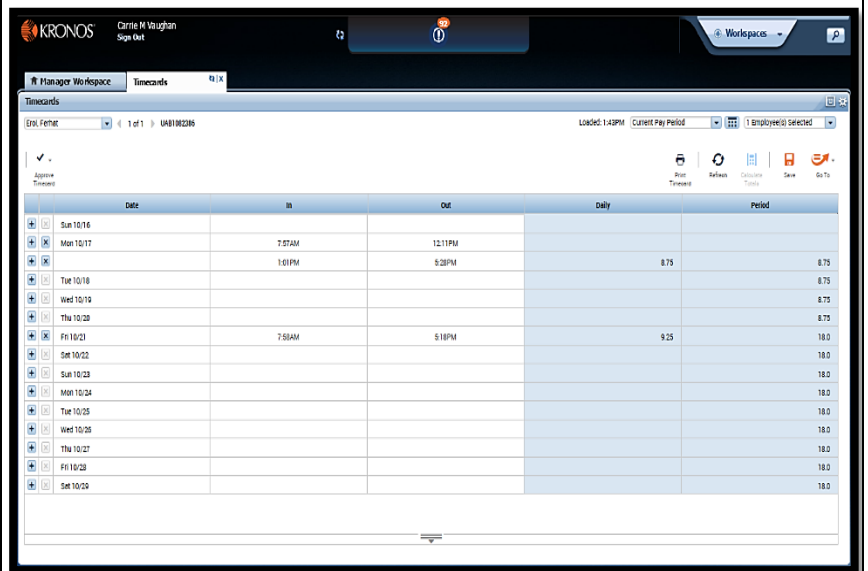


UAB Campus KronosTimekeeping System

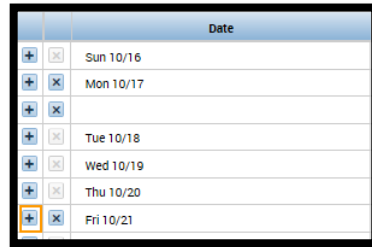
Timekeeper/Editor Documentation Adding Lunch/Break Punches

The **Campus Kronos** timekeeping system does not apply an automatic lunch/break deduction to an employee's **Daily** total worked hours when the employee's primary organization is defined as a **"No Auto Deduct Lunch/Break Rule"** organization. Employee's are required to punch out and in of the Campus Kronos system for lunch/breaks. Below are the instructions for adding missed lunch/break punches to an employee's Campus Kronos Timecard.

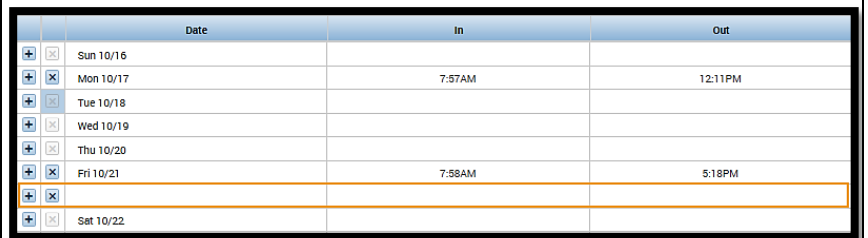
1. Open the employee's **Campus Kronos Timecard** for the correct pay period.



2. Click on the **Plus (+)** icon next to the **Date** the lunch punches are to be added.



This will create an additional line below the existing line.



Timekeeper/Editor Documentation Adding Lunch/Break Punches

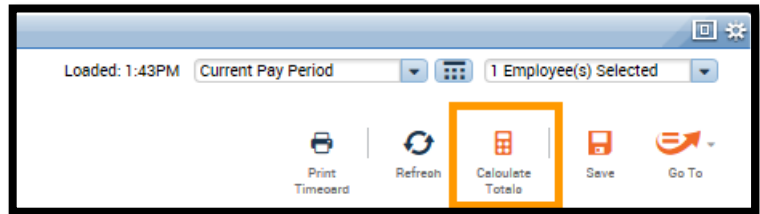
3. On the new line, enter the lunch/break “out” time in the **Out** punch record.

Once time is entered, tap the **Tab** key on your keyboard to activate the **Calculate Totals** icon.

	Date	In	Out
+	Sun 10/16		
+	Mon 10/17	7:57AM	12:11PM
+	Tue 10/18		
+	Wed 10/19		
+	Thu 10/20		
+	Fri 10/21	7:58AM	5:18PM
+	Sat 10/22		12:15p
+	Sun 10/23		
+	Mon 10/24		
+	Tue 10/25		
+	Wed 10/26		
+	Thu 10/27		
+	Fri 10/28		
+	Sat 10/29		

4. Click on the **Calculate Totals** icon.

A red **Missed Punch** will display in the **In** punch record.



	Date	In	Out	Daily
+	Sun 10/16			
+	Mon 10/17	7:57AM	12:11PM	4.25
+	Tue 10/18			
+	Wed 10/19			
+	Thu 10/20			
+	Fri 10/21	7:58AM	12:18PM	4.25
+	Sat 10/22		5:18PM	
+	Sun 10/23			
+	Mon 10/24			
+	Tue 10/25			
+	Wed 10/26			
+	Thu 10/27			
+	Fri 10/28			
+	Sat 10/29			

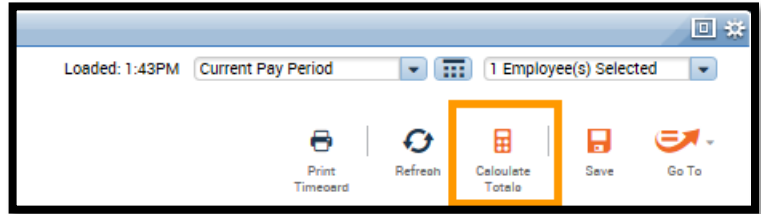
5. Click in the red Missed Punch record and enter the lunch/break “in” time in the **In** punch record.

Once time is entered, tap the **Tab** key on your keyboard to activate the **Calculate Totals** icon.

	Date	In	Out	Daily
+	Sun 10/16			
+	Mon 10/17	7:57AM	12:11PM	4.25
+	Tue 10/18			
+	Wed 10/19			
+	Thu 10/20			
+	Fri 10/21	7:58AM	12:18PM	4.25
+	Sat 10/22	1:05p	5:18PM	
+	Sun 10/23			
+	Mon 10/24			
+	Tue 10/25			
+	Wed 10/26			
+	Thu 10/27			
+	Fri 10/28			
+	Sat 10/29			

Timekeeper/Editor Documentation Adding Lunch/Break Punches

6. Click on the **Calculate Totals** icon.



The lunch/break total is now deducted from the **Daily** total hours worked.

*Refer to the [Lunch/Break Rounding Rule Quick Guide](#) for more information regarding the Lunch/Break timespan calculations.

	Date	In	Out	Daily
+	Sun 10/16			
+	Mon 10/17	7:57AM	12:11PM	4.25
+	Tue 10/18			
+	Wed 10/19			
+	Thu 10/20			
+	Fri 10/21	7:56AM	12:10PM	8.5
+	Sat 10/22			
+	Sun 10/23			
+	Mon 10/24			
+	Tue 10/25			
+	Wed 10/26			
+	Thu 10/27			
+	Fri 10/28			
+	Sat 10/29			

Proceed to comment on Lunch/Break Out/In punches.

Once comments have been entered, click on the **Save** icon to save timecard edits.

