

Punch Origin Audit

Payroll Page for Supervisors

Tip

- The system will allow approved telephone time entry (TTE) users to call from any phone line. You must designate which phone line(s) are allowed to be used and ensure compliance for an employee who has permission to use TTE.

Audit the origin of a punch

- Log on to Kronos to review the where the employee clocked in/out.
- Click the name of the employee to audit.
- Click the AUDITS tab under the timecard.
- Select Punch (Add/Edit/Delete) in the Type of Edit dropdown menu.
- Adjust the width of any columns by hovering the cursor on the line between the columns. Click, hold and drag to make the column wider.

TOTALS & SCHEDULE ACCRUALS REPORT PERIOD AUDITS											
Type of Edit: Punch (Add/Edit/Delete) Data Sources: All											
Date	Time	Type	Override	Comment	Edit Date	Edit T...	User	Data Source
7/28/2014	3:30PM	Add Punch				Out Punch		8/02/2014	11:03AM ...	smithjx.codkronos.gov.dnvr:10.128.1.244	Time Stamp
7/31/2014	7:00AM (7:...	Edit Punch				New Shift		8/02/2014	11:04AM ...	berryct.codkronos.gov.dnvr:10.128.1.244	Timecard Editor
8/05/2014	3:34PM	Add Punch						8/05/2014	3:34PM (...)	SuperUser:GOVKRONOSSVC02P:Webb 1st Floor (000021)	Workforce Device Manager
8/01/2014	4:07PM	Add Punch				Out Punch		8/01/2014	4:07PM (...)	lvrUser.govkronosbgp01p:IVR1:7209131311	External API
8/06/2014	5:17PM	Add Punch				Out Punch		8/06/2014	5:17PM (...)	lvrUser.govkronosbgp01p:IVR1:OOA	External API
8/04/2014	5:57PM	Add Punch				New Shift		8/04/2014	5:57PM (...)	lvrUser.govkronosbgp01p:IVR1:7209131311	External API
8/06/2014	6:54AM	Add Punch						8/06/2014	6:55AM (...)	SuperUser:GOVKRONOSSVC02P:Webb 1st Floor (000021)	Workforce Device Manager
8/01/2014	4:07PM	Add Comment to Punch					Approved	8/01/2014	5:57PM (...)	berryct.codkronos.gov.dnvr:10.128.1.244	Timecard Editor

This is the date that it appears on the timecard.

This is the time that appears on the timecard.

Describes what happened to the punch (added, edited, or deleted).

Type of comment added to the punch.

Time when the punch was added, edited or deleted.

Punch Origins, refer to the chart below

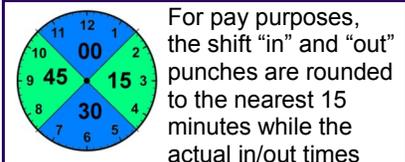
Date that the punch was added, edited, or deleted.

These fields will be blank for the Type of Edit: Punch

Process

- Notify your employee which city networked computer(s), terminal(s), and/or telephone(s) he/she is designated to use to track his/her time.
- Email your employee's:
 - badge number, if he/she will use a terminal, and/or
 - completed Telephone Time Entry Designation Form, if he/she will use TTE
 to the Payroll Division for set up.
- Your employee clocks in and out using the designated method.
- Audit the punches during your bi-weekly review.

7-8 Minute Rounding Rule



For pay purposes, the shift "in" and "out" punches are rounded to the nearest 15 minutes while the actual in/out times appear on the timecard. Punches that occur mid-shift for unpaid meal breaks, round based on the total minutes taken for the unpaid time. Speak with your employee regarding your department/agency attendance policy.

Run a Report

- Select employee(s) from Manage My Employees.
- Expand the timecard.
- Click Reports in the upper left corner.
- Select Punch Origin.
- Select the appropriate range of dates in the Time Period field.
- Click Run Report.
- Click Refresh Status.
- Click View Report.

User column	Data Source column	Origin of Punch
user name: IP Address	Time Stamp	Time stamp on a computer
user name: IP Address	Timecard Editor	Punch added, edited or deleted by the user name
SuperUser: ...location of the terminal	Workforce Device Manager	Terminal
lvrUser: ...phone number used*	External API	TTE

*If the phone number used lists OOA, this means out of area. This happens when some one calls from an extension of a main line. If the phone number used lists MISSING, this means that no information was sent by the phone carrier to the system.