

Approving Missed Punch Request Using the Navigator

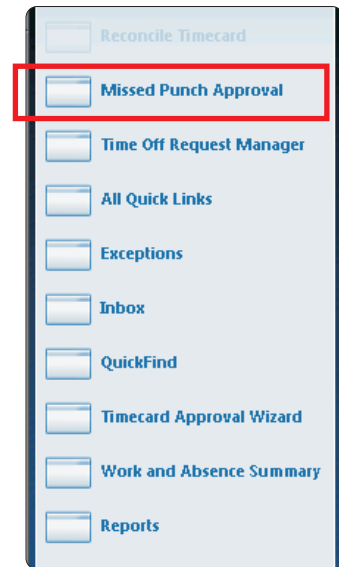
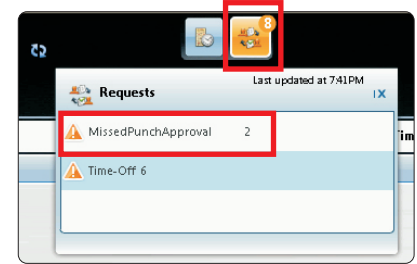
1 Log-on to the Kronos system.

2 Click the **Request Alerts Widget** and if you have any **Missed Punch Approval** request they will be listed in your alerts. This will only alert you to the request.

3 Click **Missed Punch Approval** in your related items area.

4 The Missed Punch Approval will become your primary workspace. Click the **Drop Down** to see the list of employees. Choose the **Employee** and **Date** that you are wanting to approve.

5 Review the request. You will be shown their existing punches as well as the **Submitted Punch** that they are wanting to add to their timecard. Click either **Approve** or **Reject**.



MISSED PUNCH APPROVAL

Approve Reject

Missed Punch Approval List

Please select...

- PEACOCK, KRISTEN - 11/05/2013
- PEACOCK, KRISTEN - 1/13/2014
- PEACOCK, KRISTEN - 2/05/2014
- WAGONSELLER, MICHELLE - 2/03/2014

MISSED PUNCH APPROVAL

Approve Reject

Missed Punch Approval List

PEACOCK, KRISTEN - 2/05/2014

Employee Number:	06669
Submitted Punch:	2/05/2014 2:30PM
Existing Punches:	7:02AM
Schedule:	2/05/2014 7:00AM - 2/05/2014 3:30PM
Employee Reason:	Missed punch entered by employee
Employee Explanatory Note:	SYSTEM UPDATING

Note: The only reason why you would reject the punch is if you want the Payroll Department to research whether the requested punch is accurate or not.