



Denver Public Schools

# KRONOS Workforce Central Suite

## Editing a Punch

Version 5.2



## **Editing or Changing a Punch**

**Only in rare circumstances should a timekeeper change an employee's punch.**

**Examples would be:**

**An employee was punched out at the end of her work shift. She was asked to assist a customer on her way out and continued to work for an additional 30 minutes. Her end punch needs to be changed to reflect the .50 hour of work.**

**An employee arrived to work and prior to punching in, he was asked to help in an emergency situation. After resolving the situation, he punched in for work. The Timekeeper needs to change his punch to the actual time he became engaged to work when asked for help.**

## Editing Punches

You edit a punch directly in the employee's timecard.

To edit a punch time, do the following steps:

1. In the Timecard, select the cell that contains the punch you want to edit.
2. Enter the new time followed by an 'a' or a 'p'.

Timecard									
Loaded: 7:36PM		Name & ID: <b>DANDY, JIM A</b>		100195242					
		Time Period:		Previous Pay Period					
Save	Actions	Punch	Amount	Comment	Approvals	Reports			
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer
		Sat 11/01							
		Sun 11/02							
		Mon 11/03			8:00AM		4:00PM		
		Tue 11/04			8:00AM		4:00PM		
		Wed 11/05			8:00AM		4:00PM		
		Thu 11/06			8:00AM		4:30P		
		Fri 11/07							
		Sat 11/08							

3. Press **Enter**
4. Click **Save** to save the change punch.