

# Campus Kronos Quick Guide

## No Auto Deduct Lunch/Break Rule – *Defined Organizations Only*

The **Campus Kronos** timekeeping system does not apply an automatic lunch/break deduction to an employee’s Daily Total worked hours when the employee’s primary organization is defined as a “**No Auto Deduct Lunch/Break Rule**” organization. Employee’s are required to punch out and in of the Campus Kronos system for all lunch/breaks.

No Auto Lunch/Break Rule Conditions	Auto-Deduct Lunch Rule Applied	Actual Punch Time Scenarios
Daily total worked hours are equal to or greater than 8.5 hours with <b>No Lunch Punches</b>	No*	Punch In 7:55 a.m. Punch Out Time 4:45 p.m. Daily Total Worked Hours = 8.75 hours
Daily total worked hours are equal to or greater than 8.5 hours with <b>Lunch Punch Out and Missed Lunch Punch In</b>	No*	Punch In Time 7:55 a.m. Punch Out Time 11:01 a.m. Missed Punch Punch Out Time 5:05 p.m. Daily Total Worked Hours = 9.0 hours
Daily total worked hours are equal to or less than 8.25 hours with <b>No Lunch Punches</b>	No*	Punch In Time 7:55 a.m. Punch Out Time 4:22 p.m. Daily Total Hours = 8.25 hours
Daily total worked hours are less than or greater than 8.5 hours with <b>Lunch Punch Out and In</b>	No	Punch In Time 7:55 a.m. Punch Out Time 11:30 a.m. Punch In Time 12:25 p.m. Punch Out Time 5:32 p.m. Daily Total Hours = 8.5 hours
Daily total worked hours are less than or greater than 8.5 hours with <b>Lunch Punch Out and Lunch Punch In less than 30 minute time span</b>	No	Punch In Time 7:55 a.m. Punch Out Time 11:30 a.m. Punch In Time 11:50 a.m. Punch Out Time 3:01 p.m.

**\*Timekeeper/Editors must enter missed lunch/break punches before deductions will be applied**