

Reviewing Timecards in UMMS People Planning (Kronos)

Here are a few scenarios you may see as you review your team members' timecards.

[Multiple Punches for Same Day](#)

[Duplicate Leave Entered for Same Day](#)

[Exempt Team Members with Leave and Schedule on Same Day](#)

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MULTIPLE PUNCHES FOR SAME DAY

Team member Punches the clock
In Punch = 8:02 a.m.
Out Punch = 4:35 p.m.

Timekeeper manually added punches
8:00 a.m. & 4:30 p.m.

Hours worked
8.55

	Date	Schedule	In	Out	Transfer	In	Out	Tra...	Pay Code	Amount	Shift	Daily
	Sun 1/09											
	Mon 1/10		8:00AM			8:02AM	4:30PM				8.55	8.55
	Tue 1/11		8:05AM	4:39PM							8.07	8.07
	Wed 1/12		8:00AM	4:31PM							8.02	8.02

The manually entered punches will need to be deleted. Remember to add a comment before you delete any punches. This is how the timecard will look after the punches have been deleted, showing the team member punches of 8:02 a.m. and 4:35 p.m. Hours worked total 8.05.

	Date	Schedule	In	Out	Transfer	In	Out	Tra...	Pay Code	Amount	Shift	Daily
	Sun 1/09											
	Mon 1/10		8:02AM	4:35PM							8.05	8.05
	Tue 1/11		8:05AM	4:39PM							8.07	8.07
	Wed 1/12		8:00AM	4:31PM							8.02	8.02
	Thu 1/13		8:12AM	4:45PM							8.05	8.05
	Fri 1/14		8:04AM	4:35PM							8.02	8.02

TIP: If you are unsure which punch to delete, choose to keep the punches that would give the team member the most hours for the day.

DUPLICATE LEAVE ENTERED FOR SAME DAY

PTO Planned is from the Cloud Kronos, and is coming from the Schedule.

PTO Scheduled is from the Alternate Kronos, and was entered on the Timecard.

One of the PTO entries will need to be deleted for each day, so the hours for the day are 8, and not 16.

Thu 12/23					PTO Scheduled	8.0			
		8:00AM			PTO Planned	8.0	16.0	80.0	
Fri 12/24					PTO Scheduled	8.0			
		8:00AM			PTO Planned	8.0	16.0	96.0	
Sat 12/25		12:00AM			PTO Planned	0.0		96.0	

EXEMPT TEAM MEMBERS WITH LEAVE AND A SCHEDULE ON SAME DAY

Exempt team member with a Schedule and Leave Time for the same day, total of 16 hours a day. Should be 8 hours a day.

Wed 12/29-	7:00AM-3:30P...	7:00AM	7:30AM						
		7:00AM			PTO Planned	8.0			
		7:30AM	3:30PM			8.0	16.0	48.0	
Thu 12/30-	7:00AM-3:30P...	7:00AM	7:30AM						
		7:00AM			PTO Planned	8.0			
		7:30AM	3:30PM			8.0	16.0	64.0	

- If the team member took PTO, then delete the schedule for that day from the Schedule screen.
- If the team member didn't use PTO, then remove the PTO. If you cannot delete the PTO from the timecard, then go to the schedule and delete the entry.

HOURS WORKED AND LEAVE ON SAME DAY

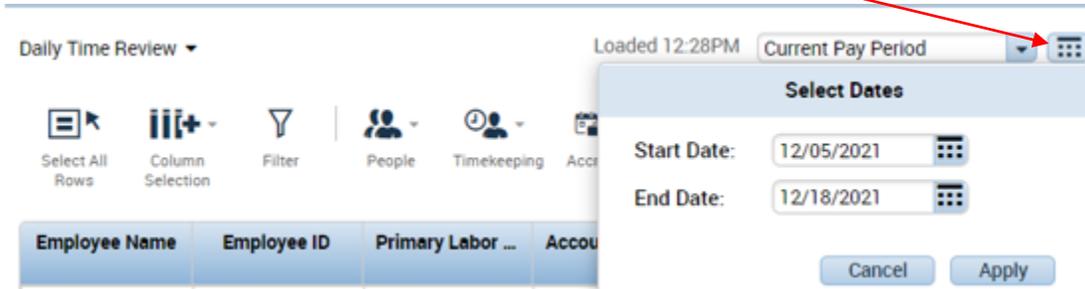
Review the day, and if the team member should not receive both, delete the appropriate one. In this example the team member would be paid 16 hours for the day.

Sun 1/02									
Mon 1/03	7:30AM-4:00P...	8:00AM	4:30PM				8.0		
		8:00AM			SSL Unsch...	8.0	16.0		

VIEW TERMINATED TEAM MEMBERS IN KRONOS

If a team member has terminated employment since December 11, you can still access their time record to verify pay information.

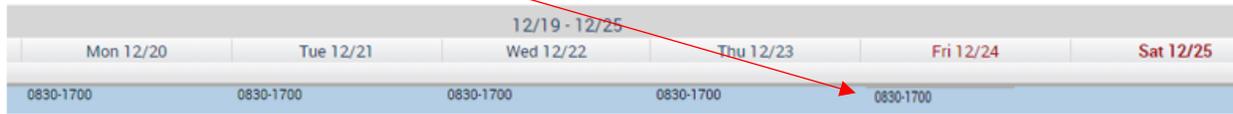
From the Daily Time Review Genie, change the time period to a time frame when the team member was still employed. Click the drop-down and enter the Start Date and End Date, then click Apply.



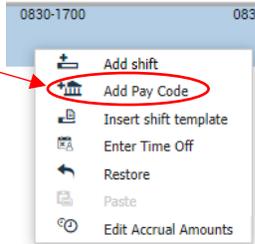
You should now see the team member appear in your list of employees.

Adding a Pay Code in the Schedule for Exempt Team Members

- From the Schedule **Right Click** in the field of the day you wish to add the Pay Code.



- Select "Add Pay Code"



- Select Pay Code
- Select Override Shift
There should be a shift on the schedule.

Override Shift

- Select Apply

Apply

Add Pay Code

Assigned to: Abbas, Margo A

Effective Date: 12/24/2021

Pay Code: PTO Planned

Amount (HH:hh):

Override Accrual Days:

Override Shift

Whole Shift Partial Shift

Start Time: 8:00AM

Repeat for: 1 days

Transfer Job:

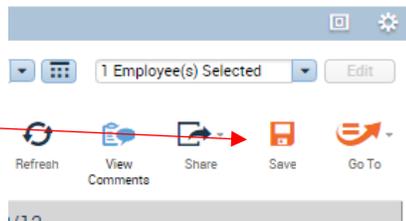
Transfer Labor Level:

Comments (0) [Add Comment](#)

- Select Save



Save



- The "0830-1700" shift will be replaced by "PTO Planned [8.0]" in the Schedule.

12/19 - 12/25						
Mon 12/20	Tue 12/21	Wed 12/22	Thu 12/23	Fri 12/24	Sat 12/25	
0830-1700	0830-1700	0830-1700	0830-1700	PTO Planned [8.0]		

- Timecard will show schedule blank for 12/24 and "PTO Planned 8.0" will be visible.

Set 12/18									
Sun 12/19									
Mon 12/20	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM				8.0	8.0	8.0
Tue 12/21	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM				8.0	8.0	16.0
Wed 12/22	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM				8.0	8.0	24.0
Thu 12/23	8:30AM-5:00PM	8:30AM-5:00PM	8:30AM-5:00PM				8.0	8.0	32.0
Fri 12/24		8:30AM		PTO Planned	8.0		8.0	8.0	40.0
Set 12/25									40.0

- When processed, "PTO Planned" will be flipped to "PTO Scheduled."