

Lunch & Existing Punch Edits

Employee Name: _____

Please note: If your work hours for any given day are less than 5 hours, Kronos will not deduct your lunch from your total hours. Therefore, no adjustment is necessary.

Lunch Adjustment

Date requiring adjustment: _____

Scheduled lunch duration (circle one): 30 min 45 min 60 min

Actual lunch: Out time: _____ In time: _____

If no lunch was taken, indicate "NONE"

Reason for adjustment: _____

Existing Kronos Punch Adjustment

Date requiring adjustment: _____

Actual Kronos Punch: In: _____ Out: _____

Corrected Punch: In: _____ Out: _____

Reason for adjustment: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____