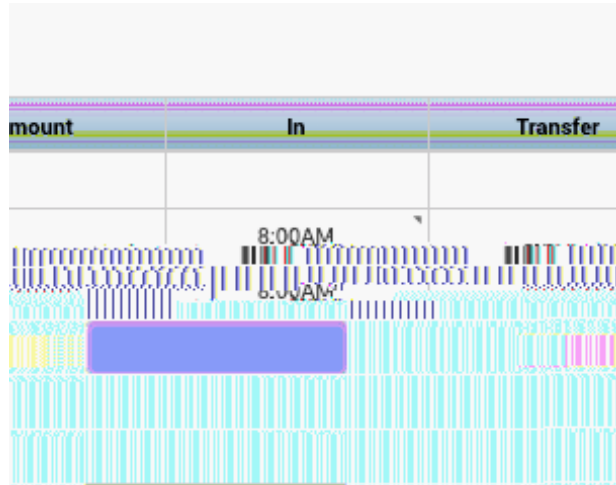




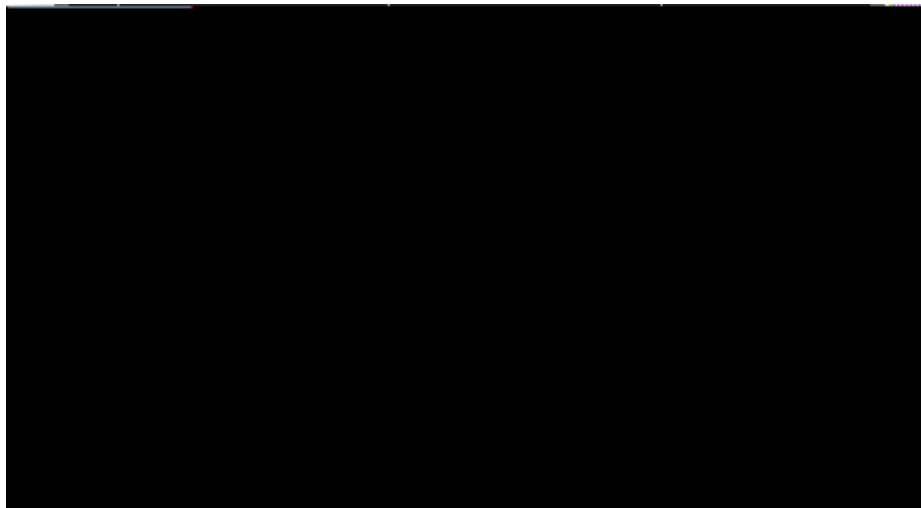
**K : H a d b □ c**

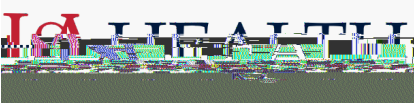
¥ Step One: Select the time cell that contains the double punch and right click inside of the cell.



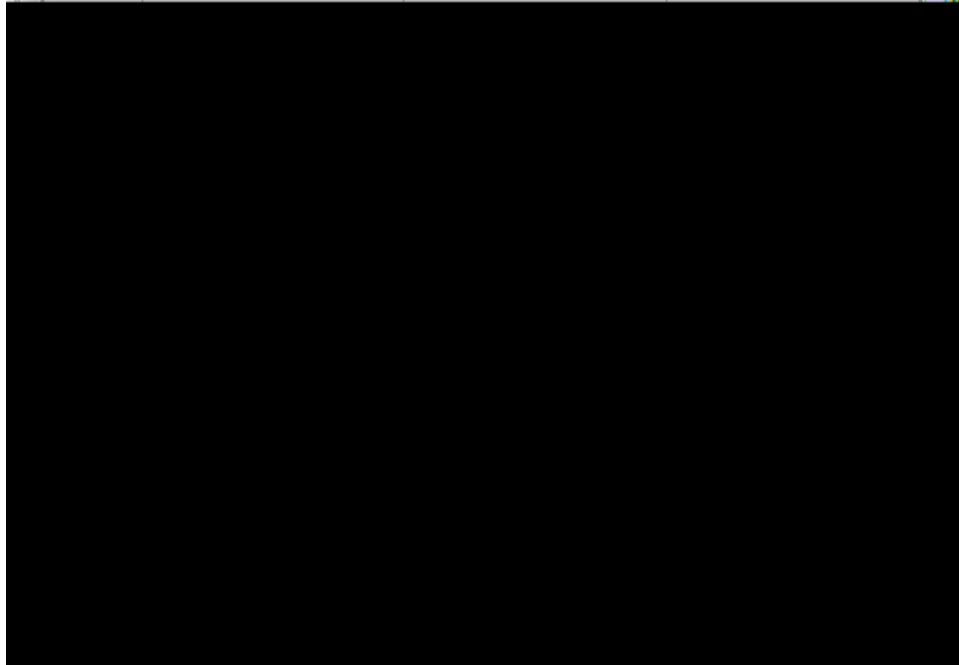
¥ Step Two: Select the Comment button under Punch Actions.

*Users must enter in a comment about why the time is being removed in Kronos.*





- ¥ Step Three: Select the appropriate comment title from the drop down and type in any additional text in the comment field. Select 'Save' when done.



*Any comments entered in Kronos will be available to read in the event of an audit.*

- ¥ Step Four: Click inside of the time cell and select 'Delete' on the keyboard. This action will remove the double punch from Kronos. Select 'Save' when done.

