# Timestamping
# For Associates
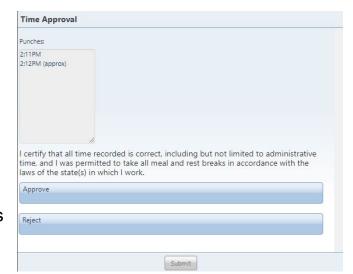
ACOSTA | MOSAIC

## 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
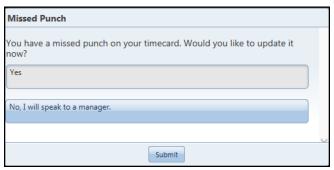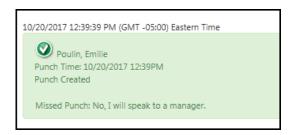## For Associates

## 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

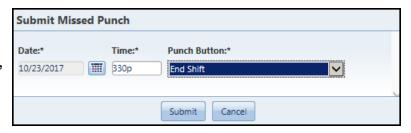**ACOSTA** | **MOSAIC**

## Submitting a Missed Punch

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



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



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



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.