



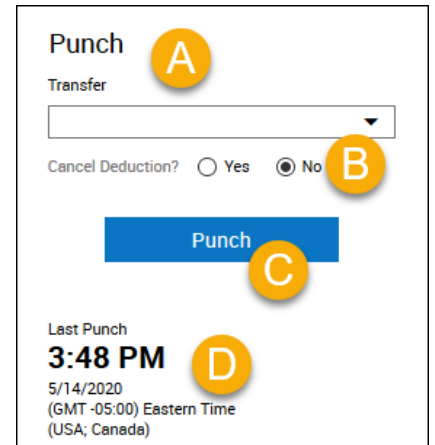
Use the Punch Tile

This job aid explains how you can record your time and perform other functions using the punch tile.

Use the Punch Tile:

The Punch tile can be used to:

- Transfer time to another job, labor category, or work rule (A)
- Cancel meal or break deductions when you don't take a break during your shift (B)
- Record In- and out-punches (C)
- View your last punch time recorded (D)



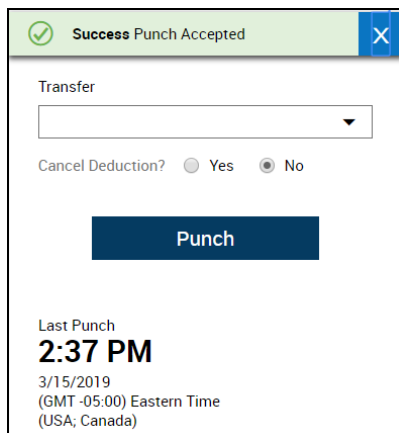
The screenshot shows the 'Punch' tile interface. Callout A points to the 'Transfer' dropdown menu. Callout B points to the 'Cancel Deduction?' radio buttons, with 'No' selected. Callout C points to the 'Punch' button. Callout D points to the 'Last Punch' information, which displays '3:48 PM' on '5/14/2020' in '(GMT -05:00) Eastern Time (USA; Canada)'.

Record time:

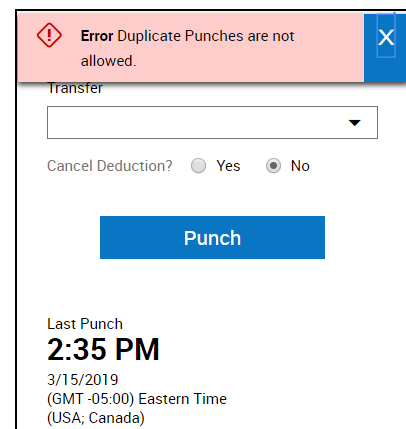
1. To record your time, select **Punch**.

A green success message appears at the top, along with the time of the punch updated at the bottom.

If there is a problem with your punch, a failure message displays with the reason for the failure.



The screenshot shows a green success message at the top: 'Success Punch Accepted'. Below the message is the 'Punch' tile interface with the 'Last Punch' information updated to '2:37 PM' on '3/15/2019' in '(GMT -05:00) Eastern Time (USA; Canada)'.



The screenshot shows a red error message at the top: 'Error Duplicate Punches are not allowed.'. Below the message is the 'Punch' tile interface with the 'Last Punch' information updated to '2:35 PM' on '3/15/2019' in '(GMT -05:00) Eastern Time (USA; Canada)'.

2. **Cancel Deductions** — Deductions are automatic breaks built into a shift. For example, if you have an 8.5-hour shift with half-hour break deduction, you are paid for 8 hours. If you work through the break, you may be able to cancel the deduction while recording your timestamp.
3. Next to **Cancel Deductions?**, select **Yes** to cancel all automatic meal and break deductions. If you have multiple deductions within a shift, all the deductions will be canceled within that shift.

Record time with transfer:

Transfer — A transfer is performed in Kronos when you need to change your job, change your work rule (or pay calculation) or change your labor category for that shift.

You can perform many transfers during your work day.

To transfer your time:

1. In the Punch tile, select the **Transfer** menu and select **More...**
2. From the Transfer Panel, select the applicable business structure, cost center, labor category, or job by clicking the transfer type displayed in blue.
3. Click **Apply**. Then press the **Punch** button.

Transfer Examples:

- Insert your examples here.

