

UMMS People Planning: Timekeeping – Submit a Missed Punch

Login

Kronos Link

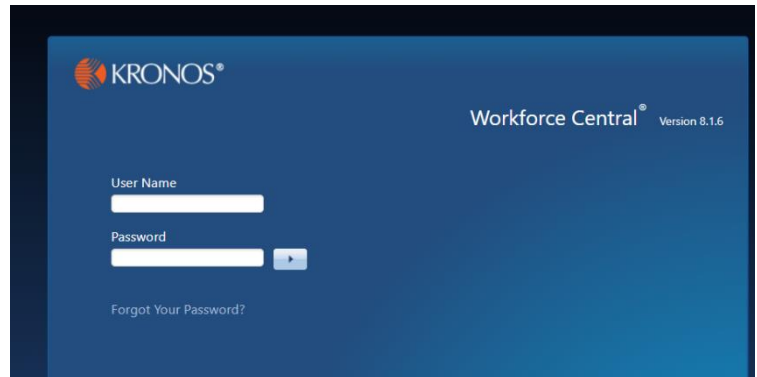
<https://umm.kronos.net/wfc/logon>

Username = your employee ID#

1st time Password = Umms@XXXX

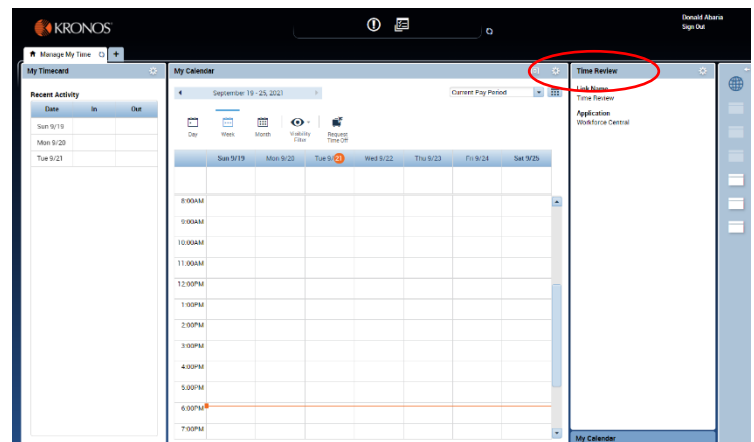
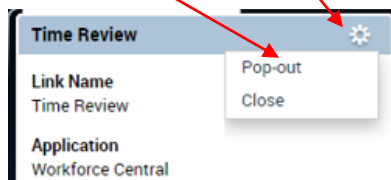
(XXXX = last 4 of SS#)

Create new Password, and setup 3 Security Questions with your Answers.

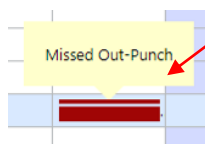


Time Review

1. You will need to move Time Review to the center of the page. Click on the gear, then click on Pop-out.



2. Time Review will now move to the center of the page.
3. A Red box indicates a missed punch In/Out. Hover your cursor over the red box to see the "Missed Out-Punch" message.




Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 2/28							0.0	0.0
Mon 3/01	(E)			7:45AM		4:30PM	8.25	8.25
Tue 3/02	(E)			8:02AM		4:15PM	7.72	15.97
Wed 3/03	(E)			8:00AM		4:29PM	7.98	23.95
Thu 3/04	(E)			8:00AM		4:30PM	8.0	31.95
Fri 3/05	(E)			8:03AM		4:28PM	7.92	39.87
Sat 3/06							0.0	39.87
Sun 3/07							0.0	39.87
Mon 3/08							0.0	47.87
Tue 3/09	(E)			8:00AM		4:30PM	8.0	55.87
Wed 3/10	(E)			8:00AM		4:30PM	8.0	55.87
Thu 3/11	(M)			8:00AM			0.0	55.87

4. Click on the Red box and then click on the Fix Missing Punch button.

Fix Missing Punch

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 2/28							0.0	0.0
Mon 3/01	(E)			7:45AM		4:30PM	8.25	8.25
Tue 3/02	(E)			8:02AM		4:15PM	7.72	15.97
Wed 3/03	(E)			8:00AM		4:29PM	7.98	23.95
Thu 3/04	(E)			8:00AM		4:30PM	8.0	31.95
Fri 3/05	(E)			8:03AM		4:28PM	7.92	39.87
Sat 3/06							0.0	39.87
Sun 3/07							0.0	39.87
Mon 3/08							0.0	47.87
Tue 3/09	(E)			8:00AM		4:30PM	8.0	55.87
Wed 3/10	(E)			8:00AM		4:30PM	8.0	55.87
Thu 3/11	(M)			8:00AM			0.0	55.87

5. Complete:
 - a. Date
 - b. Time of Missing Punch
 - c. Comment
 - d. Notes
6. Click Submit button.

7.  Punch is Submitted message will be displayed in the green banner.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 2/28							0.0	0.0
Mon 3/01 (E)				7:45AM		4:30PM	8.25	8.25

8. Each day/date is followed by a letter. Hover over the letter for the status.
Ex: (S) = Submitted

Tu	(Submitted)
We	
Thu 3/11	(S)

Once your Manager or Timekeeper Approves your punch you will see it on your timecard.

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 2/28							0.0	0.0
Mon 3/01 (E)				7:45AM		4:30PM	8.25	8.25
Tue 3/02 (E)				8:02AM		4:15PM	7.72	15.97
Wed 3/03 (E)				8:00AM		4:29PM	7.98	23.95
Thu 3/04 (E)				8:00AM		4:30PM	8.0	31.95
Fri 3/05 (E)				8:03AM		4:28PM	7.92	39.87
Sat 3/06							0.0	39.87
Sun 3/07							0.0	39.87
Mon 3/08							0.0	39.87
Tu (Submitted)				8:00AM		4:30PM	8.0	47.87
We				8:00AM		4:30PM	8.0	55.87
Thu 3/11 (S)				8:00AM			0.0	55.87
Fri 3/12 (E)							0.0	55.87
Sat 3/13 (E)				8:00AM		4:30PM	8.0	63.87
Sun 3/14							0.0	63.87
Mon 3/15							0.0	63.87