Fixing Time Card Issues

Purpose: Use this Job Aid to fix issues with employee timecards before approving time cards during pay period close.

<table>
<thead>
<tr>
<th>Reference Guide Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Guide Objectives</strong></td>
</tr>
<tr>
<td>Upon completion, the user will:</td>
</tr>
<tr>
<td>● Know how to fix time card punches</td>
</tr>
<tr>
<td>● Know how to remove lunch deductions</td>
</tr>
<tr>
<td>● Know how and when to adjust time for an augmentation</td>
</tr>
<tr>
<td>● Know how to enter call back hours for trade and teamster employees</td>
</tr>
<tr>
<td><strong>Prerequisites</strong></td>
</tr>
<tr>
<td>None</td>
</tr>
<tr>
<td><strong>Kronos Role</strong></td>
</tr>
<tr>
<td>Supervisors</td>
</tr>
<tr>
<td><strong>Revision Date</strong></td>
</tr>
<tr>
<td>4/16/20</td>
</tr>
</tbody>
</table>

Table of Contents

Time Card Exceptions 1

Add Missed/Correct Errors with Punches 1

  Review Exception 2

Fix Schedule Issues 3

Cancel a Meal Deduction 3

  Cancel for Hourly Employees 3

  Cancel for project time card employees (pre-populated schedules) 4

Add an Augmentation 5

Enter Call Back Hours 7

  Enter Call Back Hours for a Trade Employee 7

  Enter Call Back Hours for a Teamster Employee 8
**Time Card Exceptions**

Timecard exceptions are discrepancies that need to be fixed before the timecard can be approved at the close of a pay period. The more frequently timecards are reviewed, the less time it will take to review and approve timecards. Timecard exceptions appear as blue or red highlights on the timecard.

**Add Missed/Correct Errors with Punches**

Employees that have missed in or out punches or may have an unexcused absence if no time was entered on a day they were scheduled to work. If the Unexcused Absence was due to a Vacation or Sick day, a time off request needs to be entered and approved. If an employee punches in early/late intentionally, they may submit leave (benefit) time in Kronos to get to the total expected. If this is approved, it is a FM Non Occurrence, if it is not approved, it is an Occurrence.

1. Double-click on the employee name that has a missed punch to open the timecard.
2. Place the cursor in the cell and enter the time of the punch. For AM, type an “A” after the time and for PM, type a “P”.
3. Tab out of the cell and right-click on the punch.

   **Note:** to add a comment, click the **COMMENTS** button, select a comment from the drop-down list, add a comment and click **Add** and click **OK**.

4. Click the **Save** button to save the added punch.
**Review Exception**

1. Right-click on the bad punch.
2. Click **Mark As Reviewed**.

3. Right-click again on the punch and click **Comments**. It’s best practice to enter a comment about the occurrence.
4. Select whether this is a Non Occurrence or an Occurrence and enter a comment.
5. Click the **OK** button.

**Fix Schedule Issues**

If an employee has an exception due to a schedule change, the schedule needs to be updated to reflect the time that they punched in and out. Refer to the *Changing Schedules* Job Aid on the Kronos Training Web Page for how to make schedule changes. Schedules drive many things in Kronos including:

- **Shift Pay** - can’t pay the correct shift differential if there is no schedule, or it is incorrect.
- **Deviation Pay** - can’t pay the correct deviation pay if there is no schedule or if it is incorrect.
- **Leave Requests** - will not process correctly if there is no schedule or it is incorrect.
- **Overtime Pay** - could be triggered when not earned if an employee works outside the schedule.

**Cancel a Meal Deduction**

**Cancel for Hourly Employees**

Every hourly employee has a 30-minute meal break programmed into Kronos. If an employee did not take their break, cancel the meal deduction.

1. Right-click on one of the out punches and click the **Edit** button.
2. In the **Cancel Deduction** field, select **All** and click the **OK** button.

**Cancel for project time card employees (pre-populated schedules)**

For employees with a project time card, you must add 30 minutes to the time card if they worked through lunch.

1. Enter the correct hour amount.
2. Click the **Save** button.
The hours will be adjusted and the employee will now get paid for the canceled lunch.

Note: Disciplinary action may be required if the employee worked through their break without prior approval.

Add an Augmentation

Employees who are eligible for augmentations can do this at the time clock. If they don't perform this task themselves, the time card will need to be adjusted for the augmentation.

1. Select the Pay Period for the Augmentation.
2. Determine the date for the augmentation and click on the arrow at the bottom of the time card. Click the Totals tab to view where the employee is currently assigned.

3. Click in the Transfer column on the date for the augmentation and click Search. Click on the Labor Account tab and complete all the fields. If all fields are not completed, the augmentation is not valid.
4. Click **Apply** to add the information to the time record for this date. The augmentation is now available in the drop-down selection in the **Transfer** column, so you only need to set-up the augmentation once per employee.

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**Enter Call Back Hours**

There are policy differences between Trade and Teamster employees. Trade employees are paid for the time worked including time spent driving to and from the event. Teamster employees are guaranteed 4 hours regardless of the amount of time worked.

**Enter Call Back Hours for a Trade Employee**

Trade employees are paid for the time worked including time spent driving to and from the event. Follow these steps to add the Call Back hours for a Trade employee.

1. Click the plus sign on the date of the Call Back to add a new row.
2. Enter the hours for the Call Back.
3. Click the **Save** button. The correct amount of overtime will be calculated.
Enter Call Back Hours for a Teamster Employee
Teamster employees are guaranteed 4 hours regardless of the amount of time worked. Follow these steps to add Call Back hours for a Teamster employee.

1. Click the plus sign on the date of the Call Back to add a new row.
2. Type in Call Back in the Pay Code field to search for this pay code and select it.
3. Type in 4 hours in the Amount field.
4. Click the Save button.