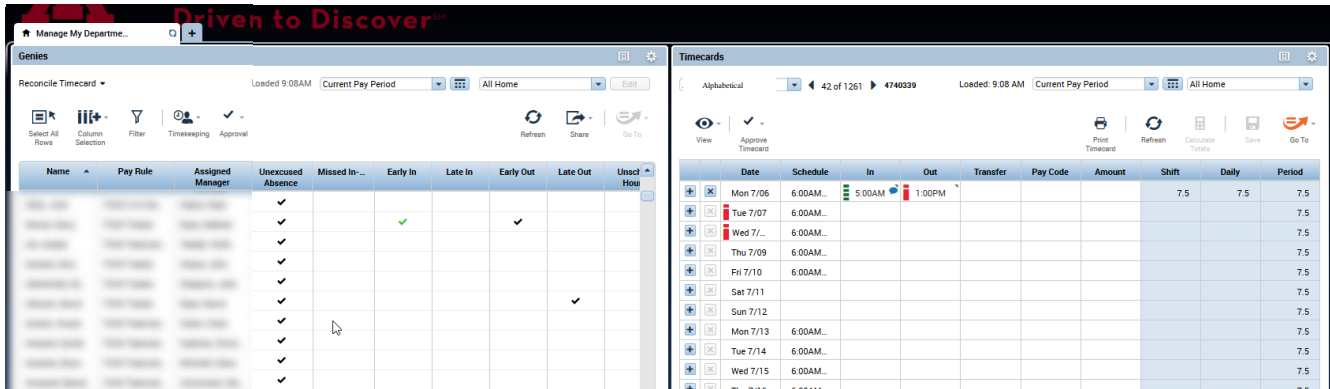


FM Reference– Documenting Attendance Behaviors in Kronos

Suggested daily routine for managers to keep up-to-date in documenting employees attendance behaviors.

1. Log into Kronos shortly after shift start-up. Accessible via facilities.umn.edu, quick links to Applications and then select Launch Kronos.
2. Review employees punch exceptions and add comments for all punch exceptions. Add notes if applicable. Mark exceptions as reviewed after comments are added

The default view for FM is Manage My Department on the left and the Timecards on the right (defaults to first employee alphabetically).



Fields explained:

Unexcused absences – employee is missing time for one or more scheduled work days during the time period.

Missed In – There is no in-punch for the day.

Early In – In punch was earlier than 6 minutes prior to the scheduled start of the shift.







Early Out – Out punch was before the scheduled end of the shift.

Late Out – Out punch was later than 6 minutes after the scheduled end of the shift.

Unscheduled Hours – Employee has hours entered on a day they were not scheduled to work.

Black check mark means the exception has not been reviewed, some type of action is needed.

Green check marks means the exception has been reviewed, no further action is needed (to get it green requires manager/supervisor to mark is as reviewed – see more on the next page).

Kronos Exception Icon	Meaning
	Red icon – exception for missing time or swipe out of expectations
	Green icon – exception has been marked as reviewed by the manager
	Orange icon – employee justifies missing time exception (future possibility)
	Blue icon – an excused absence
	Blue word bubble icon – comments have been added to the punch time
	Red or Green icons with striped lines means the automatic lunch deduction was canceled for this shift

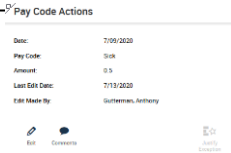
FM Reference– Documenting Attendance Behaviors in Kronos

Addressing Punch Exceptions

1. If the swipe was in error, manager should fix the swipe time to the accurate time(s).
2. If swipe is accurate and it is an exception, managers must take action as described below:

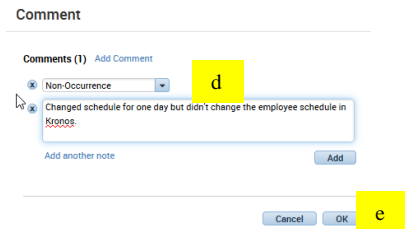
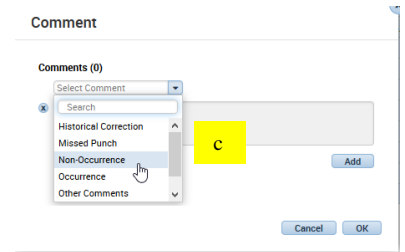
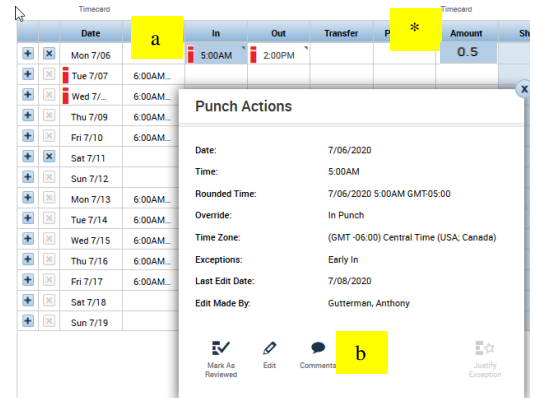
- a. Right click on the punch that is the issue*
- b. Select Comments


* If employee uses benefit hours to cover exception then right click on the hours entered in the Amount column to open pay code actions window, click comment and continue

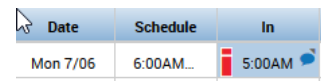


- c. Select Non-Occurrence or Occurrence

- d. Add notes if applicable
- e. Click Ok

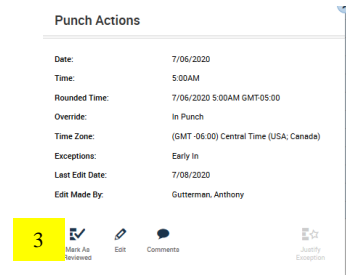
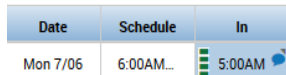


Once a comment is added, a word bubble  is added to the punch but the red marker remains.



3. The punch must be marked as reviewed to remove the red marker. Right click on the punch again, this time select Mark As Reviewed.

Back on the timecard, there is now a green marker.



4. Continue addressing exceptions as necessary for this employee, Click Save when done
5. Scroll to the next employee and repeat until all exceptions addressed. Ensure to click Save as you go.
6. The check marks back on the Manage My Department Genie will turn green after they are marked as reviewed.

FM Reference– Documenting Attendance Behaviors in Kronos

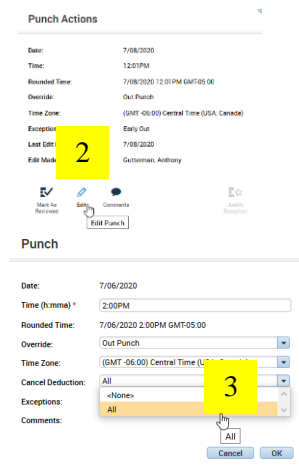
CANCEL AUTO DEDUCTION OF UNPAID BREAK

Employees who are authorized an unpaid break time will have that time automatically deducted from their Kronos total time after 6 consecutive hours of work. Notice below the employee on Tuesday leaves work after exactly 6 hours and the total hours for the shift/day is 6 hours. Wednesday the employee leaves work after 6 hours and 1 minute and the shift/day total is 5.52 due to the automatic 30 minute unpaid lunch break deduction.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
+ x	Tue 7/07	6:00AM...	6:00AM	12:00PM				6.0	6.0
+ x	Wed 7/08	6:00AM...	6:00AM	12:01PM				5.52	5.52

If the employee is authorized to work through the lunch period and does not take one during the shift then it is up to the manager to CANCEL the auto deduction. Guidance on how to perform this is below.

1. Identify the work shift(day) the auto deduction must be removed.
2. Right click on either the in or out punch and select edit punch.
3. In the Punch window, open the list of values in the Cancel Deduction field. Select All.
4. Click Ok



If you need to restore the lunch deduction, repeat the process above but in step 4 select <None>.

NOTE: There are certain employees who are not assigned an auto-deduction. For example, students do not typically work a standard schedule making it difficult to know when they take or do not take a break. Therefore, if students are taking an unpaid break then managers are to ensure they are swiping out for breaks and back in to restart the shift. Additionally, certain employees are authorized a paid break and therefore do not have any auto-deduction against their timecards.