

Kronos: How to remove a double punch

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

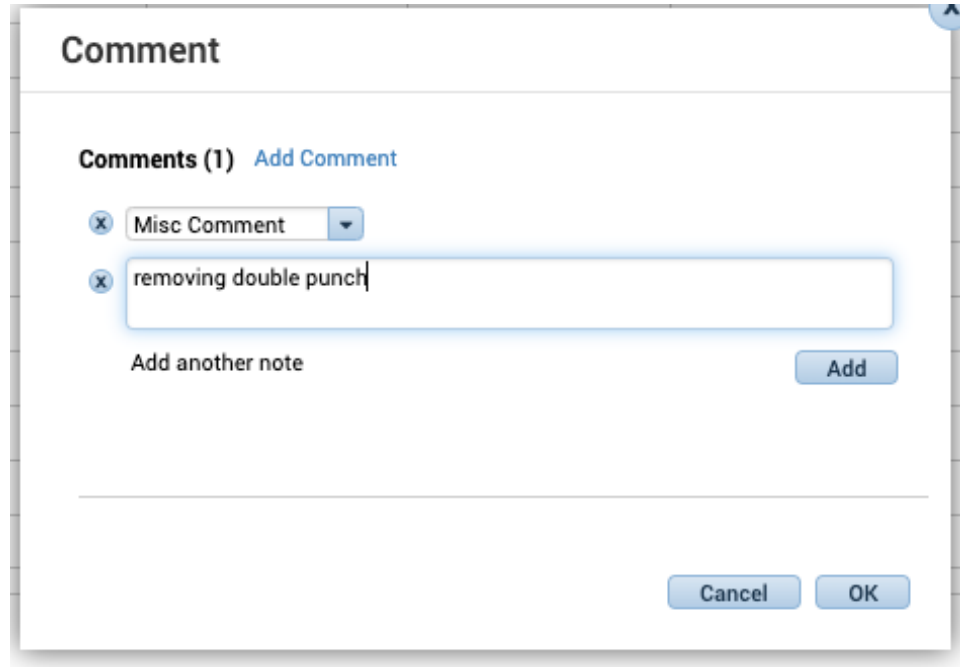
mount	In	Transfer
	8:00AM	
	8:01AM	

- **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.



Comment

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✕ removing double punch

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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.

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