**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 your timecard
- View your last punch time recorded

---

**Record time worked (employees with 1 job only)**

If you only have 1 job, Kronos will recognize that and will record your start time when you click the **Punch In** button.

**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 follow the Job Aid: “Using the Punch tile – Select Transfer Position”

---

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.

If there is a problem with your punch, a failure message will display with the reason for the failure.
When you are done your shift/day, to record your **Out** time, click the **Punch Out** button.

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.

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

---

**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

**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”*