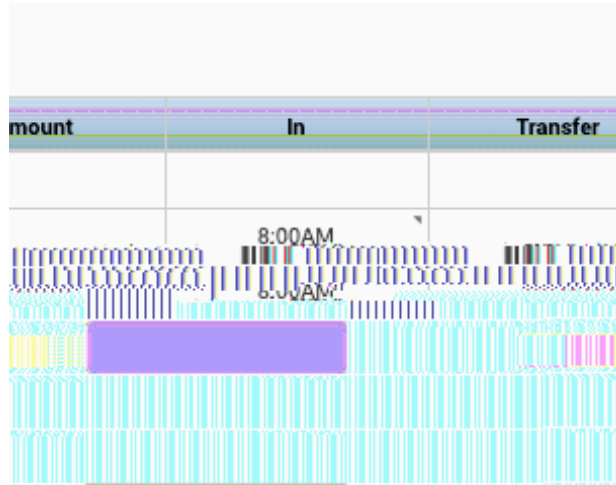




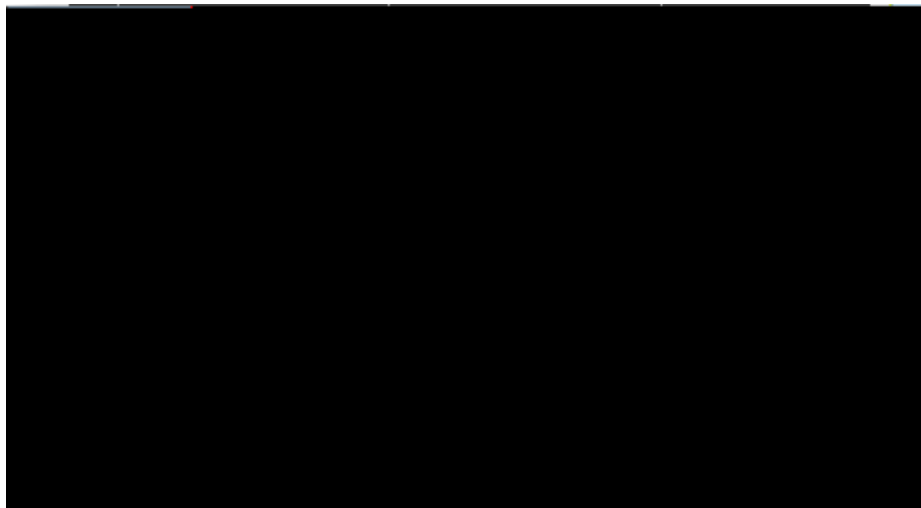
K : H a d b □ c

¥ Step One: Select the time cell that contains the double punch and right click inside of the cell.



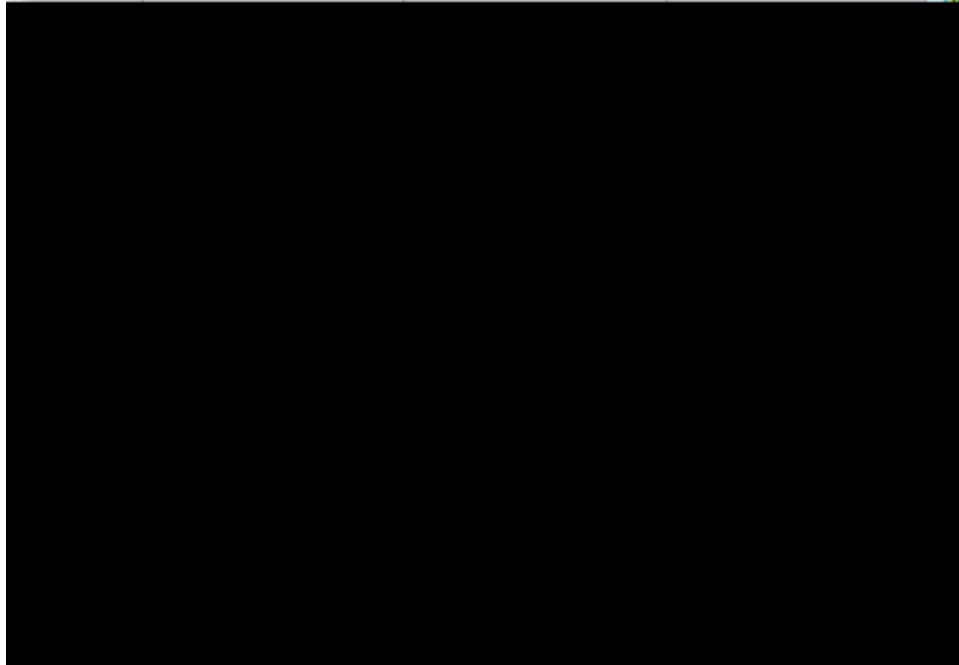
¥ Step Two: Select the Comment button under Punch Actions.

Users must enter in a comment about why the time is being removed in Kronos.





- ¥ Step Three: Select the appropriate comment title from the drop down and type in any additional text in the comment field. Select 'Save' when done.



Any comments entered in Kronos will be available to read in the event of an audit.

- ¥ Step Four: Click inside of the time cell and select 'Delete' on the keyboard. This action will remove the double punch from Kronos. Select 'Save' when done.

