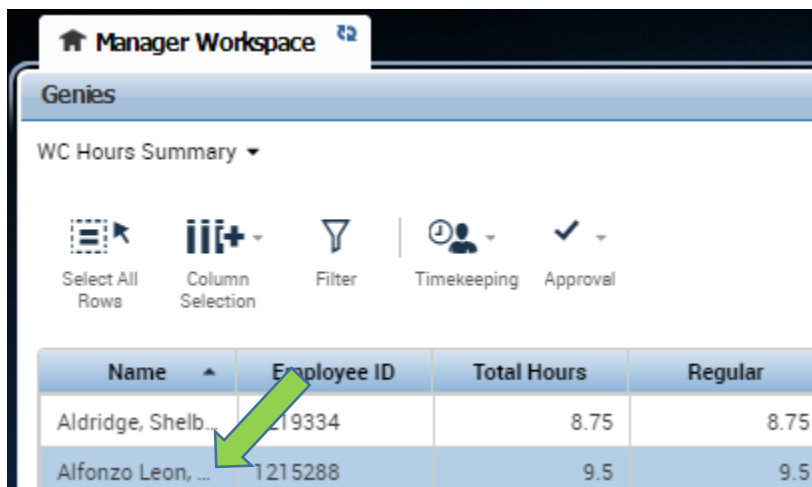


To correct purple punches on student timecards:

“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 accidentally 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.



The screenshot shows the 'Manager Workspace' interface. At the top, there is a 'Manager Workspace' header with a home icon and a refresh icon. Below this is a 'Genies' section. Underneath, there is a 'WC Hours Summary' dropdown menu. A toolbar contains five icons with labels: 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. Below the toolbar is a table with four columns: 'Name', 'Employee ID', 'Total Hours', and 'Regular'. The table contains two rows of data. A green arrow points to the name 'Alfonzo Leon, ...' in the first row of the table.

Name	Employee ID	Total Hours	Regular
Aldridge, Shelb...	19334	8.75	8.75
Alfonzo Leon, ...	1215288	9.5	9.5

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 1:07 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 12:45 pm so it is not correct as it is currently displayed.

Tue 6/20		12:30PM		1:07PM	1:07PM	...J 0000/984277/1219927/-	2:10PM
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To resolve this, select the following:

- Add a line for that date by selecting the “+” on the left side of the screen.






+	x	Tue 6/20		12:30PM			
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- On the new line, add the correct in and out punches for the position currently tied to the purple punch. DO NOT SAVE YET.

x	Tue 6/20		12:30PM		1:07PM	1:07PM	...J 0000/9842
x			12:30PM		12:45PM		

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

Tue 6/20					1:07PM	1:07PM	...J 0000/984277/12
			12:30PM		12:45PM		

 Print Timecard |
  Refresh |
  Calculate Totals |
  Save |
  Go To

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

x	Tue 6/20		12:30PM			12:45PM	
x			1:07PM		...S/-/1 00 810 700 0000/984277/1219927/-		2:10PM

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

<input type="checkbox"/>	Tue 6/20		12:30PM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/-	12:45PM
<input type="checkbox"/>			1:07PM	DIN/DIN000MGRSDINING-MGR CES/-/1 00 810 700 0000/984277/1219927/-	2:10PM



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

The BEST way to avoid purple punches in Kronos is for students to ALWAYS remember to “punch in” and “punch out.”