

# Timestamping For Associates

ACOSTA



## Punching In or Out

1. In **My Timestamp** select one of the following:
  - a. **Shift Start** to start your shift
  - b. **Begin Meal Break** when you start your meal break
  - c. **Return from Meal** when you have finished your meal and are returning to work
  - d. **End Shift** when you have finished working your shift

2. If you select **Shift Start**, **Begin Meal Break** or **Return from Meal**, you will receive a confirmation message with the punch date and time.

3. If you select **End Shift**, then you will be taken to a **Time Approval** page.
4. Review your punch times for the day.
5. Select **Approve**, if your punch times are correct.  
Select **Reject**, if your punch times are not correct.
6. Click **Submit**.

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7. View the message to confirm the punch time and your **Time Approval** response.



Vasquez, Jessica  
Punch Time: 12/02/2020 2:13PM  
Punch Created

Time Approval: Approve

# Submitting a Missed Punch For Associates

ACOSTA



## Responding to the Missed Punch Message

If Kronos determines that you have a missing punch, you will receive the following message the next time you timestamp:

**\* This message will continue until the missed punch has been corrected.**

**Missed Punch**

You have a missed punch on your timecard. Would you like to update it now?

Yes

No, I will speak to a manager.

Submit

1. Select **Yes** to add the missing punch or **No, I will speak to a manager** if your manager will need to resolve the issue.
2. Click **Submit**.
3. If you selected **Yes** then continue to the task, **Submitting a Missed Punch**.  
If you selected **No, I will speak to a manager** you will see the message confirming your punch time.

10/20/2017 12:39:39 PM (GMT -05:00) Eastern Time

✓ Poulin, Emilie

Punch Time: 10/20/2017 12:39PM

Punch Created

Missed Punch: No, I will speak to a manager.

# Submitting a Missed Punch For Associates

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## Submitting a Missed Punch

1. After submitting **Yes** on the **Missed Punch** message, you are redirected to Time Review page.
2. Click **Refresh**.

Timecard is not totaled. Please wait and press Refresh...

Employee: Poulin, Emilie (910999)

Days to approve: 1

Daily Approvals: [Dropdown]

Approve Reject [Refresh]

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 10/22							0.0	0.0
Mon 10/23 (M)	7:00AM-3:30PM			7:00AM		11:00AM	4.0	4.0

3. Click in the cell with the missing punch.
4. Select **Fix Missing Punch**.

Employee: Poulin, Emilie (910999)

Days to approve: 1

Daily Approvals: [Dropdown]

[Fix Missing Punch] [Reject] [Refresh]

Date	Schedule	Pay Code	Amount	In	Transfer	Out	Daily	Period
Sun 10/22							0.0	0.0
Mon 10/23 (M)	7:00AM-3:30PM			7:00AM		11:00AM	4.0	4.0

5. Verify the **Date**.
6. Enter the punch time.
7. From the **Punch Button** list, select the type of punch.
8. Click **Submit**.

**Submit Missed Punch**

Date:\* 10/23/2017 Time:\* 3:30p Punch Button:\* End Shift

[Submit] [Cancel]

9. Verify the information you've entered.
10. Select **Yes**.
11. Click **Submit**.
12. View the message to confirm the punch you have just added.

**Time Approval**

Punches:

- 7:00AM
- 11:00AM
- 11:32AM
- 3:30PM (approx)

Are your time punches accurate for 10/23/2017?

Yes [Radio Button]

No [Radio Button]

[Submit]