Human Resources has been conducting random audits of employee time cards and have found some recurring issues that we want to remind all staff about.

**Recording Time:**

- Please record your time worked on a daily basis, entering actual time worked. Do not forget to record in and out times for your meal break.
- Do not pre-fill your time card (unless you have a planned absence such as vacation). Enter hours only after you have worked. This will ensure accurate recording.
- When entering time worked, you do not need to specify which type of time (only specify if it is leave time)

**Meal Breaks:**

- If you work more than 4 hours including the period between 11 am and 2 pm, you must take at least a 30 minute unpaid meal break within the 11 am – 2 pm time frame.
- If you start working before noon and extend beyond 7 pm, you must take an additional unpaid meal break of at least 20 minutes between 5 pm and 7 pm
- If you work more than 6 hours between 1 pm and 6 am, you must take at least a 30 minute unpaid meal break approximately mid-way between the start and the end of shift

**Review and Approval:**

- Employees must review and approve time cards by 1:00 on Wednesday of Kronos week
- Supervisors must review and approve employees time cards between 1:00pm and Midnight on Wednesday of Kronos week
- When Kronos is closed for payroll on Thursday of Kronos week, no more edits can be made.
- If changes are required, contact the HR office to process an Historical Edit

More details on Standard Workweek and Pay Periods are available at this site: https://www.hr.cornell.edu/policies/nonacademic/workweek.html.

If you have any questions or concerns with Kronos timecards, please do not hesitate to contact us. You can email CHE-HROffice@cornell.edu or call 255-3113 or 255-2610.