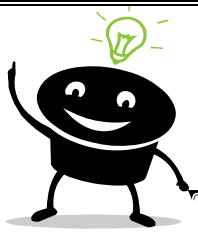
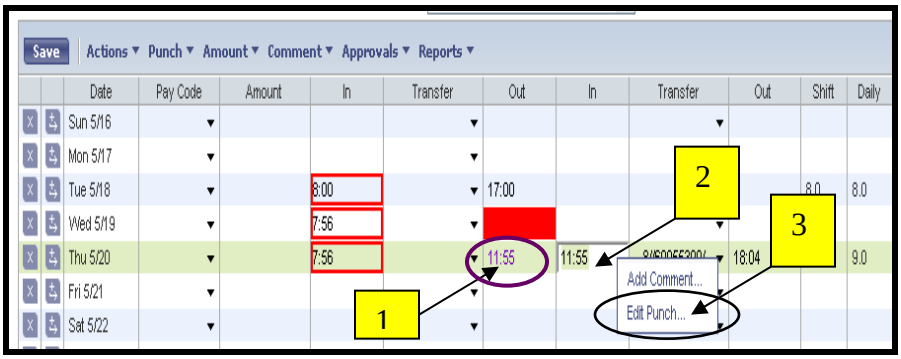


TIME REPORTING HELPFUL TIPS

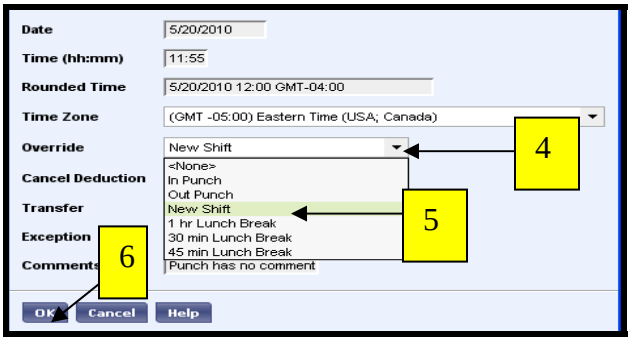
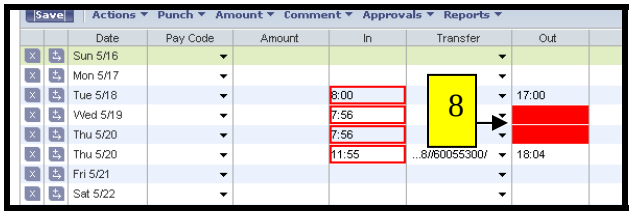
What is a Phantom Punch?

A Phantom Punch in Kronos occurs when an employee forgets to punch out for job one and on the same day they punch back in for a job two. This causes Kronos to insert a computer generated purple punch that is called a **Phantom Punch**. This creates a continuous shift from the in-punch of the first job to the out-punch of the 2nd job or shift potentially causing an over payment. Below are instructions on how to correct this.

1. When you see a **purple** *Phantom Punch*
2. Right click on the in-punch for Job two
3. Select Edit punch



4. Click on the black arrow of the Override box
5. Select New Shift
6. Select OK



7. When you are returned to the Timecard the **purple** *Phantom Punch* will be gone
8. A missed punch will be in its place