Editing Employee Timecards

**General Note:** If an employee accidentally logs a ‘double-punch,’ forgets to log in or out, or records a time stamp at the wrong time, it will show up as either an exception (big red ‘I’) or a missed punch (red box) on the employee’s timecard. The timecard will then need to be edited for correction by a supervisor.


From your Kronos homescreen, there are several ways to access an employee Timecard for editing:

1. **Double-Click:** Under the **Manage My Department** widget, type the employee last name in the **QuickFind** bar, then click on the **Find (magnifying glass) button** to locate the employee record. **Double-click** on that employee’s row when it loads, which will open the employee Timecard.
2. Use the **Timecards** link: While in the Manage My Department widget, type an asterisk (*) into the **QuickFind** bar, then click on the **Find** (magnifying glass) button.

Hold down the **CTRL key and click** to select the timecards that need edits (you can select one or many).

Then click on the **Timecards** link on the right side of the page. This process opens the Timecard page with the first employee’s timecard displayed.

Once you have completed edits on that timecard, you can click on the dropdown arrow in the upper-left corner of the page to select another employee.

You can also click on the **forward arrow** to the right of the employee name to advance to the next timecard.
3. Use the **GoTo** command:
   While in the **Manage my Department** widget, single-click on the desired employee name (it will turn blue).

Then click on the **GoTo** command at the upper-right of the page. Then select **Timecards** from the list of options.

Any of the above three methods will allow you to access an employee timecard.
Once you have the employee Timecard open, navigate to the week or schedule period you wish to edit using the **Date Range pop-up calendar** or the dropdown **Context Selector** in the upper right corner of the screen.

**Common Timecard Edits:**

**Missed Punch:** Missed punches appear on a timecard as a solid red cell where the punch was missed. Kronos treats alternating punches as ‘punch-in, punch-out,’ so a missed punch-in at lunchtime could display as a missed punch-out at the end of the day, as shown below. If this happens, you will need to edit more than one cell to correct the missed punch.

**Incorrect Punch:** An incorrect punch can happen when someone accidentally punches in or out early or late, or if they accidentally record a punch. An incorrect punch may or may not show up with a Red ‘i’ in the cell, but it can be edited regardless.
Editing a Missed or Incorrect Punch:

1) Double-click in the cell that needs to be edited. The cell will turn yellow with a blinking cursor.

2) Enter the correct time in the cell, then press ‘Enter’ on the keyboard. Make sure that you designate ‘pm’ for times after 12:00 noon.

3) Repeat for all edits you need to make on the timecard.

4) Always click on the Save button in the top right corner of the screen to save your edits.

Deleting a Punch from a Non-Exempt Timecard:

If an employee accidentally double-punches, the second punch will need to be deleted. In order to maintain a consistent audit trail, this must be done in a specific order:

1) Open the employee timecard and navigate to the schedule period and cell where the punch needs to be deleted. In this example, the employee punched twice and now appears to be clocked out for the day.
2) Before you delete the incorrect second punch, you must first add an explanatory comment. To do this, right-click on the incorrect punch, which will bring up the Punch Actions pop-up window. Then click on the **Comments** icon at the bottom left of the window.

3) This brings up the **Comment** window. In the **Select Comment** drop-down menu, select **Other**.
4) In the **Comment** text field, enter an **explanation** for why you are deleting the punch, then click on the **Add** command.

![Comment Window]

5) Click on the **OK** button to close the **Comment** window.

6) The cell with the extra punch now has a **small blue speech bubble** in the upper right corner. If you hover over the cell, you can view the comment.

![Timecard]

7) Click on the **Save** command at the top right of the screen to save your comment.

8) You can now delete the incorrect punch. Click in the cell containing the double punch, then backspace to delete the data in the cell.

![Timecard]

9) Select the **Tab** key on your keyboard to exit out of the selected cell.
10) Click on the **Save** command at the top right of the screen to save your edit. Note: this button will be grayed out and unavailable unless unsaved edits have been made to the employee timecard.

**Notes on time punch formatting:**
- Enter time in either 12-hour or 24-hour format (1:00P and 13:00 will both record as 1:00PM).
- 12-hour times without AM or PM designation will record as AM. PM times must be designated as such (pm, PM, p, or p.m.).
- Leading and trailing zeros are optional (0700 and 7 will record as 7:00AM).
- Colons are optional (7:30 will record as 7:30AM, 8p will record as 8:00PM).

**Notes on time quantity formatting:**
- Leading zeros are optional (070 and 7 will both record as 7:00 hours).
- Trailing zeros should not be used (070 will record as 70 hours).
- Decimal entries are supported (7.25 will record as 7:15 and 7.5 will record as 7:30)
- A colon or decimal is NOT required when entering full hours.
- A colon or decimal IS required when entering minutes (for 7 ½ hours, enter either 7.5 or 7:30)