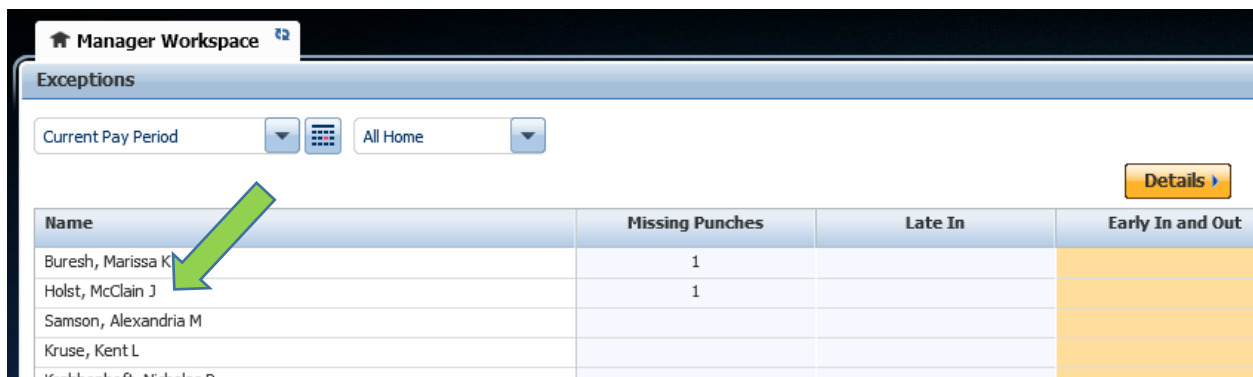**To correct purple punches on student timecards:**

"Purple punches" occur when one of an employee's punches is being used as both an "in punch" AND an "out punch." This can occur with the following scenarios:

- An employee punched into a position, forgot to punch out, and then punched into another position.
- An employee punched into a position, forgot to punch out for lunch but punched back in after lunch, and then punched out at the end of their shift.
- An employee punched into a position, punched out of their position, and then accidently punched out of their position again. (Multiple punches can occur at the timeclock if a student is holding their ID card in their hand while they are using that same hand to select buttons on the clock. The timeclocks are very sensitive.)

Under your manager workspace, double click on the name of the student in which you'd like to view their timecard.

Then click on "View Timecard" on the right.

Purple punches are not editable and cannot be deleted. However, you can correct the situation to ensure that the correct in and out punches are displayed.

In this example, an employee punched into a position, forgot to punch out, and then punched into another position. Ultimately, it is tying the two positions together because it is using the 1:46 pm punch to punch him out of the first position and punch him in to the second position. However, the student actually finished his first shift at 1:30 pm so it is not correct as it is currently displayed.

To resolve this, select the following:

- Add a line for that date by selecting the "return arrow" on the left side of the screen.

- On the new line, add the correct in and out punches for the position currently tied to the purple punch. DO NOT SAVE YET.

- On the previous line, delete the in punch and transfer set. Click "Save."

- Note how the purple punch disappeared and the respective hours per position moved to their own individual lines.

☒ 🔁	Wed 6/22	▾	12:27PM			▾	1:30PM
☒ 🔁	Wed 6/22	▾	1:46PM	UPS/UPS000ASTSMAIL-AST CES/-/1 00 429 700 0000/506304/1213276/-	▾	4:01PM

- For the hours you added, you will need to enter the transfer set. (See separate instructions for how to perform a transfer via KnightTime.

☒ 🔁	Wed 6/22	▾	**12:27PM**	**WEL/WELRECASTSWELL-REC CES/-/1 00 873 700 0000/795450/1213276/-**		**1:30PM**
☒ 🔁	Wed 6/22	▾	1:46PM	UPS/UPS000ASTSMAIL-AST CES/-/1 00 429 700 0000/506304/1213276/-	▾	4:01PM

Please note that you should <u>REVIEW</u> timecards weekly to make sure all purple punches are corrected.

<mark>**The BEST way to avoid purple punches in Kronos is for students to ALWAYS remember to "punch in" and "punch out."**</mark>