

# 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).

The screenshot shows the 'Manager Workspace' interface. At the top, there is a 'Genies' dropdown menu with 'Reconcile Timecard' selected. Below this is a toolbar with icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. A table lists employees with columns for 'Name', 'Missed In-Punch', and 'Totals Up To Date'. The 'Go To' button in the top right is highlighted, and a dropdown menu is open, showing options like '1 Selected', 'Current Pay Period', 'Go to widget', 'Exceptions', 'Timecards', and 'Go to workspace'.

Name	Missed In-Punch	Totals Up To Date
Spicer, Collin A	✓	✓
Zybko, Kara		✓
Zinnerman, LaToya C		✓
Ziegert, Jean H		✓
Zhou, Song Lian		✓

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

The screenshot shows the 'Timecards' interface for 'Spicer, Collin A'. It displays a table with columns for 'Date', 'In', 'Out', 'Daily', and 'Period'. The 'Daily' column shows the number of hours worked each day, and the 'Period' column shows the total hours for the period. A red bar highlights the time worked on Wednesday, 7/27.

Date	In	Out	Daily	Period
Sun 7/24				
Mon 7/25	8:00AM	5:00PM	9.0	9.0
Tue 7/26	7:56AM	12:10PM		
	12:45PM		4.25	13.25
Wed 7/27	7:55AM	11:45AM		
	12:47PM	5:05PM	8.0	21.25
Thu 7/28	7:56AM	11:01AM	3.0	24.25

**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.

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

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**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**.

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*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.*

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**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.

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

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**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**.

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*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.*

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## Org Timekeeper/Editor – Common Timekeeping Task

### 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**.

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*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.*

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### 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.

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*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.*

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