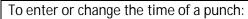


## **Add, Edit and Delete Timecard Punches**

This job aid explains how to add, edit and delete punches from an employee timecard whenever exceptions or time needs to be corrected.

## Add and Edit punches



1. Out column. The Punch Actions glance opens.

ady co	ntains a punch, the glance displays the current information about the punch: date, time
zone,	exceptions, last edit date and the last person who edited it.

actions glance, click Edit.

panel, enter the following information as needed:

**Time (hh:mm)** — This reflects your actual time and you cannot leave this field blank.

o Based on the time that you enter, since USNH uses quarter-hour rounding rules, the system records the rounded time. For example, if you enter

nd then click e changes to

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

## **Delete Punches**

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

## **Add Comments to Punches**

Comments should always be used when making edits to the timecard as they provide important details when auditing timecard history. For example, if you fix an employee's missed start time, you can add a comment to indicate oanta().9(1)-0.7().29

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