# HAMPTON VA

## Reconciling an Employee Time Card

The time card below is an example of various error situations that a supervisor will see on an employee's timecard. These errors have to reconcile before the pay period is signed off by the Payroll Manager. Payroll sign off is the Monday after payday for PFTs & WAEs is the week later. This document will guide you on how to reconcile an employee's time card with the various errors shown below:

**TIMECARD**
Last Saved: 10:59AM

Name & ID: Duck, Donald   108
Time Period: 5/30/2015 - 6/12/2015, Range of Dates ▾

Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Comment ▾ Approvals ▾ Overtime ▾ Reports ▾

| | | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| X | ⇄ | Fri 5/29 | ▾ | | | ▾ | | | ▾ | | | | |
| X | ⇄ | Sat 5/30 | ▾ | | | ▾ | | | ▾ | | | | |
| X | ⇄ | Sun 5/31 | ▾ | | | ▾ | | | ▾ | | | | |
| X | ⇄ | Mon 6/01 | Vacation ▾ | 8:00 | | ▾ | | | ▾ | | | 8:00 | 8:00 |
| X | ⇄ | Tue 6/02 | ▾ | | 8:00AM | ▾ | 4:30PM | | ▾ | | 8:00 | 8:00 | 16:00 |
| X | ⇄ | Wed 6/03 | ▾ | | 8:05AM | ▾ | | | ▾ | | | | 16:00 |
| X | ⇄ | Thu 6/04 | ▾ | | 8:09AM | ▾ | 4:39PM | | ▾ | | 8:00 | 8:00 | 24:00 |
| X | ⇄ | Fri 6/05 | ▾ | | 7:49AM | ▾ | 4:20PM | | ▾ | | 8:00 | 8:00 | 32:00 |
| X | ⇄ | Sat 6/06 | ▾ | | | ▾ | | | ▾ | | | | 32:00 |
| X | ⇄ | Sun 6/07 | ▾ | | | ▾ | | | ▾ | | | | 32:00 |
| X | ⇄ | Mon 6/08 | ▾ | | | ▾ | | | ▾ | | | | 32:00 |
| X | ⇄ | Tue 6/09 | ▾ | | 7:59AM | ▾ | 8:00AM | | ▾ | 4:30PM | 8:00 | 8:00 | 40:00 |
| X | ⇄ | Wed 6/10 | ▾ | | 8:05AM | ▾ | 4:25PM | | ▾ | | 8:00 | 8:00 | 48:00 |
| X | ⇄ | Thu 6/11 | ▾ | | 7:55AM | ▾ | | | ▾ | | | | 48:00 |
| X | ⇄ | Fri 6/12 | ▾ | | | ▾ | | | ▾ | | | | 48:00 |

1.) **Excused Absences**: **Blue** Border around the Date
   a. An employee submitted their TOR (Time Off Request) and as their supervisor, you approved the day off – no further action is needed by the supervisor: "Mon 6/1" is correct:

**TIMECARD**
Last Saved: 10:59AM

Save | Actions ▾ Punch ▾ Amount ▾ Accruals ▾ Co

| | | Date | Pay Code | Amount |
|---|---|---|---|---|
| X | ⇄ | Fri 5/29 | ▾ | |
| X | ⇄ | Sat 5/30 | ▾ | |
| X | ⇄ | Sun 5/31 | ▾ | |
| X | ⇄ | Mon 6/01 | Vacation ▾ | 8:00 |

2.) **Missed Punch(es)**: **Red** Box inside the "In" time or the "Out" time:
   a. An employee inadvertently forgets to clock in for their shift –

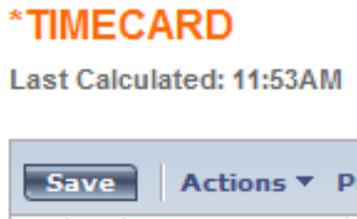| X | ⇄ | Wed 6/03 | ▾ | | 8:05AM | ▾ | | | ▾ | | | | 16:00 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

b.  After verifying with the employee what time employee was supposed to clock out, use your mouse to click inside the red box –

| X | Wed 6/03 | ▼ | 8:05AM | ▼ | | ▼ | 16:00 |

c.  Now, type in the correct time that the employee has left –

| X | Wed 6/03 | ▼ | 8:05AM | ▼ 425p | | ▼ | 16:00 |

d.  When changes take place on an employee's timecard, the "TIMECARD" logo will change to red: this prompts you to Click Save –

**\*TIMECARD**

Last Calculated: 11:53AM

Save | Actions ▼ | P

e.  The employee's missed punch has been corrected –

| X | Wed 6/03 | ▼ | 8:05AM | ▼ 4:25PM | | ▼ | 8:00 | 8:00 | 24:00 |

3.)  **Late in, Early Out, Early In & Late Out**: **Red** box around the in & out times – *the example below shows the employee with an 8:00AM – 4:30 PM schedule*. There is an 8 minute rule before and after the beginning and ending of each employee's shift. KRONOS rounds the employee's time to the nearest quarter hour. "**Thu 6/04**" the employee is <u>late in</u> and <u>late out</u> & "**Fri 6/05**" the employee is <u>early in</u> and <u>early out</u>. All red boxes (exceptions) must be reconciled by the supervisors by the Monday after pay day Friday, before the Payroll Manager locks the previous pay period :

| X | Thu 6/04 | ▼ | 8:09AM | ▼ 4:39PM | | ▼ | 8:00 | 8:00 | 32:00 |
| X | Fri 6/05 | ▼ | 7:49AM | ▼ 4:20PM | | ▼ | 8:00 | 8:00 | 40:00 |

a.  After verifying the employee's time, right click on the in & out time boxes and click on the "Mark as Reviewed"–

| X | Thu 6/04 | ▼ | | ▼ 4:39PM | | ▼ | 8:00 | 8:00 | 32:00 |
| X | Fri 6/05 | ▼ | Add Comment... | ▼ 4:20PM | | ▼ | 8:00 | 8:00 | 40:00 |
| X | Sat 6/06 | ▼ | Edit Punch... | ▼ | | ▼ | | | 40:00 |
| X | Sun 6/07 | ▼ | Resolve Exception... | ▼ | | ▼ | | | 40:00 |
| X | Mon 6/08 | ▼ | Mark as Reviewed | ▼ | | ▼ | | | 40:00 |

b. Once you have marked the time as reviewed, the boxes will change from **red** to **green** –



c. Click **save** & you have reconciled the late in, early out, early in, late out exceptions –



4.) **Unexcused Absences**: **Red** box around the date an employee was supposed to work. This section will vary by situation. They are several ways to reconcile an unexcused absence – **a**.) *Approving a TOR by the employee*, **b**.) *Inputting a TOR for the employee*, **c**.) *Give the employee leave without Pay – LWOP*, **d**.) *Delete the schedule for the day in question*. The unexcused absence we have here is on "***Mon 6/08***":



a. *Approving a TOR by the employee* -

    i. Employees can submit a TOR (Time Off Request) and all supervisors have to either approve or disapprove the TOR – Click onto your "TOR Alert Category" and make sure that the employee did not submit a TOR prior of the date in question:

HAMPTON VA
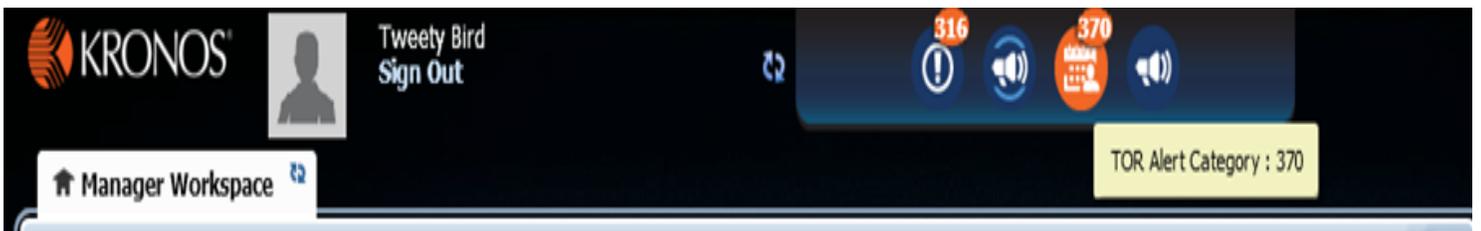
ii. Locate your employee's TOR in your pool of employees Request Manager and press the approve button once you found the employee in question:
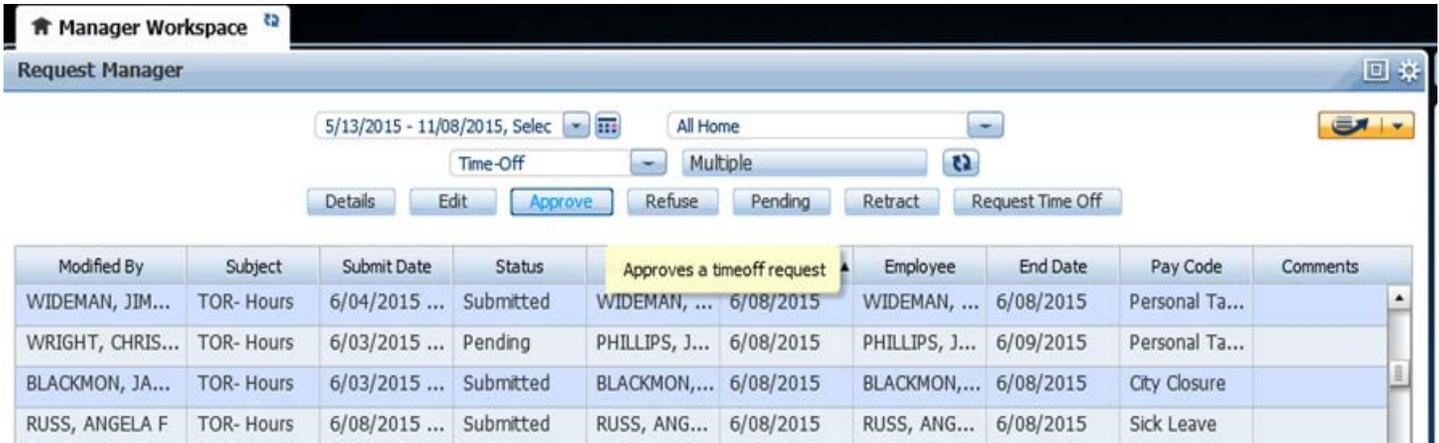


iii. Once you approve the TOR, when you go back to the employee's time card, the unexcused absence for the day in question will change to Blue as "Approved:" – The unexcused absence has been reconciled:
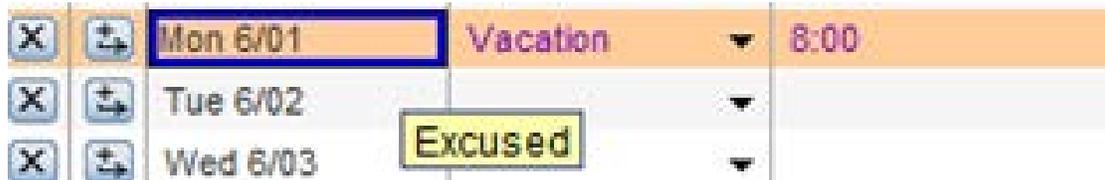


b. ***Inputting a TOR for an employee***:
   i. An employee may forget to submit a TOR due to various reasons, in this case, as the supervisor you can input their TOR/Leave accordingly; after you have received the employee's approval. Click on the drop down box of the "Pay code" column and select the corresponding pay code for that day –
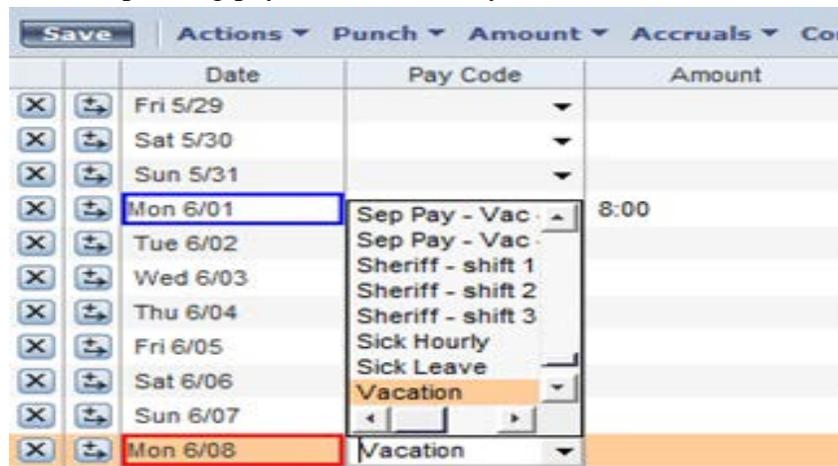
ii. After selecting the corresponding pay code, go to the next column named, "Amount" (right beside the pay code column) and enter the amount of leave the employee will be utilizing fort that day –



iii. Now, click **save** & the unexcused absence will go away and change to "Excused:"



c. ***Giving the employee leave without pay (LWOP)***: This is ONLY used for PFT employees who have exhausted their leave accruals or have not yet been employed long enough to have accruals to use for a TOR:

i. Using the drop down box from the "Pay Code" column beside the date in question, select either **LWOP – Dept. Head**: puts the Dept. Head in in a non-pay status, **LWOP – Hourly**: puts the non-exempt employee in a non-pay status or **LWOP – Salary**: puts exempt employees in a non-pay status (***Please note that EXEMPT employees can only be charged LWOP for full days, not partials***) –
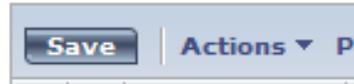


ii. After selecting the corresponding "pay code," enter the amount of the LWOP up to the number of hours of the employee's regular shift with a negative sign in front of the amount –

iii.  Now, click Save –



iv.  You have successfully inputted the employee's LWOP pay code to reconcile the unexcused absent day –



d.  *Delete the schedule for the day in question*: This is ONLY for WAE employees whom did not work their scheduled shift and PFT employees whom have flexed their hours. When a WAE employee misses a day of work for whatever reason, the supervisor will have to delete their schedule to reconcile the red box around the date in questions –



i.  From your navigator home page displaying all of your subordinates, **highlight** the employee you need to correct, **right click** on the employee's name & select "**Schedule**"-
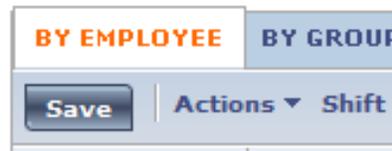
ii. The screen will display the "Schedule Editor" page - scroll over to the date that the employee missed, right click on the date and select delete –
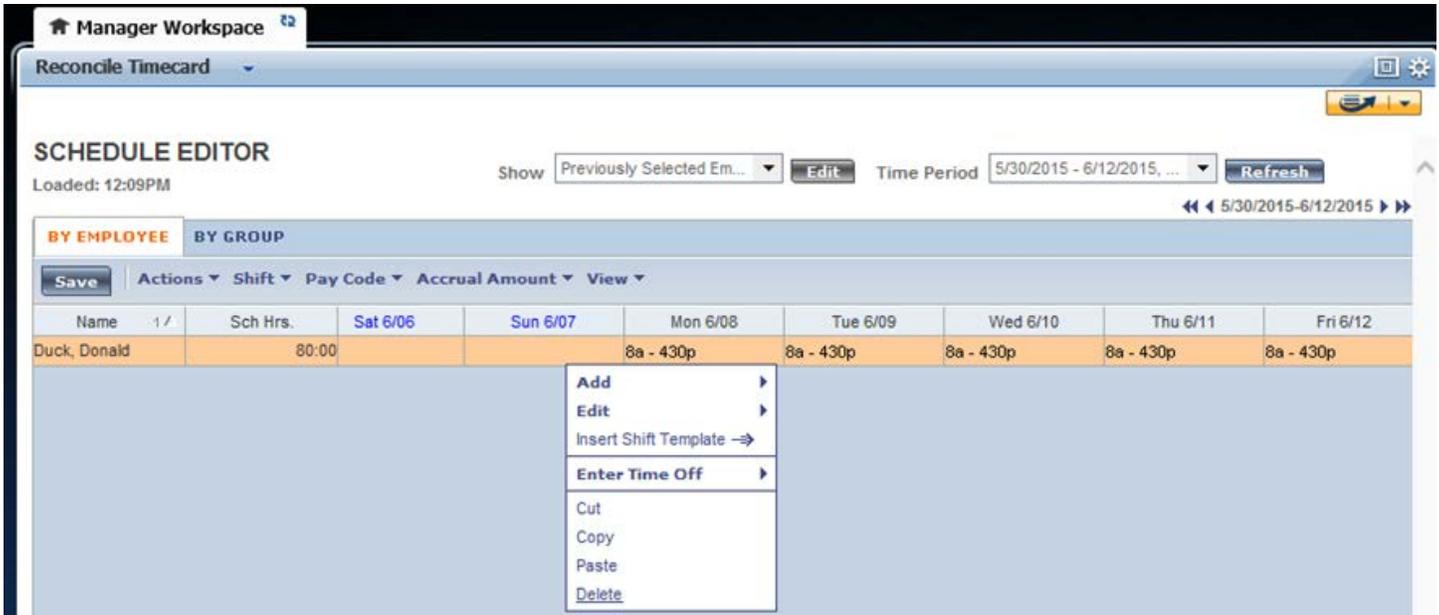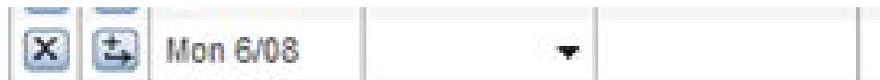


iii. Now, click Save –



iv. When you go back to the employee's time card, the red box for the day in question will disappear. You have successfully deleted an employee's schedule for a day that was missed and reconciled the unexcused absence –



5.) **Multiple punches (or double punches) on a Time card**: A solid **Red** box occurs when an employee inadvertently clocks in and out more than required on their time card:

    a. The employee below has a schedule of 8:00 A – 4:30 P and has clocked in at 7:59A, then 8:00A, then again at 4:30P; producing a missed punch (red box) –
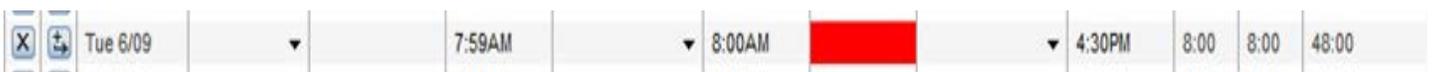
b. You contacted the employee regarding the multiple punches and you are ready to reconcile their time card – click on the time (punch) that does not belong on their time card for the day in question & press **delete** –



c. Now press Save –



d. Pressing save will reconcile the employee's time card to reflect the correct order of the employee's punches for the day in question: notice both the double punch and solid red box are now gone. Congratulations on reconciling your employee's multiple punches -



6.) **Cancelling a Meal Deduction**: If you have an employee that is set up for an automatic meal deduction, they will be instances where the employee has not taken a lunch for various reasons. After your employee has informed you of not taking a lunch for a certain day, you will have to cancel their meal deduction on their time card:

a. Go to the employee's time card and **right click** on the **out time** of the employee's time card for the day in question and select **Edit Punch** –



b. After selecting edit punch a separate screen will display –

c. Click on the **drop down** box from the "**Cancel Deduction**" section then select the meal deduction that your employee has (30 min meal deduct or 60 min meal deduct), then press "**Ok**"-



d. The "Edit Punch" screen will disappear, bringing you back to your employee's time card. Click **Save** on the "Timecard" for your employee –

e. After clicking save, the employee's time for the day that did not have a meal deduction will display as such (see below). Notice the red box around the out time for the employee – this is OK! The "Cancel Deduction" box is not an exception that needs to be "Green" or reconciled for payroll purposes. The "Cancel Deduction" will not alert the Payroll Manager or hinder payroll processing. Congratulations on cancelling a meal deduction from your employee –

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| X | Wed 6/10 | ▼ | 8:05AM | ▼ 4:25PM | | ▼ | 8:30 | 8:30 | 64:30 |
| X | Thu 6/11 | ▼ | 7:55AM | ▼ 4:23PM | Cancel Deduction | ▼ | 8:00 | 8:00 | 72:30 |

**CONCLUSION**:

Below is an example of what an employee's reconciled time card should look like. Only **Blue, Green** & the ONLY **Red** box around an out punch (Meal Deduct Cancellations) are supposed to be apparent!

**TIMECARD**

Last Saved: 2:07PM

Name & ID  Duck, Donald    108

Time Period  Current Pay Period  ▼

Save | Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Comment ▼ Approvals ▼ Reports ▼

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| X | Sat 5/30 | ▼ | | | ▼ | | | ▼ | | | | |
| X | Sun 5/31 | ▼ | | | ▼ | | | ▼ | | | | |
| X | Mon 6/01 | Vacation ▼ | 8:00 | 8:00AM | | | | ▼ | | | 8:00 | 8:00 |
| X | Tue 6/02 | ▼ | | 8:00AM | ▼ | 4:30PM | | ▼ | | 8:00 | 8:00 | 16:00 |
| X | Wed 6/03 | ▼ | | 8:05AM | ▼ | 4:25PM | | ▼ | | 8:00 | 8:00 | 24:00 |
| X | Thu 6/04 | ▼ | | 8:09AM | ▼ | 4:39PM | | ▼ | | 8:00 | 8:00 | 32:00 |
| X | Fri 6/05 | ▼ | | 7:49AM | ▼ | 4:20PM | | ▼ | | 8:00 | 8:00 | 40:00 |
| X | Sat 6/06 | ▼ | | | ▼ | | | ▼ | | | | 40:00 |
| X | Sun 6/07 | ▼ | | | ▼ | | | ▼ | | | | 40:00 |
| X | Mon 6/08 | Vacation ▼ | 8:00 | | ▼ | | | ▼ | | | 8:00 | 48:00 |
| X | Tue 6/09 | ▼ | | 7:59AM | ▼ | 4:30PM | | ▼ | | 8:00 | 8:00 | 56:00 |
| X | Wed 6/10 | ▼ | | 8:05AM | ▼ | 4:25PM | | ▼ | | 8:30 | 8:30 | 64:30 |
| X | Thu 6/11 | ▼ | | 7:55AM | ▼ | 4:23PM | | ▼ | | 8:00 | 8:00 | 72:30 |
| X | Fri 6/12 | ▼ | | 8:00AM | ▼ | | | ▼ | | | | 72:30 |