



Punch Origin Report

Reports

Managers can query team members' punches that originate from outside a UVA location by running a *Punch Origin* report.

• Open *Related Items* and select *Reports* from the *menu*

| Schedule Planner 🔲 🔅 | | | | | | | → | |
|----------------------|---------------------|----------------------|---------------|------------------|-------------|------|-------|-------------|
| Loaded: 10·42 | Current Sch | nedule Perio | d 💌 📰 | All Hom | e Locations | T | Edit | ₩ |
| 4 | iii+- | • | ↓ ↑↓ - | ў | | | | QuickFind |
| Quick Actions | Column Selection | Visibility Filter | Sorting | More actions | | | | Quick Links |
| | | | Refresh | View Comments | Share | Save | Go To | Reports |
| | Ву | Employe | e | | 3 | 3 3 | 4 4 | Audits |
| Person Na | me Job | S S P H | T W Ov | Pay | S M | T W | F | Daily Tasks |

• The Reports widget opens

| 🔒 UVA Manager | Reports 🗘 | x + | | | | | |
|-----------------|---------------|--------------------|-----------------|--|--|--|--|
| Reports 🔻 | | | | | | | |
| | | | | | | | |
| REPORTS | | | | | | | |
| | | | | | | | |
| SELECT REPOR | TS CHECK RE | PORT STATUS | | | | | |
| Dup Doport | | | | | | | |
| Kun Report | Refresh | | | | | | |
| Create Favorite | Save Favorite | Duplicate Favorite | Delete Favorite | | | | |
| + Favorites | | | | | | | |
| + All | | | | | | | |
| + Accruals | | | | | | | |
| + Attendance | | | | | | | |

UVAHealth



• The Punch Origin report can be found under the Timecard filter



- Open the + to access the reports contained in the timecard filter
 - Scroll down to locate the *Punch Origin* report
 - Click on the *Punch Origin* report to select

| Open Shifts - Weekly | |
|--------------------------------------------|--|
| Punch Origin | |
| Schedule by Labor Account - Monthly | |
| Schedule by Labor Account - Monthly (Data) | |

• The following screen opens and will run the report for the entire department

| Reports 💌 | | |
|--------------------------------------------|------------------------|---------------------------------------------------------------------------|
| | | |
| | | |
| REPORTS | | |
| | | |
| SELECT REPORTS CHECK REPORT STATUS | | |
| Run Report Refresh | | |
| Kun Keport Keiresi | | |
| Create Favorite Save Favorite Duplicate Fa | vorite Delete Favorite | |
| Location Schedule - Monthly | | |
| Location Schedule - Monthly (Data) | | |
| Location Schedule - Weekly | PUNCH ORIGIN | |
| | Description | Displays in/out punch dates and times for selected employees, including s |
| On Call | | application. |
| Open Shifts - Monthly | People | All Home Y Edit New |
| Open Shifts - Weekly | Time Period | Current Pay Period |
| Punch Origin | | |
| T dict Orgin | Punch Date/Time Source | Most Recent Edit 🗸 |
| Schedule by Labor Account - Monthly | - · · - · | |
| Schedule by Labor Account - Monthly (Data) | Output Format | Adobe Acrobat Document(.pdf) V |
| | | |

• *All Home* is the manager's department, or if the manager has a personal *Hyperfind* they can select it from the dropdown





• The time period will need to be changed to the timeframe the manager needs to review

| | Previous Pay Period | |
|------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------|
| | Next Pay Period | |
| | Previous Schedule Period Current Schedule Period Next Schedule Period After Next Schedule Period | |
| prite Delete Favorite PUNCH ORIGIN | Today Yesterday Week to Date Last Week | |
| Description | I Specific Date | mes for sele |
| People | Relative Specific Date Range of Relative Dates | ~ |
| Time Period | Current Pay Period V |] |

- The report displays the in/out punch and date(s) and time(s) for selected team members including the IP address used to verify the time transaction was in or outside of the UVA Network.
- The output format is a pdf

NOTE: Managers are able to verify the time of the transaction and identify if the punch was in or outside of the UVA Network.

Below is a sample of the information contained in the report

- The "Client" column identifies the IP address for the punch
 - UVA Network IP addresses begin with a "10"
 - Any IP address that starts with the leading numbers other than "10" or "127" is outside of the UVA Network and/or is using the web browser from a mobile device or a Personal PC
 - Only team members approved by their manager and has an approved OAR has the ability to punch using their mobile device





| Punch Date/Time | User | Client | Server | Data Source | Punch Origin |
|-------------------------|-------------------|---------------|------------------------------|----------------------|------------------------|
| 9/4/2018 9:21:00 AM | test, employee | 10.6.13.233 | 10.6.235.226 | Workforce Central | Time clock |
| 9/9/2018 6:54:00 AM | TST3R | 10.6.235.5 | timekeeper.hscs.virginia.edu | Workforce Central | Computer |
| 8/21/2018 6:38:00 PM | TST3R | 127.0.0.1 | localhost | Workforce Central | Mobile App |
| 10/1/2018 5:39:00 PM | TST3R | 73.171.18.164 | timekeeper.hscs.virginia.edu | Workforce Central | Unauthorized Device |

For a list of Kronos Time Clocks visit the website (located under the *Help Icon*) or by searching the KNOWLEDGELINK homepage for Kronos

| | + |
|---------------------|---|
| QuickFind | • |
| Quick Links | |
| Reports | |
| Audits | |
| Daily Tasks | |
| Weekly Tasks Wizard | |
| Delegate Authority | |
| Timecard | |
| Help | |
| Workload Planner | Ŧ |





The website opens, scroll down until Clocks/Terminals – Locations is visible on the right hand side

| â UVA Hea | alth | | ę | m 🛣 🥩 | 0 | | Sign Out |
|--------------------|-------------|----------------|------------------|----------------------|-------------------|----------------------|----------|
| 🔒 UVA Manager | Help O | × + | | | | | |
| Help 👻 | | | | | | | • • |
| | | | | | | | Go To |
| PATIENT SER | VICES | MEDICAL CENTER | PHYSICIANS GROUP | CLAUDE MOORE LIBRARY | SCHOOL OF NURSING | SCHOOL OF MEDICINE | UVA |
| fin UV | AHealt | h Depa | ARTMENTAL IN | TRANETS | | | |
| | DEPARTMENTS | & SERVICES | PEOPLE | KNOWLEDGELI | νк | MYLINK | ρ |
| Home > Kronos | | | | | | | |
| Kronos Information | | | | | KRONO | DS | |
| | | | | | 2021 JOB A | NIDS | |
| KRONOS" | | | | | JOB AIDS - | PRIOR TO 2021 UPGRAD | E |

Click on the Clocks/Terminals – Locations Hyperlink

| HOW TO OBTAIN KRONOS ACCESS |
|------------------------------|
| CLOCKS/TERMINALS - LOCATIONS |

The following screen will open on the left hand side, click on the *List of InTouch Clock Locations*





The following document will open for review (sample included)

| Device Name | Device Location | IP Address |
|---------------|----------------------|-------------|
| ADH-DIALS-CLK | Amherst Dialysis | 10.8.30.20 |
| ALT-DIALS-CLK | Alta Vista Dialysis | 10.8.52.20 |
| Appo-1-CLK | Appo-1-CLK | 10.9.52.19 |
| BB-G304-CLK | Battle Building G304 | 10.19.64.46 |
| BB-2101-CLK | Battle Building 2101 | 10.19.68.82 |
| BB-2147-CLK | Battle Building 2147 | 10.19.69.73 |
| BB-3167-CLK | Battle Building 3167 | 10.19.71.39 |
| BB-3270-CLK | Battle Building 3270 | 10.19.71.40 |
| | | |

Additional Questions?

- Call the Help Desk at 434-924-5334
 OR
- Go to KNOWLEDGELINK and enter a ticket online





See job aid located on the *Kronos Welcome Page* titled: *Submit a Help Desk Ticket On-line*