Emory University
Finance & Administration

Kronos Workforce Central
v6.3
Timekeeper Training Manual

Table of Contents

Roles and Responsibilities

Overview
The timekeeper plays a vital role in the success of Emory's Time and Attendance System (TAS). Communication with supervisors and performance of the various responsibilities will prevent errors, ensure correct payments to employees, and minimize the time spent on payroll-related activities.

Employee Responsibilities
Employees are responsible for reporting their work time by clocking in and out on the phone using their employee ID number. This information, along with the name of their timekeeper(s) and HR representative, is shown on the Time & Attendance personal access card they receive during training. Timekeepers are responsible for distributing Time & Attendance personal access cards to new employees.

To record their work time, employees must dial 2-6666 from their Emory campus phone. This number can be dialed from any authorized Emory campus phone. Although some departments do not mandate that employees only clock in/out from their desk or personal extension, timekeepers should check all telephone numbers used to clock time, either by running the Clocking Report on the Finance Webpage, or the Punch Origin report in Kronos.

Employees may also report their work time from locations that are off campus. The remote access number is (404) 712-9350. Employees must be approved in advance by their departments for use of the remote access number. Departments should notify the Payroll Office of any employee needing to utilize the remote access number by completing the Time & Attendance Biweekly Change form.

Employees that miss a punch or fail to record their work time on a particular day should notify their timekeeper and supervisor immediately. The table below shows instructions for recording work time:

Employee Actions	TAS
1. Dial 2-6666, remote users dial (404) 712-9350.	"The time is . Please enter your employee
2. Enter 9-digit employee number.	"Please enter the clock code."
3. 1 = Clock In (start of shift) 3 = Lunch Out 4 = Lunch In 9 = Clock Out (end of shift)	"Clock in/out recorded. Thank you for using the system."
4. Hang up.	

In addition to recording work time, employees can also record their vacation, floating holidays, and sick leave. These can be recorded in advance. The Department determines the types of leave an employee is authorized to enter using the phone. Refer to the employee's Time & Attendance personal access card for instructions on recording leave time.

Employees who fail to record their leave hours may enter these hours after the fact as long as they do so within the same pay period. If the employee makes an error in recording their leave hours (i.e. entering too many hours, wrong type of leave), or if they will be unable to enter their

hours within the same pay period, they should notify their timekeeper and supervisor immediately so the leave time can be entered manually.

Timekeeper Responsibilities
The timekeeper's responsibility for the Time and Attendance System (TAS) are:

- Ensure adherence to Emory's salary administration, payroll, and TAS policies and procedures.
- Work with HR Representative to provide employee data for TAS configuration
- Work with HR Representative, supervisors, and Payroll Office to resolve disputes concerning employee vacation and sick leave balances.
- Monitor telephone numbers used by employee to clock in or out. The Punch Origin Report in Kronos and the Clocking Transaction report on the Finance Web page list the phone numbers used.
- Monitor "non-clocked" transactions entered by the employee such as floating holidays, vacations, and sick leave. Some departments may choose not to have employees enter these transactions. In those cases, the timekeeper will be responsible for entering these transactions into the system.
- **Maintain back-up documentation for all manual edits to employee timecards. Documentation must be kept on file for four (4) years. Items considered as documentation are Time & Attendance Logs signed and dated by the employee and their supervisor/manager, e-mail correspondence between the employee and their supervisor/manager, leave slips approved by the employee's supervisor/manager.**
- Input hours for bereavement, inclement weather, jury duty, and leaves of absences. If email corrections are allowed by the department, the timekeeper should maintain a copy of these with the log or in an email file. Make sure the employees are copying their supervisors on the emails.
- Input holiday hours for part-time employees.
- Adjust/cancel automatic meal deduction when an employee works through or changes their meal period.
- Correct errors in employee records and obtain required employee and supervisor signatures authorizing changes.
- Communicate with supervisors on items such as overtime and missing clock times.
- Communicate with the lead timekeeper when employee records are ready for approval at the end of the pay period.
- Approve by employee or department (if lead timekeeper) employees' hours to be paid by Payroll.
- Run reports on unit/department employees when a pay period closes.
- Provide training for new employees on using the phone system.

Kronos Maintenance Schedule

The following is a suggested list of general maintenance that should be performed during the pay period.

Daily:
- Review transaction on employee records and note errors.
- Correct errors, document changes, and obtain required employee and supervisory signatures.

Weekly:
- Run Time Detail reports on unit/department employees (if needed) and review/distribute as needed.

Payroll Monday (Monday after the pay period ends):
- Conduct final review of timecards, make final corrections.
- Approve timecards for payment, or advise the lead timekeeper that timecards are ready for approval.

Employee Pay Configuration

When the department brings on a new biweekly employee, whether as a new hire, a re-hire, or a transfer, the department should set the pay configuration during the on-boarding process. The PeopleSoft DDI panel allows the department to set the following information for the employee:

- Unit number (if applicable)
- Default meal deduction
- Shift differential eligibility
- Remote clocking access

If the pay configuration needs to be changed, complete and submit a Time and Attendance Change form to the Payroll Office indicating the changes that are needed.

Getting Started with Kronos

Java Install

Kronos Workforce Central v6.3 is delivered with Java version 6 Update 29. Kronos will attempt to install this version of Java on your first attempt to log in to the application. Kronos does function with the latest version of Java.

1. Navigate to java.com.
2. Click the Free Java Download button located in the middle of the page.
3. Follow the prompts to install the software.
4. Click Start > Control Panel > Programs.
5. Click on the Java icon to open the Java applet.
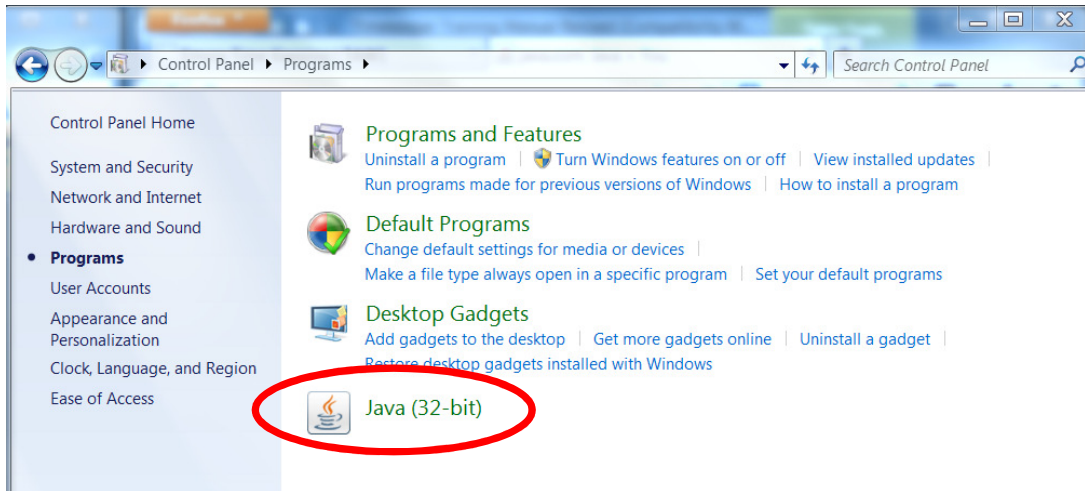
6. Open the Security tab in the Java applet and slide the security level from High to Medium.
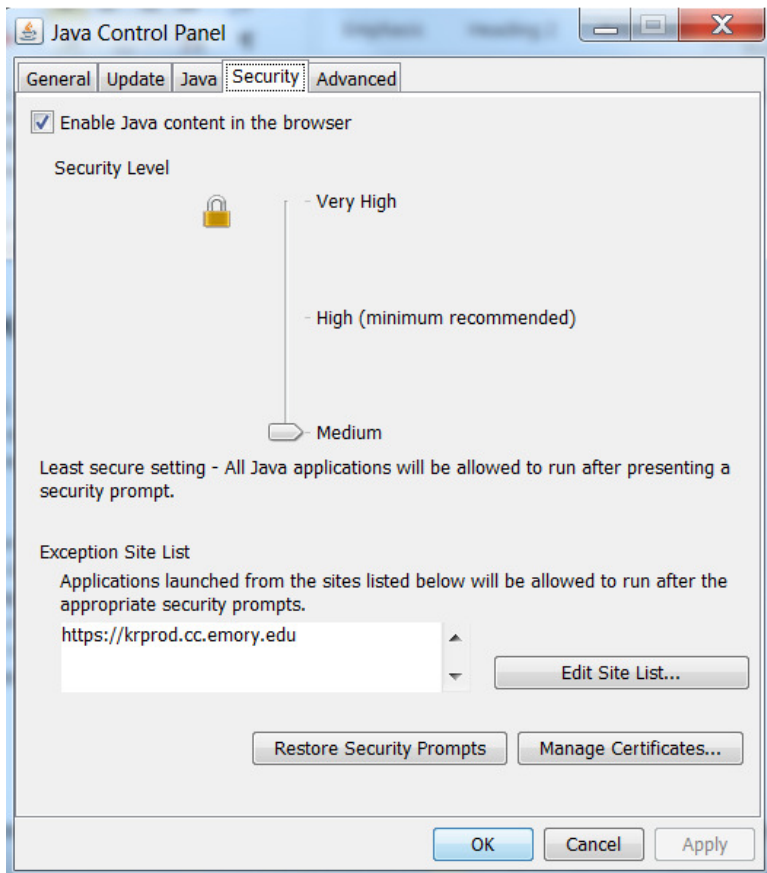
7. Click OK.

If you do not have administrative rights to your computer, or if you need assistance contact your local desktop support.

Pop-Up Blockers

Pop-up blockers may prevent Kronos from operating at full functionality if you have the pop-up blocker setting turned on in Internet Explorer or other browser toolbars like Google. Go to the Tools menu to turn off pop-up blockers.

You can also change your pop-up blocker settings by clicking Tools>Internet Options. Click on the Privacy tab and then click the Settings button on the Pop-Up Blocker section of the page.

Screen Resolution

Depending on the size of your monitor, you may need to adjust your screen settings in order to view all components of Kronos. To adjust your screen settings, click Start on your desktop and open the Control Panel.
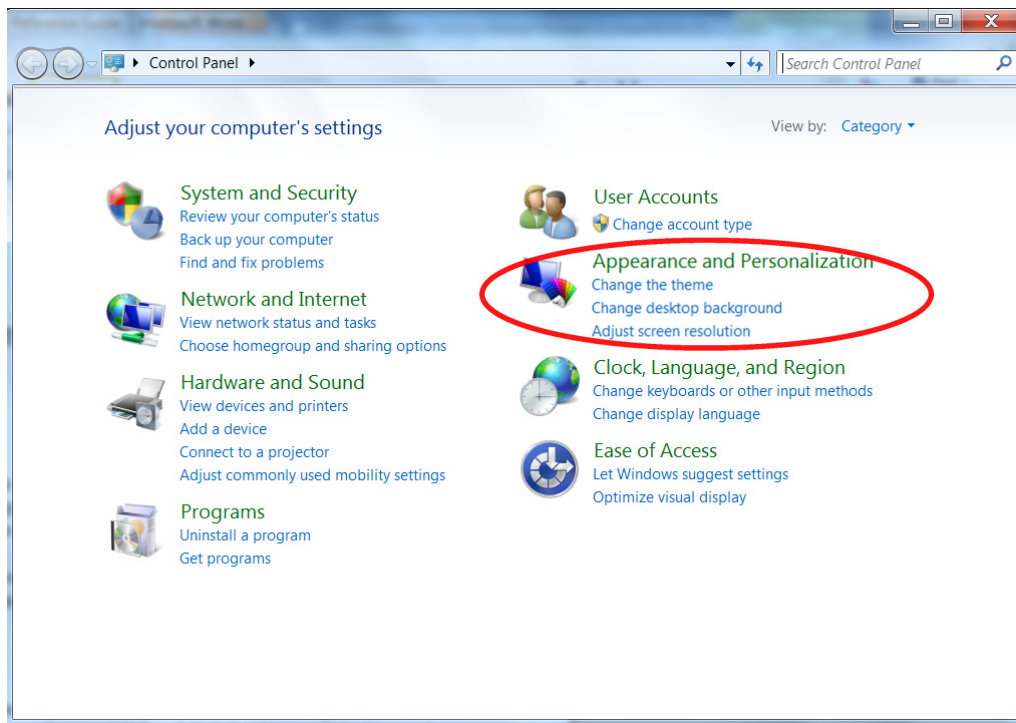
Accessing Kronos

Logging On to Workforce Central

To log On to Workforce Timekeeper you will need to have your Emory Network ID and password available.

1. Go to https://krprod.cc.emory.edu/wfc/logon.

   The log on screen appears.

Log On button

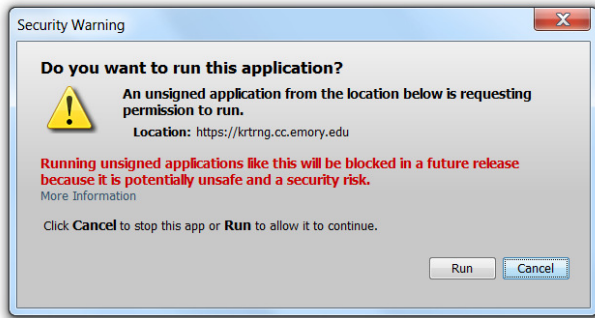2. Type the Emory Network ID in the **User Name** field.

   The user name (Network ID) is entered and can be viewed.

3. Type the password in the **Password** field.

   The password is entered but cannot be viewed.

4. Click **Log On**.

   The Workforce Timekeeper screen appears and a Security Warning dialog box appears.

5. Click **Run**.

The Security Warning dialog box disappears and the Kronos Reconcile Timecard page will appear.

Change Password

If you need to change your password, call the Emory UTS Service Desk at (404) 727-7777.

Logging Off

The Log Off link is located in the top right-hand corner of the page. Using the Log Off link is the correct method of logging off of Workforce Central. If you fail to log off using the link, your session may remain active.
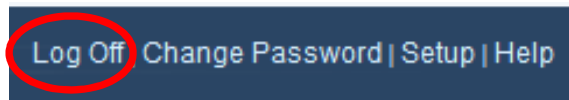
To log off of Workforce Central:

1. Click the **Log Off** link located at the top and on the far right side of the navigation bar.

   The system returns to the log on screen.

2. Close the page.

   The Workforce Timekeeper system closes.

Session Time-Out

Workforce Timekeeper automatically logs off if activity is not detected for 30 minutes. This functionality is designed to protect sensitive information in the system. The following screen appears if activity has not been detected. If you would like to continue working, click **Yes**.
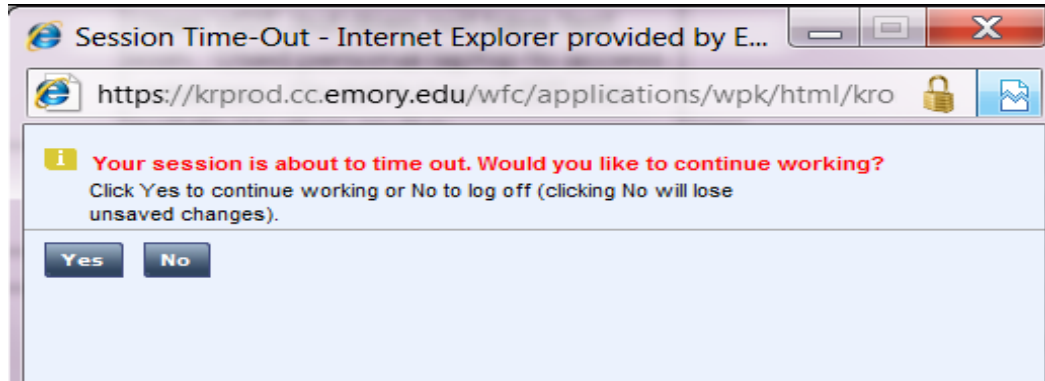
The Workforce Timekeeper Screen

There are three components of the Workforce Timekeeper screen: the navigation bar, the header, and workspace.

Navigation Bar

The Navigation bar displays tabs and links that are used to navigate to other Kronos components, log off the system, or get help.


Hide/Show Button

The hide/show button is used to hide the navigation bar in order to create more workspace.
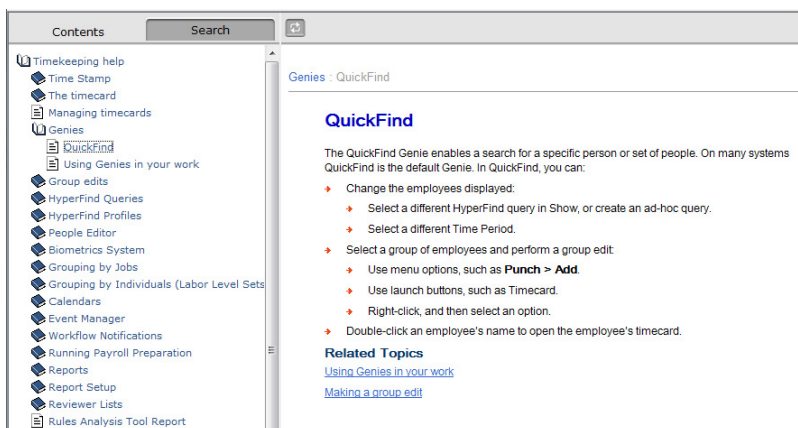
Navigation Tabs

Navigation tabs are used to navigate to other Kronos components. Workforce Genies are found on the General, My Genies®, and Timekeeping tabs. After logging into the system, you will enter the **Reconcile Timecard** Genie, which is the first genie listed on the **My Genies** Tab.

Help Link

The **Help** link is located at the top and on the far right side of the navigation bar. Click on the **Help** link to access a site map of **Help** topics for the entire Workforce Timekeeper system.
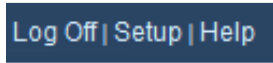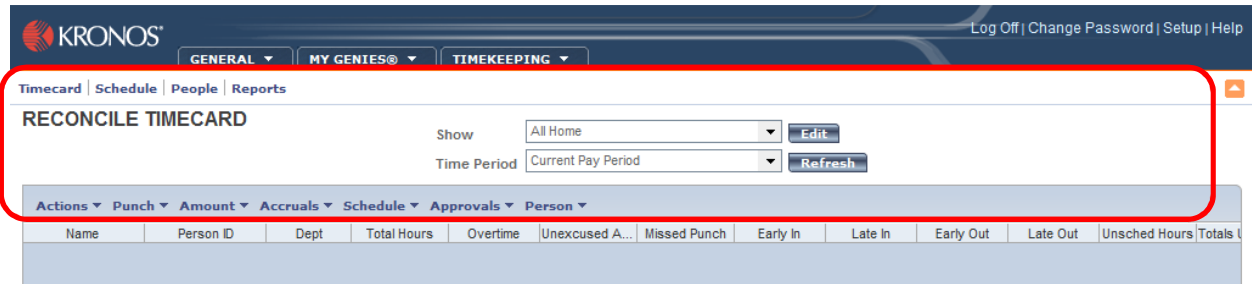

Once the **Help** screen is displayed select the appropriate help topic by clicking on a hyperlink under the Contents tab.

Header

The header is located at the top portion of the screen underneath the Navigation tabs and links. It is made up of four separate components, the **Name or ID** field, **Time Period** field, **Menus** and **Quick Links**.

Quick Links

The Quick Links are used to open specific applications in the software. Each quick link is described in the table below:

Quick Link	Description
Timecard	Launches employee timecards.
Schedule	Launches Schedule Editor application.
People	Launches the People Editor application. Users may or may not have access rights to the People record inside Workforce.
Reports	Launches the Reports application.

Show Field

The show field displays the name of the group of the group of employees that are displayed in the workspace.

Time Period Field

The time period determines what timeframe is displayed. Some options are Previous Pay Period, Next Pay Period, Current Schedule Period and Range of Dates.

Menus

The Workforce Timekeeper menu bar displays across the bottom of the header. Functions can be performed within the system by using menu options. These include **Select All** and **Print**. Menus change depending upon the application used in the software. To access a particular menu, click on the menu name. Click one of the options that appear directly below.

Workspace

The workspace is located below the header. It displays information about your employee's (i.e. Name, Person ID, Total Hours) based on the criteria pre-selected in the Header.

Actions ▾	Punch ▾	Amount ▾	Accruals ▾	Schedule ▾	Approvals ▾	Person ▾							
Name	1⁄	Person ID	Dept	Total Hours	Overtime	Unexcused Abse...	Missed Punch	Early In	Late In	Early Out	Late Out	Unsched Hours	Totals Up-To-Date
			113020	48.5	0.5		✓						✓
			113020	52.75	0.75		✓						✓
			113020	55.25	5.25		✓						✓
			113020	63.75	13.5		✓						✓
			113020	34.5			✓						✓
			113020	49.5			✓						✓
			113020	48.0			✓						✓

Timecards

The timecard is the most commonly used area within the Workforce Timekeeper system. Timekeepers can view employee punch detail, total hours worked, and exceptions.

Accessing Timecards

There are three ways to access employee timecards.

Option 1: Double-click the employee name with a Workforce Genie.

Option 2: Click the employee(s) name(s) and click on the Timecard quick link. To select all of the employees in your list, hold down CTRL + A.

Option 3: Click the employee(s) name(s), then right-click and select the Timecard menu item. To select all of the employees in your list, hold down CTRL + A.

RECONCILE TIMECARD
Last Refreshed: 15:01

Show: All Home [Edit]

Time Period: Current Pay Period [Refresh]

Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Schedule ▾ Approvals ▾

Name	1 ⁄	Person ID	Dept	Total Hours	Overtime	Unexc
Barner, Vijiha		035747000	721605	32.25		
Boyd, Vivian L		038273300	721605	32.75		
Bro... R		037875900	721605	45.25		
Bru...		037853501	721605	43.0		
Bu...		000508100	721605	46.0		
Bu...		039012000	721605	42.25		
Ca...		016178000	721605	46.25		
		000393200	721605	56.0	6.0	
Da... R		039659300	721605	45.5		
Do...		037247100	721605	24.25		
Eff...		013338200	721605	40.5	0.5	

Pop-up menu items:
- E-mail ⇒
- Add Punch ⇒
- Add Amount ⇒
- Approve
- Timecard ⇒
- Schedule ⇒
- People ⇒
- Reports ⇒

Step: Accessing a Timecard for a Single Employee

1. In a workspace, double-click the employee name.

   The employee timecard appears.

Steps: Accessing Timecards for Multiple Employees

1. In a workspace, double-click the employee name.

   The employee timecard appears.

2. Hold down the CTRL key and click on additional names. To select all of the employees in your list, hold down CTRL + A.

   The selected employee names have an orange background.

3. Click the Timecard quick link.

   One employee timecard appears.

4. Click the drop down arrow in the Name field.

   The list of previously selected employee names appears in the drop down list.

5. Click the desired employee name.

   The selected employee timecard appears in the workspace.

Timecard Components

The timecard contains three main components: Timecard Menus, Timecard Window, and Timecard Tabs.


Timecard Menus

The timecard has a series of menus with various options. The options available on the menu bar change depending on the application accessed and individual user access rights. To view the menu options that are available, click on that menu item. Within the timecard application, the following menu bar displays:
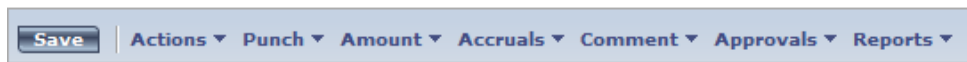
The first menu option, **Save**, is an action. When **Save** is clicked all changes made to the timecard are saved to the database.

Actions Menu
The actions menu contains a series of options.

13
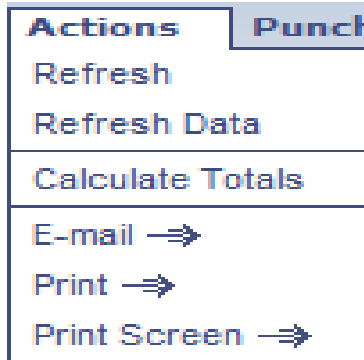
The table below describes each action:

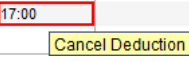| Action	Description
Refresh/Refresh Data	Cancel edits and restore workspace to the latest saved data.
Calculate Totals	Calculates edits within the timecard without saving changes. Use this option to calculate "what if" scenarios.
Email	Sends an email message about the timecard to the employee.
Print	Prints the timecard and the active timecard tab at the bottom of the workspace.
Print Screen	Prints the visible workspace.
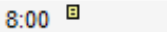
Timecard Window

The timecard window shows detail of the employee's work and non-work time. Edits to the time and attendance information are performed in the Timecard window. The table below describes the columns displayed in the Timecard window:

Column	Description
	Erases entire row of information.
	Adds a row for the selected date.
Date	Displays the date range selected in the **Time Period** field.
Pay Code	Displays pay code selected from the list.

Amount	Shows the number of hours associated with the pay code.
In	Actual time an employee punched in for the start of a shift. The second In punch displays the time the employee returned from lunch (if applicable).
Transfer	If an employee's hours need to be transferred to another smartkey, or if the employee's work rule has/needs to be changed, the new information will be displayed. By default, this field will be blank to indicate that the default pay configurations are being used.
Out	Actual time an employee punched out for lunch. The second Out punch displays the time the employee's shift ended.
Shift Total	Displays the number of hours the employee earned for the shift.
Daily Total	Displays the number of hours the employee earned for the day.
Cumulative	Displays the number of total hours the employee has earned for the date range displayed.

The appearance of the timecard cells may change to indicate a number of different conditions. The following table outlines the indicators and colors that may be found on the timecard:

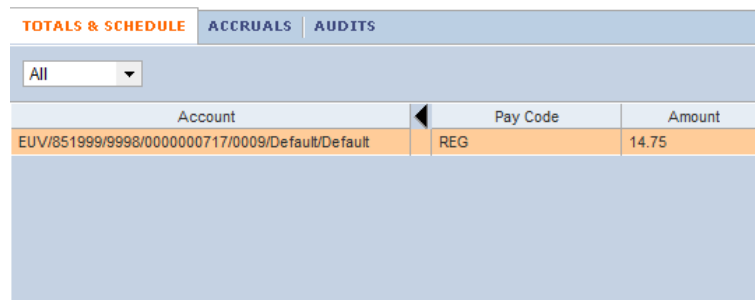| Indicators	Description
	A solid red cell indicates a missing punch. Hold the mouse over the red box and a message provides more information.
	A red outline around a punch indicates the employee's default meal break has been changed. Hold the mouse over the cell and a message provides more information.
	A red outline around a date indicates an unexcused absence.
	A small yellow note icon indicates that a comment has been attached to a punch.
	A red flag in the corner of the **Totals & Schedules** tab reflects that changes have been made to the timecard and a save is needed.

Timecard Tabs

There are a series of tabs that extend across the bottom of the **Timecard** workspace. Three tabs are always visible, **Totals & Schedule**, **Accruals**, and **Audit**s.

The Totals & Schedule Tab

There are two windows visible on the Totals & Schedule tab. The Totals window displays employee totals for the specified time period. The Schedule window displays the employee schedule for the specified period.

The Totals Window

As an employee works, hours are allocated to specific pay codes as determined by the pay rule assigned to the employee. The Totals window displays the total amount of hours for each pay code and smartkey. When the timecard is accessed, the Totals window displays the accumulated totals for the specified time frame.

The table below describes the columns used in the Totals window:

Column	Description
Account	The smartkey charged with the hours.
Pay Code	The pay code holding the hours.
Amount	Total number of hours held in the pay code.

The Schedule Window

The Schedule window displays the employee's scheduled shift start and end time for the specified period. Since the Scheduling feature is not widely used, this window will be blank for most employees. If the department would like to establish set schedules for biweekly staff, please contact the Payroll Department.

Date	Start Time	End Time	Pay Code	Amount
Sun 2/02				
Mon 2/03				
Tue 2/04				
Wed 2/05				
Thu 2/06				
Fri 2/07				
Sat 2/08				
Sun 2/09				
Mon 2/10				
Tue 2/11				
Wed 2/12				
Thu 2/13				
Fri 2/14				
Sat 2/15				

The Accruals Tab

The Accruals tab is located next to the Totals & Schedule tab. The Accruals tab displays accrued leave that the employee has available to use in the pay period selected. This includes sick and vacation leave only.

TOTALS & SCHEDULE	ACCRUALS	AUDITS

Accrual Profile EU VAC & SCK

Accrual Code /	Balance on Selected Date	Units
SCK	138.53	Hour
VAC	88.53	Hour

The table below describes the columns found on the Accruals tab:
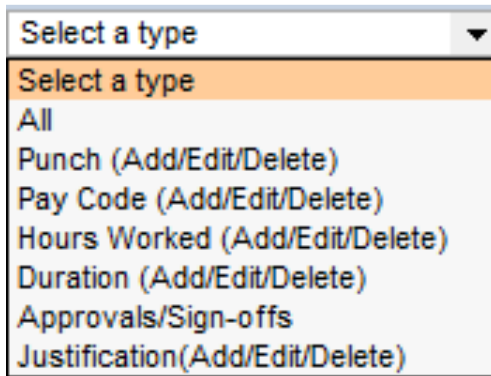
Column	Description
Accrual Code	The code that identifies and holds the type of accrual balance.
Balance on Selected Date	Displays the number of accrued hours available as of the date selected within the timecard.
Units	The unit associated with an accrual code. Measured in days, hours or money.

The Audits Tab

The Audits tab is located next to the Accruals tab. The Audits tab lists all edits made to an employee's timecard, including edits made by the timekeeper and punches recorded by the employee.

TOTALS & SCHEDULE	ACCRUALS	AUDITS

Type of Edit Select a type ▼   **Data Sources** 🔲 All

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source

When the Audits tab is initially opened it appears blank. The timekeeper must specify what type of edits to view by selecting an option from the Type of Edit drop down list. By selected an option from the list, the timekeeper can view audits of a specific type, for instance, deleted punches.

17

Once an option is selected from the Type of Edit drop down list, the columns in the Audits tab populate with the appropriate information. The table below defines the columns seen on the Audits tab:

Column	Description
Date	The date the edit applies.
Time	The time the edit applies.
Type	The type of edit performed.
Account	Transferred labor accounts if applicable.
Pay Code	The name of the pay code applied if the edit was associated with a pay code.
Amount	The amount of hours associated with the pay code.
Work Rule	The work rule that was applied to the punch or amount.
Override	The override type to which the punch or amount was converted.
Comment	Comments associated with a punch or pay code.
Edit Date	The date the edit was made.
Edit Time	The time the edit was made.
User Name	The user name of the person who made the edit.
Datasource	The source of the entry or edit.

Punch Rounding Rules

Emory pays all work time in quarter-hour (15 minute) increments. Punch rounding rules are used to keep pay code totals clean and adhere to the method for paying employees for time worked. Different rounding rules are applied according to the employee schedule. If schedules are used, rounding rules may be applied depending upon when the punches occur. Additionally, different rounding rules may be applied if the employee punches in or out for lunch.

Although the timecard displays actual punch times, the punches are rounded to calculate the work time. For example, if an employee clocks in any time between 7:53 (7 minutes before 8:00 a.m.) and 8:07 a.m. (7 minutes after 8:00 a.m.), the system will use 8:00 a.m. to calculate the work time. If an employee clocks out between 3:53 p.m. (7 minutes before 4:00 p.m.) and 4:07 p.m. (7 minutes after 4:00 p.m.), the system will use 4:00 p.m. to calcuate the work time.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X		Sun 6/24	▼			▼			▼				
X		Mon 6/25	▼		8:07	▼	15:53		▼		8.0	8.0	8.0
X		Tue 6/26	▼		8:00	▼	16:00		▼		8.0	8.0	16.0

In the screen shot above, the system calculates the same amount of work time even though the employee punches in 7 minutes late, and left 7 minutes early on Monday.

Military Time Conversion Chart

Kronos uses military time to report show in and out punches. The timekeeper must be mindful of this when keying punches manually. If the timekeeper does not know military time, type the appropriate time and "a" for a.m. or "p" for p.m. so that the appropriate time is recorded. **If the "a" or "p" is not indicated, Kronos will assume the punch is an "a.m" punch.**

The table belows shows the conversion of standard time to military time:

Standard	Military
12:00 AM	0000 hours
1:00 AM	0100 hours
2:00 AM	0200 hours
3:00 AM	0300 hours
4:00 AM	0400 hours
5:00 AM	0500 hours
6:00 AM	0600 hours
7:00 AM	0700 hours
8:00 AM	0800 hours
9:00 AM	0900 hours
10:00 AM	1000 hours
11:00 AM	1100 hours
12:00 PM	1200 hours
1:00 PM	1300 hours
2:00 PM	1400 hours

3:00 PM	1500 hours
4:00 PM	1600 hours
5:00 PM	1700 hours
6:00 PM	1800 hours
7:00 PM	1900 hours
8:00 PM	2000 hours
9:00 PM	2100 hours
10:00 PM	2200 hours
11:00 PM	2300 hours

Timecard Edits

Timecard edits are done in the timecard window. Some examples of timecard edits are:

- Adding Punches
- Adding Pay Codes
- Adding Comments
- Deleting Punches
- Cancel Default Meal Break
- Transfer Hours to a Different Smartkey

Adding Punches

Adding punches is one of the most common edits made within the timecard. If an employee forgets to punch, the cell containing the missed punch displays as solid red.

<screen shot>

To add a missed punch in timecard:

1. Click the solid red cell that indicates the missed punch.

   The red fill disappears and the cursor displays in the cell.

2. Type the appropriate time.

   The typed time displays in the cell.

3. Click in another cell or press the **Tab** key.

   The punch time correctly formats but the red cell does not disappear. A red flag also appears in the Totals & Schedule tab.

4. Click Actions > Calculate Totals

   The totals will update in the timecard window and in the Totals & Schedule tab. Verify the calculated work time for the day is accurate.

20

5. Click Save.

   The red flag in the Totals & Schedule tab disappears.

Adding Pay Codes

Pay codes hold hours accumulated by the employee throughout the pay period. Pay code edits are performed to add or subtract hours from a specific pay code. Pay code totals can be viewed in the Totals window at the bottom left of the workspace.

<screen shot>

The table below outlines the pay codes that can be added manually by the timekeeper in Kronos:

Pay Code	Description	Pay Rate
BRV	Bereavement	Regular Rate
CBO	Call Back Overtime	1-1/2 times Regular Rate
CBR	Call Back Regular	Regular Rate
CHH	Call Handled at Home	Regular Rate
FHL	Floating Holiday	Regular Rate
HOL	Holiday	Regular Rate
HPR	Holiday Premium	1-1/2 times Regular Rate
IW1	Inclement Weather - Not Worked	Regular Rate
IW2	Inclement Weather - Worked	1-1/2 times Regular Rate
JRY	Jury Duty	Regular Rate
ONC	On-Call	$3.50 per hour
OVT	Overtime	1-1/2 times Regular Rate
PNW	Paid Not-Worked	Regular Rate
PRF	Training, Seminars, Conferences	Regular Rate
REG	Regular	Regular Rate
SCK	Sick Leave	Regular Rate
SD2	Shift Differential - 2nd shift	Regular Rate
SD3	Shift Differential - 3rd shift	Regular Rate
SWK	Shift Differential - Weekend	Regular Rate
UNP	Unpaid Leave	$0.00 per hour
UOC	On-Call	$1.00 per hour
VAC	Vacation Leave	Regular Rate

To add a pay code amount:

1. Click in the Pay Code cell on the desired date.

   A drop down arrow appears within the cell.

2. Click the drop down arrow.

   A list of available pay code appears.

3. Click on the desired pay code.

   The pay code displays in the Pay Code cell.

4. Click in the Amount column. Enter the number of hours to be paid.

   The number of hours displays in the Amount cell.

6. Click Actions > Calculate Totals

   The totals will update in the timecard window and in the Totals & Schedule tab. Verify the calculated time for the day is accurate.

5. Click Save.

   The red flag in the Totals & Schedule tab disappears.

Deleting Punches

There may be instances when punches will need to be deleted. These include:

- The wrong punch time was entered by the timekeeper
- The employee punched twice (double punching)

The screen shot below demonstrates double punching

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
☒	🔁	Sun 6/24	▾			▾			▾	
☒	🔁	Mon 6/25	▾		8:00	▾		8:05	▾	17:00

To delete a punch in the timecard:

1. Click on the erroneous punch time.

   The cell displays a yellow background.

2. Press the **Delete** key.

The punch disappears.

3. Click Actions > Calculate Totals

   The totals will update in the timecard window and in the Totals & Schedule tab. Verify the calculated work time for the day is accurate.

4. Click **Save**.

   The punches recalculate.

Adding Comments

Comments are used to attach additional information to any punch or pay code amount. Comments are brief descriptive phrases that can be attached to punches or pay code amounts. A comment may be used to explain why an employee punched in late or left early. In order to effectively track time and attendance information for historical pupposes, comments should be attached to all manual edits. Comments must be selected from a pre-defined list. Some of the comments available are:

- Employee forgot to clock in/out
- Employee clocked in/out in error
- Family Emergency
- Employee set up incorrectly for meals

To add a comment to a punch:

1. Right-click on the desired punch time.

   A shortcut menu appears.

2. Click **Add Comment**.

   *The **Add Comment** dialog box appears.*

3. Select the appropriate comment from the list.

   The selected comments has a yellow background.

4. Click **OK**.

   *The **Add Comment** dialog box disappears and the timecard displays.*

5. Click **Save**.

   The **Comment** icon displays in the top right corner of the cell and the **Comments** tab is added as a Timecard Tab.

Meal Deductions

The automatic meal deduction is part of the pay rule assigned to the employee when they are initially hired. Employees may have an automatic meal deduction subtracted from their work time automatically. The default meal deduction is one hour. Employees whose meal period is not the default are set up with a different meal deduction. Available meal deductions are:

- One Hour
- Forty-Five Minutes
- Thirty Minutes
- No Lunch

The meal period will be deducted after an employee works 6.5 consecutive hours. To take a shorter or longer lunch, the employee should clock in and out on the phone. To cancel an entire meal deduction, the timekeeper must cancel the meal break.

To cancel a meal deduction:

1. Right-click on the out punch for the applicable date.

   A shortcut menu appears.

2. Click **Edit Punch**.

   *The **Edit Punch** dialog box appears.*

3. Click the drop down arrow in the **Cancel Deduction** field.

   The drop down list appears.

4. Select **All** from the list.

   ***All** populates the **Cancel Deduction** field.*

5. Click **OK**.

   The **Edit Punch** dialog box disappears and the timecard displays.

6. Click **Actions > Calculate Totals**.

The totals will update in the timecard window and in the Totals & Schedule tab. Verify the calculated work time for the day is accurate.

7. Click **Save**.

The punch will have a red outline indicating an exception.

Reports

The reporting tool allows the user to extract time and attendance informaiton from the database. The date is placed in an easy to read format. Reports can be printed, viewed on the screen, or e-mailed.

Accessing Reports

To access the reports application, click the **Reports link** on the navigation bar.
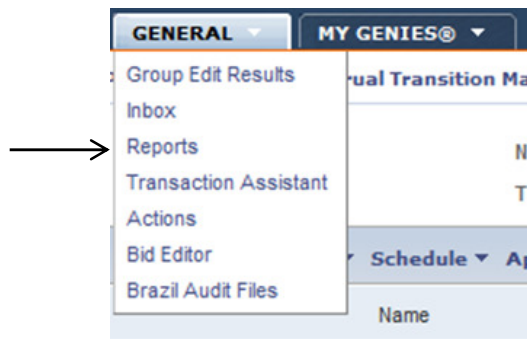
Running Reports

To run a report, expand the appropriate category. Click the desired report name. The report's description appears on the right along with fields to set specific options for the report output.

The set options feature provides a Timekeeper the ability to select an employee group to include in the report, select a specific time period to run the report for, and to change the output format of the report. Available options differ depending on the selected report.

Click the **Run Report** button on the Reports page. The Check Report Status window opens. The status of the report generation displays in the **Check Run Status** window.

The **Status** column of the **Check Run Status** table is important. It displays the current status of the report. The following table describes the status results that may display in the **Status** column.

Status	Description
Waiting	The report has been queued for processing.

26

Updating	The report is waiting for up-to-date totals.
Running	The report is generating.
Complete	The report is finished.
Failed	There is an error in the generation of the report.

If the status is set to **Waiting** click the **Refresh Status** option on the **Check Run Status** menu to update the status. Once the status is set to **Complete**, click **View Report** in the **Check Run Status** menu. Adobe Acrobat launches. The report displays on the screen.