AMERICA'S TIRE DISCOUNT TIRE DISCOUNT TIRE DIRECT

Kronos Timekeeper - QRG – CORRECTING A MISSED PUNCH

Are you in the right place? Make sure you are in KRONOS MANAGER

go to ⮕ KC Knowledge Center ⮕ HELPFUL LINKS ⮕ Kronos Mgr/Password Reset

To correct a missed punch, you should not delete punches. This employee is missing the first punch of the day. The **red box** does not always indicate which punch is missing. Verify punch sequence and enter the missing punch.

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+	☒	Sun 3/03/19									
+	☒	Mon 3/04/19 The missed punch ---➤			11:45		12:29				
+	☒	warning should be here			🟥		▮ 18:35	6.85	6.85	6.85	

DO NOT delete the 11:45 punch to enter their **In** time.
- Insert a row by clicking on the plus sign.

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+	☒	Sun 3/03/19									
⊕	☒	Mon 3/04/19			11:45		12:29				
+	☒				🟥		▮ 18:35	6.85	6.85	6.85	

- **Enter** the missed punch in the correct column (**IN/OUT**).

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+	☒	Sun 3/03/19									
+	☒	Mon 3/04/19			11:45		12:29				
+	☒				●➤ 7:30						
+	☒				🟥		▮ 18:35	6.85	6.85	6.85	

- Click **Calculate Totals** to make sure you get the desired result.

✓▾ Approve Timecard	✐▾ Sign Off						🖨 Print Timecard	🔄 Refresh	⊞ Calculate Totals	💾 Save	↗▾ Go To

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+	☒	Sun 3/03/19									
+	☒	Mon 3/04/19			11:45		12:29				
+	☒				7:30						
+	☒				🟥		▮ 18:35	6.85	6.85	6.85	

The punches should land in the proper order for the day.
- If Correct, click **Save**. If not, click **Refresh** and the timecard will go back to where you started.

✓▾ Approve Timecard	✐▾ Sign Off						🖨 Print Timecard	🔄 Refresh	⊞ Calculate Totals	💾 Save	↗▾ Go To

		Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily	Period	Schedule
+	☒	Sun 3/03/19									
+	☒	Mon 3/04/19			7:30		11:45				
+	☒				12:29		▮ 18:35	10.35	10.35	10.35	

💡 Did you know all punches are recorded in military time? Enter **p for PM** after the time when adding a missing afternoon punch (**630p**). Kronos will convert the entry to military time 18:30.

Below are examples of how to correct various types of missed punches.

If a punch needs to be moved to another day, **please contact your payroll team member** to make the correction.

An hourly employee shows 0.95 Shift for the day. The employee may be missing punches.
- Insert a row.
- Add the punches in the appropriate time slot(s) with a comment for each manual entry.
- Click **Calculate Totals** to make sure you get the desired result.
- If Correct, click **Save**. If not, click **Refresh** and the timecard will go back to where you started.

When checking timecard(s), **verify all of the punches**. This employee punched multiple times and may be missing a punch. This may cause your **UPMH** to be incorrect.

If the employee has **multiple punches**, keep the punches that are in the **employee's favor.** For example, if 2 Out punches were recorded, keep the later punch and delete the earlier punch.
- **Delete** the remaining multiple punches.
- Click **Calculate Totals** to make sure you get the desired result.
- If Correct, click **Save**. If not, click **Refresh** and the timecard will go back to where you started.

Did you know you can refer to the **Audits Tab** to see all edits to a timecard including deleted punches.