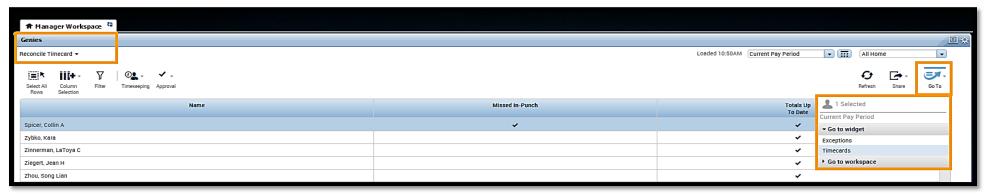
UAB Campus Kronos Timekeeping System Org Timekeeper/Editor – Common Timekeeping Tasks

Kronos Timekeeper is an automated timekeeping application that helps you better manage employee time data. Common timekeeping tasks include:

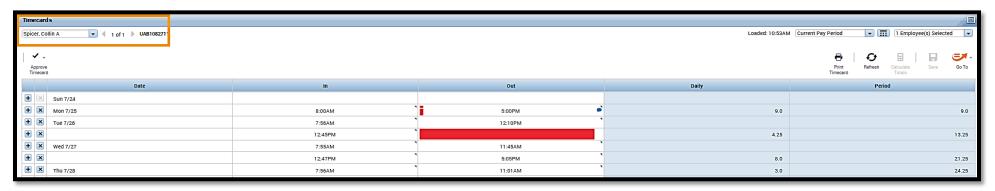
- ✓ Editing Punch Times
- ✓ Commenting on Punch Records
- ✓ Resolving Missed Punches
- ✓ Cancelling Automatic Meal Deductions
- ✓ Deleting Duplicate Punches
- ✓ Moving Punch Records using the Override Function

See below for instructions on how to perform these common timekeeping tasks.

All of the above task can be performed in the Timecard View. To access the Timecard View, activate the Reconcile Timecard genie, select the employee name(s).



Then use the Go To Navigation to access the Employee Timecard.



Edit Punch Times

- 1. Right-click on the punch record. Then click **Edit**.
- 2. Enter correct time in the **Time** field. Then click **OK**.
 - a. Enter time in either 12-hour or 24 hour format (1:00p or 13:00)
 - b. Leading and trailing zeros are optional (0700 and 7 will be converted to 7:00AM)
 - c. Colons are optional (730 will be converted to 7:30AM).
 - d. **AM** is the system default for all manual time entries except for 12:00 to 12:50, when PM is assumed.
- 3. Click Calculate Totals and then click Save.
- 4. **Comment** to justify the edit.

Note: Daily, Period and **Totals Drawer amounts** will recalculate.

Comment on Punch Records or Edits

- 1. Right-click on the punch record. Then click **Comments**.
- 2. Select appropriate comment type from drop down list.
- 3. **Type a note** is optional. Then click **OK**.

Recommended Practice: Comments become part of the official punch record and are viewed through **Audits** and **Reports**. When editing a punch record **for any reason**, always include a comment to justify the edit.

Resolve Missed Punches

- 1. Right-click on the missed punch record. Then click **Edit**.
- 2. Enter correct time in the **Time** field. Then click **OK**.
 - a. Enter time in either 12-hour or 24 hour format (1:00p or 13:00)
 - b. Leading and trailing zeros are optional (0700 and 7 will be converted to 7:00AM)
 - c. Colons are optional (730 will be converted to 7:30AM).
 - d. AM is assumed for all entries except for 12:00 to 12:50, when PM is assumed.
- 3. Click Calculate Totals and then click Save.
- 4. **Comment** to justify the edit.

Note: Daily, Period and **Totals Drawer amounts** will recalculate.

Cancel Automatic Meal Deduction

- 1. Right-click on the end of day Out punch record. Then click Edit.
- 2. Select **30min Deduction** from the **Cancel Deduction** drop down list. Then click **OK**.
- 3. **Comment** to justify the cancellation of **Automatic Meal Deduction**.

Recommended Practice: Comments become part of the official punch record and are viewed through **Audits** and **Reports**. When cancelling an Automatic Deduction **for any reason**, always include a comment to justify the cancellation.

Delete Duplicate Punches

- 1. Right-click on the duplicate punch record. Then click **Edit**.
- 2. **Comment** to the justify deletion.
- 3. Highlight punch time and press keyboard delete key.
- 4. Click Calculate Totals and then click Save.

Recommended Practice: Comments become part of the official punch record and are viewed through **Audits** and **Reports**. When deleting a punch record **for any reason**, always include a comment to justify the deletion, prior to deleting the punch record.

Move Punch Record Using the Override Function

- 1. Right-click on the punch record to be moved. Then click **Edit**.
- 2. Select correct punch location from the **Override** drop down list and then click **Save**.
- 3. **Comment** to justify the move of the punch record.

Recommended Practice: Comments become part of the official punch record and are viewed through **Audits** and **Reports**. When moving a punch record for any reason, always include a comment to justify the move.