**FM Timekeeping Policy – Documenting Attendance Behaviors in Kronos and COMPASS**

Suggested daily routine for managers to keep up-to-date in documenting employees attendance behaviors.

1. Log into Kronos shortly after shift start-up (remember username is your x.500 and the password is case sensitive). Accessible via [www.facm.umn.edu](http://www.facm.umn.edu), select the employees tab and then Kronos.
2. Review employees punch exceptions (red outline or red boxes) and add comments for all punch exceptions. Add notes if applicable. Mark exceptions as reviewed after comments are added.
3. In COMPASS, review employees labor timecards and identify all employees that were absent the previous day and document all Occurrences using the Task Code field and enter 1111. In the comments field, add notes if applicable.

**KRONOS**

Default view = FM Reconcile Timecard with no employees listed

In the SHOW field, click the down arrow and select the appropriate manager name.

<table>
<thead>
<tr>
<th>Timecard</th>
<th>People</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assigned Manager</th>
<th>Name</th>
<th>Absent</th>
<th>In Early</th>
<th>In Late</th>
<th>Out Early</th>
<th>Out Late</th>
<th>Missed &amp; Punch Code</th>
<th>Total Time Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott James R</td>
<td>Morello,  C.</td>
<td></td>
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<tr>
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<td>DelMar, S.  A</td>
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<tr>
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<td>Adams, J.</td>
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<tr>
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<td>Swain, R.</td>
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<tr>
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<tr>
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<tr>
<td>Scott James R</td>
<td>Kwiecien, M.</td>
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<td></td>
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<td>0:00</td>
</tr>
</tbody>
</table>

Black check marks = employee has type of exception that must be reviewed.
Green check marks = exceptions that have already been reviewed, no further action is required.

**Addressing Punch Exceptions**

1. Highlight all employees with black check marks (hold the CTRL key down and click on the employee name) Click the Timecard button in upper left hand corner to open the employees timecards.
2. If employee forgot to swipe or accidentally swiped at the wrong time, Managers are to edit the punch time to the correct arrival/departure of the employee. To do this, click on the punch with the error and type in the correct arrival/departure time (remember to put am or pm as applicable).
3. For exceptions, managers must add a comment.
   a. Right click on the punch with the red outline
   b. Select Add Comment
   c. Select either FM-OCCURRENCE or FM-NON-OCCURRENCE
   d. Add notes if applicable
   e. Click ok
4. Mark the exception as reviewed once the comment is added
   a. Right click on the same field, select mark as reviewed
5. Continue addressing exceptions as necessary for this employee, Click Save when done
6. Scroll to the next employee and repeat until all exceptions addressed.
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CANCEL AUTO DEDUCTION OF UNPAID BREAK

Employees who are authorized an unpaid break time will have that time automatically deducted from their Kronos total time after 5 consecutive hours of work. If the employee does not take the unpaid break then it is up to the manager to CANCEL the auto deduction. Guidance on how to perform this is below.

1. Identify the work shift (day) the auto deduction must be removed
2. Right click on either the in or out punch and select Edit Punch
3. In the Edit Punch window, open the list of values in the Cancel Deduction field.
4. Scroll down the list and select ALL. Click OK

5. Save the timecard

NOTE: There are certain employees who are not assigned an auto-deduction. For example, students do not typically work a standard schedule making it difficult to know when they take or do not take a break. Therefore, if students are taking an unpaid break then managers are to ensure they are swiping out for breaks. Additional, certain employees are authorized a paid break and therefore do not have any auto-deduction against their timecards.

COMPASS – Coding Vacation and Sick Time

FM Manager Documents all Absences that are determined to be Occurrences on COMPASS employee Timecards.

1. Log into COMPASS
2. Access Supervisor Labor Approval Form
3. Locate employees timecard for the correct day where the absence was considered an occurrence.
4. Click on Edit to access the Employees Labor Timecard
5. Locate the WO which will be classified as an Occurrence, click in the empty text field in the Task Code Column
6. Either click the task code button which will auto enter the only available task code (1111 for FM Occurrence) or enter in 1111. Add comments if applicable.
7. Click Save and Approve

Return to the Supervisor Labor Approval form and continue processing.