Using the Punch Tile – Select Transfer Position

For hourly, adjunct or student employees who have MORE THAN ONE position. This explains how to complete the Punch In process on the Punch tile if you have multiple positions.

You are required to Select and Confirm your transfer position each time you Punch In. This is important because that transfer selection is how it properly connects your hours worked to the correct position, fund and rate of pay.

How to Punch IN – Select and Confirm Your Transfer Position for employees with multiple positions:

DON’T use the Transfer drop down menu.

BEGIN by clicking the ‘Punch In’ button

System will capture your Punch In when the following steps are completed, confirming the position you are starting your shift/day in.

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.

OR you can select “Yes” and be redirected to your Timecard to make the necessary correction(s) 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.

When you are done working in that position, you will click the Punch Out button to capture your end time for that shift/day.

• IF you are changing jobs during the day and taking a break between each job, Punch Out first. After your break - start again by using the Punch In steps below to select the new job.

NOTE: You could have several sets of In and Out punches on your timecard on any given day, based on your schedule and the number of jobs you have, but each set of punches must have a transfer path coded on your timecard, that was captured by the Punch In process.
STEPS to Record your Punch In & Out times:
(you will automatically be presented with the Transfer ‘Confirm’ process)

After clicking the **Punch In** button, a pop-up box will automatically appear, labeled **Confirm**.

1. In the **Select Location** drop down, select the job location you will be working at, then click **Next**.

2. Under **Select Labor Category** drop down, review the list of the active jobs you currently have.
   
   You **MUST choose one**, then click **Next**.

   **IF** you don’t see the job you are looking for please contact your supervisor for assistance.

   (EXAMPLE of an employee with 3 Activity’s to select from)

   **Suggestion:** If you don’t know how to interpret each activity listed, please discuss with your supervisor and they can work with your BSC to improve the name of the activity(s) that are displayed in your list.
3. Once you have selected the correct Activity, click **Next**.

4. Finally, confirm the transfer information for the position you are about to **Punch In** for.

Choose “**Yes**” if correct or “**Cancel Transaction**” (to start over.)

5. The click **Submit**.

You should see a message displayed that the transaction is complete & you have successfully punched **In** for that position.
NEXT: STEPS to Record your Punch Out time

6. **IF** you are done working in that shift/position and *will be taking a break* before starting your next shift/position – click the **Punch Out** button on the **Punch Tile**.

OR

7. **IF** you are ending work on one position and transitioning to another **without taking a break** – click the **Punch In** button again and follow **Steps 1 – 5** to select the next position you are working at. When you are done working or ready to take a break between positions, click **Punch Out** on the **Punch Tile** (Step 6).

**EXAMPLE:** Start your day at Job #1, then change to Job #2 without a break in between:

   a. click **Punch In – Select and Confirm** Job #1
   b. click **Punch In – Select and Confirm** Job #2
   c. When done working - click **Punch Out**

8. Finally, when you **Punch Out** at the end of a shift/day, **IF** you have worked 5 or more hours that day, you will be prompted with a “Meal Attestation”.

   - If you select **YES**, and Submit, - Kronos will subtract 30 minutes from your calculated hours worked for the day.
• 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, click **Submit** and your **Out** punch will post to your **Timecard**.

Your shift total on your timecard should be the amount of time worked between your **IN** & **OUT** punch without a meal break* deduction.

**In addition**, because the system recognizes you took a break – (due to your punches), if presented with a **Meal Attestation** and you select **YES**, it should **not** subtract a 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 **Job Aid** – “** Cancelling a Automatically Deducted Meal Break”