Using the Punch Tile – for hourly, adjunct or student employee with 1 position ONLY

This job aid explains how to record your time worked using the punch tile. These instructions are ONLY for employees working in 1 position.

**IMPORTANT:** IF you have more than 1 position (or fund you work against within your department) follow the job aid: ‘Using the Punch Tile – Select Transfer Position’

Using the Punch Tile:

The Punch tile is used to:
- Quickly record IN and OUT punches to a timecard
- View last punch time recorded

Punch In & Out Instructions to record time worked (employees with 1 job only)

**NOTE:** If you have more than 1 job on your campus, it will require you to select the position you are punching in for, so please follow that Job Aid: “Using the Punch tile – Select Transfer Position” instead of this one.

For employees with ONLY 1 job, UKG will recognize that position and record your start time when you click the Punch In button. It will display the message “Success: Punch Accepted” in a green bar at the top of the Punch Tile (see example below).

**IMPORTANT:** If you have a Missed Punch from a previous day, prior to confirming your Punch In time, it will present you with an option to correct that missing punch right now.

You can select “No” and go to your Timecard at a later day/time within the pay period to correct it, however you will continue to get that prompt with every punch until it is corrected.

If you select “Yes”, you will be redirected to your Timecard so you can make the correction immediately. Once you make your edit(s) for a Missed Punch, you MUST click on the red Save icon, and then the “Continue Attestation” icon right next to it.

- Doing this re-routes you back to your home page and the Punch Tile, confirming that your “Punch In” time has also been captured successfully.
REMINDER: Because you made a manual edit to your Timecard, your Time-Approver will be notified they need to review and approve your edit(s). Your edits won’t display on your timecard until they have been reviewed and approved.

However, you can always view your pending edits submitted by clicking on the View Pending icon at the top right corner of your Timecard.

ALL edits MUST be reviewed and resolved prior to the end of each pay period before you and/or your Time-Approver will be able to Approve your Timecard. Once they are approved, your changes will display on your timecard.

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A green success message will appear at the top, along with the time of the punch displayed at the bottom of the tile. That time is applied to your timecard.

![Success Punch Accepted](image1)

If there is a problem with your punch, a failure message will display with the reason for the failure.

![Error Duplicate Punches are not allowed](image2)

When you are done your shift/day, click the Punch Out button on the Punch Tile.

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A green Success message appears at the top, and your Out punch is updated at the bottom of the tile. That time is applied to your timecard.

![Success Punch Accepted](image3)

If there is a problem with your punch, an Error message displays with the reason for the failure.

![Error Duplicate Punches are not allowed](image4)
Completing the “Meal Attestation”

After you **Punch Out** at the end of a shift/day, **IF you have worked 5 or more hours that day**, Kronos will prompt you with a “*Meal Attestation*”.

- If you select **YES**, and **Submit**, - Kronos will subtract either 30 or 60 minutes *(based on your position)* from your calculated work hours between your **IN** and **OUT** punch.

- If you select **NO** and **Submit**, it will follow up with a new prompt asking why you missed your owed meal break.

In the drop-down menu are 3 options:

**OPTION #1** - Mutual agreement with supervisor to work through my meal break

**OR**

**Meal break was not provided**
OPTION #2 – Worked through my meal break without supervisor approval

OR

OPTION #3 – Meal break was not provided

Make your selection and Submit. The Out punch should be successfully captured and posted to your Timecard.

Your shift total should be the full amount of time worked between your IN and OUT punch. It will not subtract the 30 (or 60) minutes for a meal break*.

NOTE: If you opt to Punch Out for a meal break or an extended break during your shift, use the Punch Out button, then use the Punch In button when you return to work.

In addition, because Kronos recognizes you took a break - due to your punching out, then back in, IF you are presented with the Meal Attestation and select YES, it should not subtract the 30 (or 60) minute meal break. This is because it interprets that break between punches (if 30 or more minutes) as your meal break.

*If you encounter an error in this process, your supervisor can cancel the meal deduction on your timecard manually, via the instructions in the Job Aid – “Cancelling a Automatically Deducted Meal Break”