

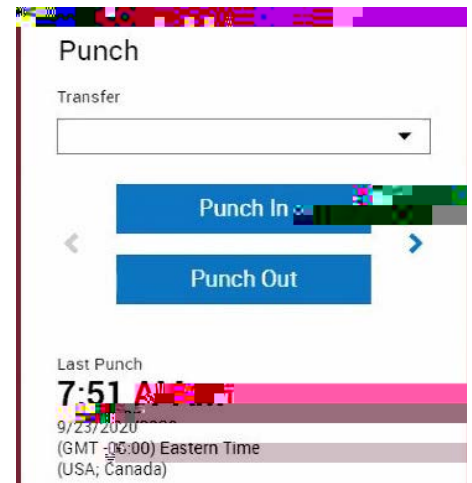


department) follow the job aid: 'Using the Punch Tile – Select Transfer Position'

### Using the Punch Tile:

The Punch tile is used to:

- Quickly record IN and OUT punches to a timecard
- View last punch time recorded



### Punch In & Out Instructions to record time worked (employees with 1 job only)

**NOTE:** If you have more than 1 job on your campus, it will require you to select the position you are punching in for, so please follow that Job Aid: "Using the Punch tile – Select Transfer Position" instead of this one.

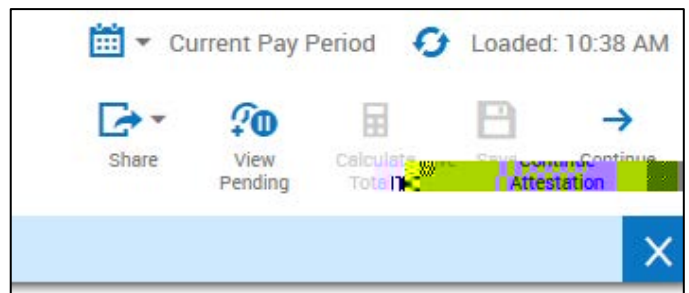
For employees with ONLY 1 job, UKG will recognize that position and record your start time when you click the Punch In button . It will display the message "Success: Punch Accepted" in a green bar at the top of the Punch Tile (see example below).

**IMPORTANT:** If you have a Missed Punch from a previous day, prior to confirming your Punch In time, it will present you with an option to correct that missing punch right now.

You can select "NoMissed Punch," you MUST click on

the red Save icon, and then the "Continue Attestation " icon right next to it.

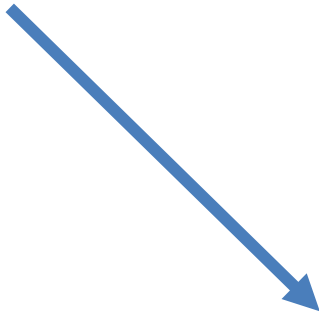
- Doing this re-routes you back to your home page and the Punch Tile, confirming that your "Punch In" time has also been captured successfully.





After you Punch Out at the end of a shift/day, IF you have worked 5 or more hours that day, Kronos will prompt you with a "Meal Attestation".

- If you select YES, and Submit , - Kronos will subtract either 30 or 60 minutes (based on your position) from your calculated work hours between your IN and OUT punch.



**Confirm**
X

I certify I took an unpaid meal break within 5 consecutive hours of my workday and in compliance with NH Department of Labor law RSA 275:30-a ("An employer may not require an employee to work more than 5 consecutive hours without granting him a 1/2 hour lunch or eating period, except if it is feasible for the employee to eat during the performance of his work, and the employer permits him to do.")\*

Submit

Cancel

- If you select NO and Submit , it will follow up with a new prompt asking why you missed your owed meal break.

In the drop- down menu are 3 options :

**OPTION #1** - Mutual agreement with supervisor to work through my meal break

OR





**OPTION #2** – Worked through my meal break without supervisor approval

OR

**OPTION #3** – Meal break was not provided

Make your selection and Submit . The Out punch should be successfully captured and posted to your Timecard.

Your shift total should be the full amount of time worked between your IN and OUT punch. It will not subtract the 30 (or 60) minutes for a meal break\*.

NOTE: plifyou opt to Punch1cf