

# Campus Kronos Quick Guide

## 30 Minute Auto-Deduct Lunch Rule

The **Campus Kronos** timekeeping system automatically applies a 30 Minute Auto-Deduct Lunch Rule when an employee works 8.5 hours (8 hours and 30 minutes) or more without recording a “Punch Out and Punch In” timestamp for lunch.

The chart below provides detail on when the rule is applied:

Rule Conditions	30 Minute Auto-Deduct Lunch Rule Applied	Actual Punch Time Scenarios
Daily total worked hours are equal to or greater than 8.5 hours with <b>No Lunch Punches</b>	Yes*	Punch In 7:55 a.m. Punch Out Time 4:45 p.m. Daily Total Worked Hours = 8.25 hours
Daily total worked hours are equal to or greater than 8.5 hours with <b>Lunch Punch Out and Missed Lunch Punch In</b>	Yes*	Punch In Time 7:55 a.m. Punch Out Time 11:01 a.m. Missed Punch Punch Out Time 5:05 p.m. Daily Total Worked Hours = 8.5 hours
Daily total worked hours are equal to or less than 8.25 hours with <b>No Lunch Punches</b>	No	Punch In Time 7:55 a.m. Punch Out Time 4:22 p.m. Daily Total Hours = 8.25 hours
Daily total worked hours are less than or greater than 8.5 hours with <b>Lunch Punch Out and In</b>	No	Punch In Time 7:55 a.m. Punch Out Time 11:30 a.m. Punch In Time 12:25 p.m. Punch Out Time 5:32 p.m. Daily Total Hours = 8.5 hours
Daily total worked hours are less than or greater than 8.5 hours with <b>Lunch Punch Out and Lunch Punch In less than 30 minute time span</b>	No	Punch In Time 7:55 a.m. Punch Out Time 11:30 a.m. Punch In Time 11:50 a.m. Punch Out Time 3:01 p.m.

**\*Supervisors may cancel the automatic 30 minute deduction when an employee works through a meal**