

Attendance Reporting

Processed daily by Administrative Assistants

- Attendance Reporting Processes
 - AWOL
 - Tardy
 - No-Punch
 - 12-Minute Rule
- When entering time in Kronos look for issues as you are entering:
 - Kronos Flags Issues for:
 - 12-Minute Rule Violation
 - Missed Punches
 - Tardy
- Tardy – No Punch – 12 Minute Rule Process
 - End of Pay Period run Kronos report
 - Sandy will report to Dion how to run report
 - Update Time Clock Bi-Weekly Report
 - Contains:
 - 12-Minute Rule
 - Tardy
 - No Punch
 - Non-designated located punch in or out
 - Share info with:
 - Full Version With Names:
 - Director, Mgr, Supervisors, Union Representative (Division Steward & Chief Steward).
 - Version without Names:
 - Distributed to all trades and at time clocks with only employee number on it for confidentiality.
- AWOL
 - Tracked and addressed Daily
 - Contact:
 - MGR & Supervisor the day of the violation
 - Check to see if the person has requested: AL, SL, FMLA or other approved leave
 - Provide documentation to MGR & Supervisor:
 - Timecard from Kronos
 - Answers United Call-in Print out and Voice recording when they called in.