KRONOS PUNCH REVIEW DASHBOARD JOB AID

**Purpose:** Supervisors use the dashboard to ensure punches are in line with their expectations. The data in the dashboard goes back 31 days so the suggested best practice is to view this dashboard 1 time per pay period or more often if you are seeing outliers. This will become part of the timecard review process.

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**Kronos Punch Review Dashboard**

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Kronos Punch Review Dashboard
A mobile punch review dashboard was created that shows in and out punch locations by selecting supervisor, employee and optionally a date range, if desired. Supervisors and other key leaders can use this dashboard to monitor punches to ensure they are in line with your expectations for your employees. The punches on campus display the actual location where the employee punched in. If an employee punches in from home or outside of the campus boundaries, the location will not display an accurate location, it will display the general area of where the punch was made, thus preserving the privacy of the employee's home address.

Accessing and logging into the Kronos Punch Review Dashboard
The best way to access the dashboard is to follow the instructions below:

1. Navigate to z.umn.edu/mappage
2. Click on the University of Minnesota link
3. Sign on by filling in your Internet ID and Password, then click ‘Sign In’.

![Sign In](image)

4. Click on the Kronos Punch Review dashboard icon

![Kronos Punch Review](image)

**Kronos Punch Review**
A tool for supervisors to review their employees' Kronos punches on a map.

- All group membership requests to be approved/denied by either FM Administration, Chief of Staff (contact: Jennifer Persoi), or PTS Administrative Services Assistant Director & Chief of Staff (contact: Lonetta Hanson).

**Nearmap Group**
This group provides easy access to NearMap's aerial imagery. For more information see this Google Doc: [How to Use Nearmap Imagery](image)
5. Click on the Kronos Punch Dashboard link

6. The Kronos Punch Review Dashboard window is displayed. The default display shows all Kronos mobile users in the following sorted order: Employee name (ascending), Date/Time Stamp (ascending).

**Viewing Employee Punches**

1. Select your name in the Supervisor drop down list in the upper right menu bar.
2. Select the name of the Employee from the drop down list whose punches you wish to review.

3. Optionally, you may also filter by a date range by selecting the from and to dates using the calendar features. You may also specify the times associated with each start and end date using the time clock feature.
4. Once you have selected the Supervisor, Employee and optional Date range, you will now see a filtered list of punches for the selected employee.

5. To view the punch location for a specific day, click on the applicable employee punch. Upon selection of a specific employee punch, the map will display the location of the punch.

6. You can zoom in and out by using the scroll wheel on your mouse or by clicking on the specific punch again. See examples below that show zoom in and zoom out screen shots.
Signing Out of the Dashboard

1. To sign out of the Kronos Punch Review Dashboard, click on the 3 horizontal lines in the upper right hand corner of the screen, select **Sign Out**.
How to request punch data prior to the last 31 days
For one-off inquiries/requesting punch data prior to the last 31 days, please follow the process outlined below:

1. Supervisor or higher level of leadership sends a request to kronos-notify@umn.edu.
   a. Provide supervisor, employee and date range for which you need the punch data
   b. List reason behind the exception request
   c. If need is urgent, please note needed by date
2. Kronos Notify will respond with requested data to the requestor.