.

Run and Print a Time Detail Report
1. Click the Reports link at the top right of the screen.
2. Click once to highlight the Time Detail report.
3. Click the Range drop-down arrow to select a timeframe for the report.
4. Click the View Report button.
5. Click the Print button on your browser toolbar to print the report.
6. When finished, click the Back button on your browser to return to the report selection screen.
7. Click the Time Stamp link at the top right of the window to return to the time stamp.

Log Off
1. When the timesheet for pay period is complete, click the Save button to finalize your entries.
2. Click the Log Off link at the top right.
Close the web browser.