UMMS People Planning: Timekeeping – Submit a Missed Punch

KRONOS"

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.



🕈 Manage My Time 🔾 🕇			
dy Timecard 🔅	My Calendar 💿 🔅	Time Review 🔅 🖉	
Recent Activity Date In Out	September 19-25, 2021 Ourneer Pay Period September 19-25, 2021	Link Name Time Review	€
Sun 9/19 Mon 9/20	Car Wiesk Moorth Window Provent Finan Time Off	Workforce Central	
Tue 9/21	Sun 9/19 Mon 9/20 Tue 9/20 Wed 9/22 Thu 9/20 Fil 9/24 Sat 9/25		
	8:00AM		3
	2:00AM		Ξ
	10.00AM		
	11.00AM		
	12.00PM		
	1:00PM		
	2.00°M		
	3:00PM		
	4:00PM		
	5.00PM		
	6.00M		
	7:00PM		

- 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.

Missed Out-Punch



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

Fix Missing Punch

e Review 👻								
Back to Time Re	view							E
Employee: Taylo	or, Melanie L (2	58401)						
Days to approve	. 2							
Daily Approvals					Fix Missing Pur	ich 👔		
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
Tue 3/09 (E)				8:00AM		4:30PM 🗩	8.0	47.87
Week 2 (10, (7)				8:00AM		4:30PM	8.0	55.87
web 5/10 (c)								

5.	Complete: a. Date	Submit Missed Punch							
	b. Time of Missing Punch	Date:*		Time:*	Comment:*				
	d. Notes	3/11/2021		4:30p	Missed Clocking - Requires Note				
6.	Click Submit button.	Notes:							
	Submit	Lost badge.							
					Submit Cancel				

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

ime Review 💌									-	
) Back to Time Re	view							57-	Go	
Punch is	s Submitted.							×	ł	
Employee:										
Days to approve	e: 9									
Daily Approvals										
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



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
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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
(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