



Denver Public Schools

KRONOS Workforce Central Suite

Manager/Supervisor/Secretarial Training

Automatic Lunch Deductions

Version 5.2

Automatic lunch punches for FMA, CWA and Enterprise Management non-exempt employees who work over 4 hours per day.

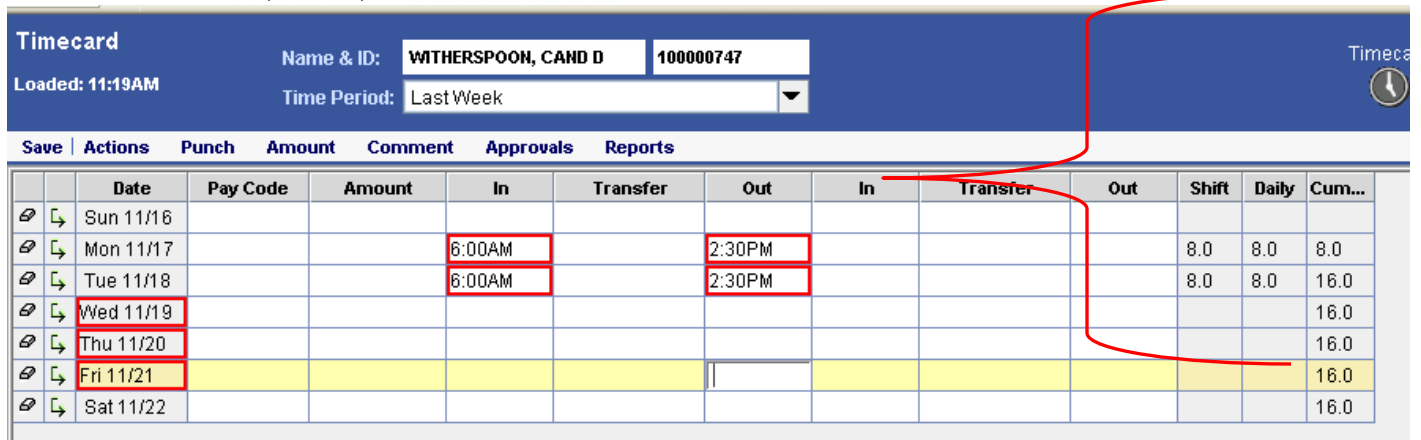


Non-exempt employees are entitled to a 30 minute unpaid lunch break. This time must be spent away from their duties. If an employee spends their lunch answering phones or working in any capacity, it is not a lunch break and must be counted as time worked.

If you are timekeeper whose employees have an automatic lunch punch and your employee is unable to take a lunch break, you must go into Kronos and edit their time by canceling the automatic lunch deduction.

Cand D Witherspoon is scheduled to work 8 hours per day with a 30 minute unpaid lunch. Lunches are required. However, if a circumstance occurs where Cand D is unable to take her lunch, she must notify her manager immediately.

The screen below shows her normal shift of eight hours worked. Note: 6 AM to 2:30 PM = 8.5 ; thus, .50 hour deducted for lunch.



	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
☞	Sun 11/16											
☞	Mon 11/17			6:00AM		2:30PM				8.0	8.0	8.0
☞	Tue 11/18			6:00AM		2:30PM				8.0	8.0	16.0
☞	Wed 11/19											16.0
☞	Thu 11/20											16.0
☞	Fri 11/21											16.0
☞	Sat 11/22											16.0

To adjust her timesheet so that Cand D is paid for the extra .50 hour, right click on the in punch.

WITHERSPOON, CAND D 100000747
 Last Week

Comment Approvals Reports

Time	In	Transfer	Out
	6:00AM		2:30PM
	6:00AM		2:30PM

Add Comment...
 Edit Punch...

Choose Edit Punch.

Choose Cancel Deduction, 30 min lunch.

WITHERSPOON, CAND D 100000747
 Last Week

Comment Approvals Reports

Time	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
	6:00AM		2:30PM				8.0	8.0	8.0
	6:00AM		2:30PM				8.0	8.0	16.0
									16.0

Edit Punch

Date: 11/17/2008
 Time (hh:mm): 6:00AM
 Rounded Time: 11/17/2008 6:00AM GMT-07:00
 Time Zone: (GMT -07:00) Mountain Time (USA; Canada)
 Override: In Punch
 Cancel Deduction: <None>
 Exception: <None>
 Comments: 1 Hr Travel Time
 2 Hr Bonus 1.5
 30 Min and One Break
 30 Min and Two Breaks
 30 Min Lunch

Pay Code	Amount
Salary	13
ETS - Extra ...	3.0
Total WOR...	16

Actions	Punch	Arr
Refresh		
Refresh Data		
Calculate Totals		
E-mail...		
Print...		
Print Screen...		
Fri 11/21		
Sat 11/22		

Calculate Totals to assure Cand D will be paid for 8.5 hours on the day that she did not take a lunch.

Actions	Punch	Amount	Comment	Approvals	Reports						
Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum...
Sun 11/16											
Mon 11/17			6:00AM		2:30PM				8.5	8.5	8.5
Tue 11/18			6:00AM		2:30PM				8.0	8.0	16.5
Wed 11/19											16.5
Thu 11/20											16.5
Fri 11/21											16.5

Satisfied with the results? If yes, SAVE.