

# Kronos Workforce Timekeeper 8.0 Timecard Instructions - Entering In and Out Times

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2. Click the SAVE button for the save the timecard.
3. Click the Change button to change the time period for the timecard you are viewing.
4. Select the next pay period from the time period in the Header.
5. Click on the Sunday Stop cell and enter the stop time.

#### Entering In and Out Times on the timecard (non-continuous hours)

1. Click in the In cell for the day you want to enter.
2. Enter the start time for the first shift. You can either type the exact time (8:30AM) or type 830a. NOTE If you enter a time without an a, AM or p, PM designation, the system will default to AM.
3. Click on the OUT cell for that day.
4. Enter the stop time for the first shift.
5. For the next time period, on the same line, enter IN/OUT times.
6. If necessary, click on the Insert Row button to add another row for that day.
7. Click on the IN cell for the new row.
8. Enter the start time for the second shift.
9. Click in the OUT cell for that row.

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employee would get paid for a lunch break that he/she should not be paid for since the break was taken. The second in and out punches automatically goes to the next row for the same date.

Fri 6/16		9:00AM	12:00PM
11:00AM	5:15PM		