

Kronos Lunch Process Guide

This guide will show you how to resolve common errors with we've noticed with making edits to account for lunch.

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1. Adjusting Lunch due to Time Off
 2. Cancelling a meal deduction
 3. Variable Lunches

Adjusting Lunch due to time off

Purpose:

This job aid will help you adjust lunch deductions not given due to the cumulative hours not reaching 6 hours worked. **Note that as of 4/13, cumulative shifts that add up to 6 hours will automatically receive the lunch deduction.**

Steps

Screenshots

Navigate to the employee timecard, and find the day with the approved employee time off.

| | | | | | | | |
|---------------|-----------------|-----|---------|---------|--------|--------|-----|
| 8:30AM-5:0... | | | 8:30AM | 12:30PM | 3:30PM | 5:00PM | 5.5 |
| | Sick Appoint... | 3.0 | 12:30PM | | | | |

After the employee completes all of their punches, you can see the shift totals on the far right. If the shift total of hours clocked in did not reach 6 hours, they will not automatically receive the lunch deduction.

| | | | | | |
|---------|--|---------|--------|--------|-----|
| 8:30AM | | 12:30PM | 3:30PM | 5:00PM | 5.5 |
| 12:30PM | | | | | |

Click on the ' + ' icon to add a row. From there, in the **out punch column** you can put in the time the employee actually punched out for lunch, in this case being 1130 am.

| | | | | | | |
|---------------|-----------------|-----|---------|---------|--------|--------|
| 8:30AM-5:0... | | | 8:30AM | 12:30PM | 3:30PM | 5:00PM |
| | Sick Appoint... | 3.0 | 12:30PM | | | |
| | | | | 1130am | | |

This will reorganize the time and now you just need to fill in the time that they came back in where you see the **missed punch**.

| | | | | | | |
|---------------|-----------------|-----|---------|---------|--|----------|
| 8:30AM-5:0... | | | 8:30AM | 11:30AM | | 12:30... |
| | Sick Appoint... | 3.0 | 12:30PM | | | |
| | | | 3:30PM | 5:00PM | | |

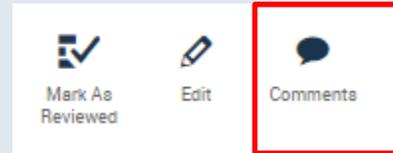
Steps

Screenshots

After all your changes have been made, the timesheet will look as follows. Now you will just need to add a comment explaining the change, right click on one of the two punches that were added.

| | | | | | | | |
|---------------|-----------------|-----|--|---------|---|--|----------|
| 8:30AM-5:0... | | | 8:30AM | 11:30AM |  12:00P... | | 12:30... |
| | Sick Appoint... | 3.0 | 12:30PM | | | | |
| | | |  3:30PM | 5:00PM | | | |

Click on the **Comments** icon to insert a comment.



Under Explanation, add a description saying that it was adjusted due to their lunch, ad then click **Add** to be complete.

Comments (1) [Add Comment](#)

[Add another note](#)

Cancelling a Meal deduction

Purpose:

This job aid will help you get started in Kronos

Steps

Screenshots

Find the day on the timecard where the employee worked through their lunch and right click on either the In or the Out punch.

| In | Transfer | Out | In | Transfer | Out | Shift | Daily |
|--------|----------|--------|----|----------|-----|-------|-------|
| 8:00AM | | 5:00PM | | | | 8.0 | 8.0 |

After right clicking, this Punch Actions menu will populate, here you will select the **Edit** button.

Punch Actions

Date: 8/14/2020
Time: 5:00PM
Rounded Time: 8/14/2020 5:00PM GMT-04:00
Override: Out Punch
Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
Last Edit Date: 8/23/2020
Edit Made By: Persona, Manager

Edit Comments Justify Exception

From the Cancel Deduction dropdown select **All**, then click **Apply**.

Cancel Deduction: All

Exceptions: <None>
All

Comments:

Once completed you will see the lunch add in to the Daily totals, and there will be a red striped exception on the punch flagging the cancelled meal deduction.

| In | Transfer | Out | In | Transfer | Out | Shift | Daily |
|--------|----------|--|----|----------|-----|-------|-------|
| 8:00AM | |  5:00PM | | | | 9.0 | 9.0 |

Variable lunches

Purpose:

This job aid will help you make adjustments for variable lunches.

Steps

Screenshots

When looking at the scheduled time you will use the totals on the far right to determine whether they are being paid for the correct amount of hours. For flex employees you will need to frequently adjust the schedule to match the hours they work but you may also need to adjust the lunches taken that aren't their normally scheduled lunch.

| | | | | | | | | |
|----------|---------------|--|--------|--|--------|--|--|-----|
| Mon 4/12 | 8:30AM-5:0... | | 8:30AM | | 5:00PM | | | 8.0 |
| Tue 4/13 | 8:30AM-5:3... | | 8:30AM | | 5:30PM | | | 8.5 |

In the above example they took a one hour lunch on the second scheduled day, to adjust for this you would need to add punches between the 830am and 530pm shift to account for the lunch that they took.

First, add a 12 pm punch on the **second out column next to the time that they worked as shown below.**

| | | | | | | | |
|---------------|--|--------|--|--------|--|------|--|
| 8:30AM-5:0... | | 8:30AM | | 5:00PM | | | |
| 8:30AM-5:3... | | 8:30AM | | 5:30PM | | 12pm | |

This will reorganize the time and move the 530 pm punch out to where it should be. Now you just need to add the **missing punch** which is the time they came back from lunch. In this case 1 PM.

| | | | | | | | |
|---------------|--|--------|--|---------|--|--|--------|
| 8:30AM-5:0... | | 8:30AM | | 5:00PM | | | |
| 8:30AM-5:3... | | 8:30AM | | 12:00PM | | | 5:30PM |

Steps

Right click on the cell with the exception and select the comments button to add an explanation for the timecard adjustment.

Select explanation from the drop down and enter the reason for the manual adjustment, then select **Add**.

Screenshots

