

Fixing Time Card Issues

Purpose: Use this Job Aid to fix issues with employee timecards before approving time cards during pay period close.

Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Know how to fix time card punches • Know how to remove lunch deductions • Know how and when to adjust time for an augmentation • Know how to enter call back hours for trade and teamster employees
Prerequisites	None
Kronos Role	Supervisors
Revision Date	4/16/20

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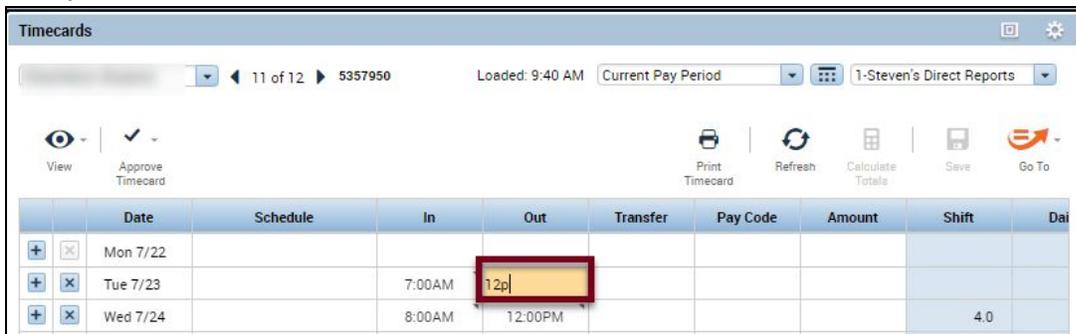
Time Card Exceptions

Timecard exceptions are discrepancies that need to be fixed before the timecard can be approved at the close of a pay period. The more frequently timecards are reviewed, the less time it will take to review and approve timecards. Timecard exceptions appear as blue or red highlights on the timecard.

Add Missed/Correct Errors with Punches

Employees that have missed in or out punches or may have an unexcused absence if no time was entered on a day they were scheduled to work. If the Unexcused Absence was due to a Vacation or Sick day, a time off request needs to be entered and approved. If an employee punches in early/late intentionally, they may submit leave (benefit) time in Kronos to get to the total expected. If this is approved, it is a FM Non Occurrence, if it is not approved, it is an Occurrence.

1. Double-click on the employee name that has a missed punch to open the timecard.
2. Place the cursor in the cell and enter the time of the punch. For AM, type an "A" after the time and for PM, type a "P".

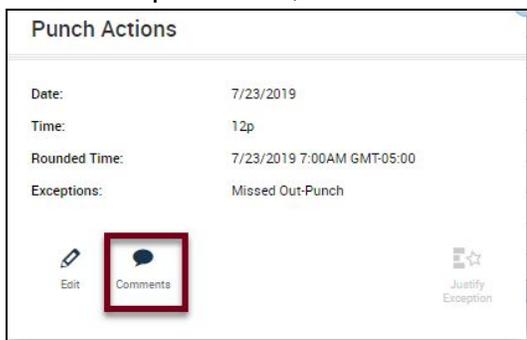


	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Day
+ X	Mon 7/22								
+ X	Tue 7/23		7:00AM	12p					
+ X	Wed 7/24		8:00AM	12:00PM				4.0	

3. Tab out of the cell and right-click on the punch.



Note: to add a comment, click the **COMMENTS** button, select a comment from the drop-down list, add a comment and click **Add** and click **OK**.



Punch Actions

Date: 7/23/2019
Time: 12p
Rounded Time: 7/23/2019 7:00AM GMT-05:00
Exceptions: Missed Out-Punch

Edit Comments Justify Exception

4. Click the **Save** button to save the added punch.



Review Exception

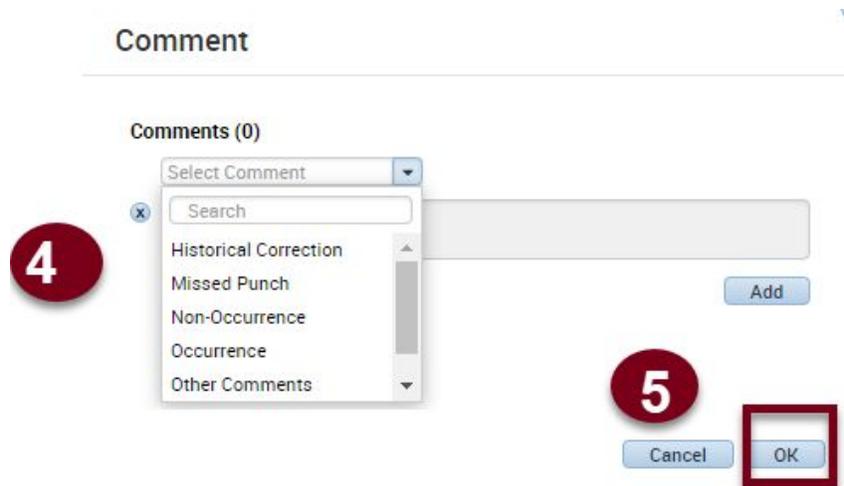
1. Right-click on the bad punch.
2. Click **Mark As Reviewed**.

	Date	Schedule	In	Out	Transfer	Pay Code
+ X	Mon 3/02	6:00AM-2:30PM	6:00AM	2:30PM		
+ X	Tue 3/03	6:00AM-2:30PM	6:04AM	2:32PM		
+ X	Wed 3/04					Call Back...
+ X	Thu 3/05	6:00AM-2:30PM	6:05AM	2:30PM		
+ X	Fri 3/06	6:00AM-2:30PM				

Date:	3/05/2020
Time:	6:05AM
Rounded Time:	3/05/2020 6:05AM GMT-06:00
Override:	In Punch
Time Zone:	(GMT -06:00) Central Time (USA; Canada)
Exceptions:	Late In
Last Edit Date:	3/06/2020
Edit Made By:	Kleinman, Diane

Account	Mark As Reviewed	Edit	Comments	Justify Exception
TFAC/Z0413/10258/21301				

3. Right-click again on the punch and click **Comments**. It's best practice to enter a comment about the occurrence.



4. Select whether this is a Non Occurrence or an Occurrence and enter a comment.
5. Click the **OK** button.

Fix Schedule Issues

If an employee has an exception due to a schedule change, the schedule needs to be updated to reflect the time that they punched in and out. Refer to the *Changing Schedules* Job Aid on the Kronos Training Web Page for how to make schedule changes. Schedules drive many things in Kronos including:

- **Shift Pay** - can't pay the correct shift differential if there is no schedule, or it is incorrect.
- **Deviation Pay** - can't pay the correct deviation pay if there is no schedule or if it is incorrect.
- **Leave Requests** - will not process correctly if there is no schedule or it is incorrect.
- **Overtime Pay** - could be triggered when not earned if an employee works outside the schedule.

Cancel a Meal Deduction

Cancel for Hourly Employees

Every hourly employee has a 30-minute meal break programmed into Kronos. If an employee did not take their break, cancel the meal deduction.

1. Right-click on one of the out punches and click the **Edit** button.

Punch Actions

Date: 2/20/2020
 Time: 2:30PM
 Rounded Time: 2/20/2020 2:30PM GMT-06:00
 Override: Out Punch
 Time Zone: (GMT -06:00) Central Time (USA; Canada)
 Last Edit Date: 2/20/2020
 Edit Made By: Kleinman, Diane

Buttons: Edit (pencil icon), Comments (speech bubble icon), Justify Exception (star icon)

2. In the **Cancel Deduction** field, select **All** and click the **OK** button.

Punch

Date: 2/20/2020
 Time (h:mm) *: 2:30PM
 Rounded Time: 2/20/2020 2:30PM GMT-06:00
 Override: Out Punch
 Time Zone: (GMT -06:00) Central Time (USA; Canada)
 Cancel Deduction:
 Exceptions:
 Comments:

Buttons: Cancel, OK

Cancel for project time card employees (pre-populated schedules)

For employees with a project time card, you must add 30 minutes to the time card if they worked through lunch.

1. Enter the correct hour amount.
2. Click the **Save** button.

Timecards

1 of 1 1104580

Loaded: 9:56 AM Current Pay Period 1 Employee(s) Selected

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

	Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
<input checked="" type="checkbox"/>	Hours Wo...		9.0	8.5	8.5	8.5	8.5			42.5
<input checked="" type="checkbox"/>	<Enter Pa...									
<input checked="" type="checkbox"/>	Schedule		8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...			
<input checked="" type="checkbox"/>	Daily Total		8.0	8.0	8.0	8.0	8.0			40.0

The hours will be adjusted and the employee will now get paid for the canceled lunch.

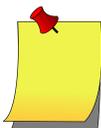
Timecards

1 of 1 1104580

Loaded: 10:01 AM Current Pay Period 1 Employee(s) Selected

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

	Pay Code	Transfer	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21	Sat 2/22	Sun 2/23	Total
<input checked="" type="checkbox"/>	Hours Wo...		9.0							9.0
<input checked="" type="checkbox"/>	Hours Wo...			8.5	8.5	8.5	8.5			34.0
<input checked="" type="checkbox"/>	<Enter Pa...									
<input checked="" type="checkbox"/>	Schedule		8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...	8:00AM-4...			
<input checked="" type="checkbox"/>	Daily Total		8.5	8.0	8.0	8.0	8.0			40.5

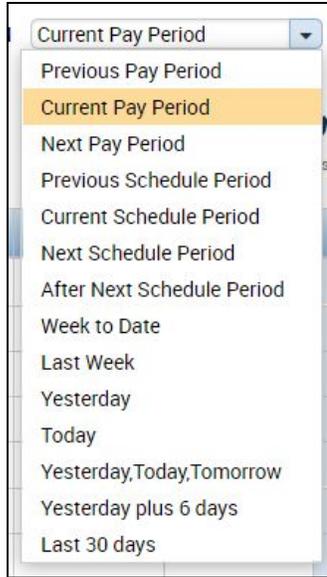


Note: Disciplinary action may be required if the employee worked through their break without prior approval.

Add an Augmentation

Employees who are eligible for augmentations can do this at the time clock. If they don't perform this task themselves, the time card will need to be adjusted for the augmentation.

1. Select the Pay Period for the Augmentation.



- Determine the date for the augmentation and click on the arrow at the bottom of the time card. Click the **Totals** tab to view where the employee is currently assigned.

A screenshot of a software interface showing the 'Totals' tab. The interface includes tabs for 'Accruals', 'Debit-Credit', 'Totals', 'Audits', and 'Historical Corrections'. Below the tabs, there are dropdown menus for 'Daily' and 'All'. The main content is a table titled 'Totals for 2/20/2020'.

Account	Pay Code	Amount	Wages
TFAC/Z0413/10258/213017/0/-/-	Regular	8.0	\$0.00

- Click in the **Transfer** column on the date for the augmentation and click **Search**. Click on the **Labor Account** tab and complete **all** the fields. **If all fields are not completed, the augmentation is not valid.**

A screenshot of a 'Timecards' interface. The interface shows a table with columns: Date, Schedule, In, Out, Transfer, Pay Code, and Amount. The table contains data for dates from Mon 2/17 to Tue 2/25. The 'Transfer' column for Mon 2/24 and Sat 2/22 contains the text '...XXX Call Back'. A search box is highlighted in the 'Transfer' column for the date Mon 2/24.

Date	Schedule	In	Out	Transfer	Pay Code	Amount
Mon 2/17	4:30AM-1:00PM					
Tue 2/18	4:30AM-1:00PM					
Wed 2/19	4:30AM-1:00PM					
Thu 2/20	4:30AM-1:00PM					
Fri 2/21	4:30AM-1:00PM	2:00AM	8:00AM	...XXX Call Back		
Sat 2/22		2:00AM	2:01AM	...XXX Call Back		
Sun 2/23						
Mon 2/24	4:30AM-1:00PM	4:30AM	1:00PM	Search...		
Tue 2/25	4:30AM-1:00PM					

- Click **Apply** to add the information to the time record for this date. The augmentation is now available in the drop-down selection in the **Transfer** column, so you only need to set-up the augmentation once per employee.

Transfer

Name: Fish, Justin
 Labor Account: TFAC/Z0034/10262/212958/0/-/PAINTB
 Work Rule:

Labor Account | Work Rule

Add Labor Account Clear All

College: TFAC - FACILITIES MANA... X Empl_Rcd: 0 - 0 X
 ZDeptID: Z0034 - FM Central Servic... X Combo Code: ... X
 DeptID: 10262 - FM St Paul Dist T... X Premium Pay: PAINTB - Class B Painter X
 Position_Nbr: 212958 - 5412 - Painter X

Enter Call Back Hours

There are policy differences between Trade and Teamster employees. Trade employees are paid for the time worked including time spent driving to and from the event. Teamster employees are guaranteed 4 hours regardless of the amount of time worked.

Enter Call Back Hours for a Trade Employee

Trade employees are paid for the time worked including time spent driving to and from the event. Follow these steps to add the Call Back hours for a Trade employee.

- Click the plus sign on the date of the Call Back to add a new row.
- Enter the hours for the Call Back.
- Click the **Save** button. The correct amount of overtime will be calculated.

Timecards TESTING2 1 of 1 TESTING2 Loaded: 9:26 AM Week to Date 1 Employee(s) Selected

View Approve Timecard Print Timecard Refresh 3 Save Go To

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Da
1	Mon 3/02	6:30AM-3:00PM	6:30AM	3:00PM				8.0	
			6:00PM	8:00PM				2.0	
	Tue 3/03	6:30AM-3:00PM							
	Wed 3/04	6:30AM-3:00PM							
	Thu 3/05	6:30AM-3:00PM							
	Fri 3/06	6:30AM-3:00PM							

Enter Call Back Hours for a Teamster Employee

Teamster employees are guaranteed 4 hours regardless of the amount of time worked. Follow these steps to add Call Back hours for a Teamster employee.

1. Click the plus sign on the date of the Call Back to add a new row.
2. Type in **Call Back** in the **Pay Code** field to search for this pay code and select it.
3. Type in 4 hours in the **Amount** field.
4. Click the **Save** button.

The screenshot shows the 'Timecards' application interface. At the top, there is a header with 'Timecards' and a settings icon. Below the header, there is a navigation bar with 'TESTING' and '1 of 1' on the left, 'Loaded: 9:54 AM' and 'Week to Date' in the center, and '1 Employee(s) Selected' on the right. Below the navigation bar, there are several icons: 'View', 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The 'Save' button is highlighted with a red box and a red callout box with the number '4'. Below the icons is a table with the following columns: Date, Schedule, In, Out, Transfer, Pay Code, Amount, Shift, and Day. The table contains several rows of data. A new row for Wednesday 3/04 is being added, with a plus sign on the date highlighted by a red callout box with the number '1'. The 'Pay Code' field for this row contains 'Call Back...' and is highlighted by a red callout box with the number '2'. The 'Amount' field for this row contains '4.0' and is highlighted by a red callout box with the number '3'. The 'Save' button is highlighted by a red callout box with the number '4'.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Day
+ X	Mon 3/02	6:00AM-2:30PM	6:00AM	2:30PM				8.5	
+ X	Tue 3/03	6:00AM-2:30PM	6:04AM	2:32PM			7.93		
+ X	Wed 3/04					Call Back...	4.0		
+ X	Thu 3/05	6:00AM-2:30PM							
+ X	Fri 3/06	6:00AM-2:30PM							