

Exempt Employee Swipes In, Then Leaves Early

When an **Exempt** employee swipes in, KRONOS calculates 8 hours automatically. If the employee leaves work early and swipes out KRONOS will still calculate 8 hours. As a result, you must follow the instructions below to adjust the timecard.

- **NOTE:** This type of action can only be performed on an Exempt employee's timecard. It is against the law to change a punch or subtract time from a Non Exempt employee's timecard.
- Open the employee's timecard.
- Find the day in question.
- Click on the arrow next to the date to insert a row.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	↕	Sat 8/16	▼			▼			▼				
x	↕	Sun 8/17	▼			▼			▼				
x	↕	Mon 8/18	▼		7:35AM	▼			▼		8.00	8.00	8.00
x	↕	Tue 8/19	▼		7:30AM	▼			▼		8.00	8.00	16.00
x	↕	Wed 8/20	▼			▼			▼				16.00
x	↕	Thu 8/21	▼			▼			▼				16.00

- In the **Pay Code** box for the added row, enter PTS or PTU (or SCK or VAC if the employee has this available).
- Type # of hours in the **Amount** box.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	↕	Sat 8/16	▼			▼			▼				
x	↕	Sun 8/17	▼			▼			▼				
x	↕	Mon 8/18	▼		7:35AM	▼			▼		8.00	8.00	8.00
x	↕	Tue 8/19	▼		7:30AM	▼			▼		8.00		
x	↕	Tue 8/19	PTS	4.00		▼			▼			12.00	20.00
x	↕	Wed 8/20	▼			▼			▼				20.00

- **NOTICE:** Tuesday's daily hours now displays 12 hours.
- Click the arrow to add a third row for this day.
- In the Pay Code box, enter REG (regular).
- Add # of negative hours to make total hours for the day equal 8.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	↕	Sat 8/16	▼			▼			▼				
x	↕	Sun 8/17	▼			▼			▼				
x	↕	Mon 8/18	▼		7:35AM	▼			▼		8.00	8.00	8.00
x	↕	Tue 8/19	▼		7:30AM	▼			▼		8.00		
x	↕	Tue 8/19	PTS	4.00		▼			▼				
x	↕	Tue 8/19	REG	-4.00		▼			▼			8.00	16.00
x	↕	Wed 8/20	▼			▼			▼				16.00