

# UAB Campus Kronos Timekeeping System

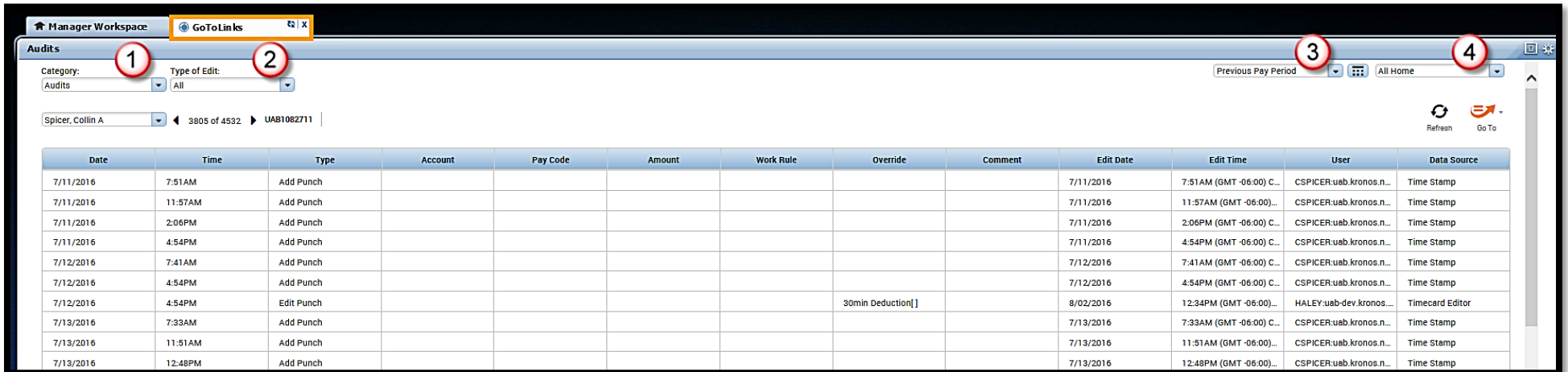
## Org Timekeeper/Editor – Timecard Audit Trail

Kronos Timekeeper contains an audit trail which tracks every transaction saved on an employee's timecard. There may be various reasons why you may reference the audit trail; Who added information and why? Who deleted information and why? Where did the employee clock in?

### Accessing and Filtering Audit Trail Information

Audit trail information can be viewed by activating the **Audits** widget. The **Audits** widget is available on the **GoToLinks** workspace. To open the **GoToLinks**

workspace, click on your **Workspaces** carousel  select **GoToLinks**. The **GoToLinks** workspace opens in a separate tab and the **Audits** widget is now activated in the workspace.



Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
7/11/2016	7:51AM	Add Punch							7/11/2016	7:51AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/11/2016	11:57AM	Add Punch							7/11/2016	11:57AM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp
7/11/2016	2:06PM	Add Punch							7/11/2016	2:06PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/11/2016	4:54PM	Add Punch							7/11/2016	4:54PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/12/2016	7:41AM	Add Punch							7/12/2016	7:41AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/12/2016	4:54PM	Add Punch							7/12/2016	4:54PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/12/2016	4:54PM	Edit Punch					30min Deduction[ ]		8/02/2016	12:34PM (GMT -06:00)...	HALEY:uab-dev.kronos...	Timecard Editor
7/13/2016	7:33AM	Add Punch							7/13/2016	7:33AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/13/2016	11:51AM	Add Punch							7/13/2016	11:51AM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp
7/13/2016	12:48PM	Add Punch							7/13/2016	12:48PM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp

Audit information appears in the grid and does not have to be filtered, but if needed, here are the available options:

1. **Category**
  - a. **Audit** – displays everything (punches, timestamps, punch edits, overrides and cancel meal deductions)
  - b. **Comments** – displays only comments
2. **Type of Edit** – currently there are 2 types of edits to audit on:
  - a. **All** – shows everything (punches, timestamps, punch edits and cancel meal deduction.
  - b. **Punch** – shows audits regarding punches, timestamps and punch edits.
3. **Time** – defaults to the **Previous Pay Period**, but can be changed as needed.
4. **Show** – defaults to **All Home** which includes all employees within your org access.

## Org Timekeeper/Editor – Reviewing Timecard Audits

- Employee Name** – defaults to first employee within your org access, you may use the scroll arrows or select employee name from the drop down arrow list to view audit information for each employee.

### Audit Trail Information Defined

Date	Time	Type	Account	Pay Code	Amount	Work Rule	Override	Comment	Edit Date	Edit Time	User	Data Source
7/11/2016	7:51AM	Add Punch							7/11/2016	7:51AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/11/2016	11:57AM	Add Punch							7/11/2016	11:57AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/11/2016	2:06PM	Add Punch							7/11/2016	2:06PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/11/2016	4:54PM	Add Punch							7/11/2016	4:54PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/12/2016	7:41AM	Add Punch							7/12/2016	7:41AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/12/2016	4:54PM	Add Punch							7/12/2016	4:54PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/12/2016	4:54PM	Edit Punch					30min Deduction[]		8/02/2016	12:34PM (GMT -06:00)...	HALEY:uab-dev.kronos...	Timecard Editor
7/13/2016	7:33AM	Add Punch							7/13/2016	7:33AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/13/2016	11:51AM	Add Punch							7/13/2016	11:51AM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp
7/13/2016	12:48PM	Add Punch							7/13/2016	12:48PM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp
7/13/2016	4:54PM	Add Punch							7/13/2016	4:54PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/14/2016	7:52AM	Add Punch							7/14/2016	7:52AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/14/2016	11:26AM	Add Punch							7/14/2016	11:26AM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp
7/14/2016	12:11PM	Add Punch							7/14/2016	12:11PM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp
7/14/2016	4:54PM	Add Punch							7/14/2016	4:54PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/15/2016	7:43AM	Add Punch							7/15/2016	7:43AM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/15/2016	12:26PM	Add Punch							7/15/2016	12:26PM (GMT -06:00)...	CSPICER:uab.kronos.n...	Time Stamp
7/15/2016	1:19PM	Add Punch							7/15/2016	1:19PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/15/2016	4:54PM	Add Punch							7/15/2016	4:54PM (GMT -06:00) C...	CSPICER:uab.kronos.n...	Time Stamp
7/15/2016	5:35PM [12:26PM]	Edit Punch							7/19/2016	9:39AM (GMT -06:00) C...	TIM:uab.kronos.net.:13...	Timecard Editor
7/15/2016	1:19PM	Delete Punch							7/19/2016	9:39AM (GMT -06:00) C...	TIM:uab.kronos.net.:13...	Timecard Editor
7/15/2016	4:54PM	Delete Punch							7/19/2016	9:39AM (GMT -06:00) C...	TIM:uab.kronos.net.:13...	Timecard Editor
7/15/2016	5:35PM	Edit Punch					30min Deduction[]		7/19/2016	9:41AM (GMT -06:00) C...	TIM:uab.kronos.net.:13...	Timecard Editor
7/15/2016	5:35PM	Add Comment to Punch					30min Deduction	Cancel Auto Deduct	7/19/2016	9:41AM (GMT -06:00) C...	TIM:uab.kronos.net.:13...	Timecard Editor
7/15/2016	1:19PM	Add Punch					In Punch		7/19/2016	10:48AM (GMT -06:00)...	haley:uab.kronos.net.:1...	Timecard Editor
7/15/2016	4:54PM	Add Punch					Out Punch		7/19/2016	10:48AM (GMT -06:00)...	haley:uab.kronos.net.:1...	Timecard Editor

Column Heading	Descriptions
<b>A = Date</b>	This is the date the transaction is effective on the timecard.
<b>B = Time</b>	This is the time that the edit is effective on the timecard (punch times and punch edit times).
<b>C = Type</b>	This is the type of edit that is on the timecard.
<b>D = Override</b>	Type of override made. (Cancelling auto-lunch deduction is a type of override)
<b>E = Comment</b>	If a comment was entered on a punch or punch edit.
<b>F = Edit Date</b>	This is the date the edit was physically made.
<b>G = Edit Time</b>	This is the time the edit was physically made.
<b>H = User</b>	This shows who made the edit and the IP address of the computer the edit was made on.
<b>I = Data Source</b>	This shows where the information came from. (Timecard Editor, Timestamp or Timeclock)