KRONOS

Add, Edit, and Delete Punches
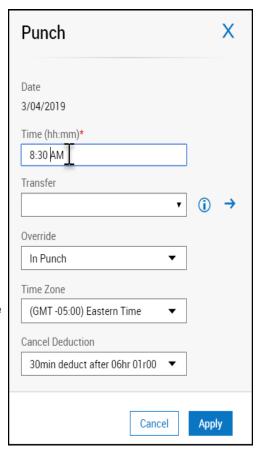
Job Aid

This job aid explains how you can add, edit or delete time punches to an employee's timecard.

To add or edit punches:

1. Click in a cell under the **In** column to enter a start time for the employee's shift, or **Out** column to enter an end time for the shift.

2. Type in the time using your keyboard. Enter times in the standard time format of AM/PM or 24-hour format.

3. Click **Save**.

If you need to add more detail to the punch:

1. Right-click a cell in the **In** or **Out** column. The **Punch Actions** glance opens.

2. If the cell already contains a punch, the glance displays the current information about the punch: date, time, override, time zone, exceptions, last edit date and the last person who edited it.

3. In the Punch Actions glance, click **Edit.**

4. In the Punch panel, enter the following information as needed:

   - Time (hh:mm) * — You cannot leave this field blank.
   - Based on the time that you enter, if your company uses rounding rules, the system uses the rounded time. For example, if you enter 8.02, the rounded time might be 8:00. The rounded time is used for totals calculations, but the actual time will be displayed on the timecard.
   - Transfer — Click the arrow to open the Transfer glance where you can search for and select the business structure, work rule, cost center or labor category for the transfer.
   - Override — Select whether the time should be considered as an In-punch or an Out-punch by the system.
   - Time Zone — Select the applicable time zone. Use this if you have employees who work in different locations that have different time zones. For example, employee works in Tallahassee, FL but sometimes travels to New Orleans, LA.
   - Cancel Deductions — Select one of the listed deduction rules. This is used when the employee has an automatically deducted meal break and does not punch in/out for breaks. If the employee skips a meal, the manager can cancel the deduction to pay the employee for the meal time.
   - Exceptions — If there is an exception trigged by the system, the exception name is displayed. You cannot edit this.
   - Comments — If there is a comment added to the time, the comment is displayed. You can add comments if needed.

5. Click **Apply**. And then click **Save**.

Punch   X

Date
3/04/2019

Time (hh:mm)*
8:30 AM

Transfer
[▼] ⓘ →

Override
In Punch   ▼

Time Zone
(GMT -05:00) Eastern Time   ▼

Cancel Deduction
30min deduct after 06hr 01r00 ▼

Cancel   **Apply**

Note: Manager edited punches appear with a black triangle in the upper right corner and are date and time stamped for audit purposes.

Date	Schedule	Absence	In	Out
Mon 3/04	7:30 AM - 4:00 PM		8:00 AM	4:00 PM

To delete punches:

1. Select the punch, then press **Delete** on your keyboard.
2. Click **Save**.