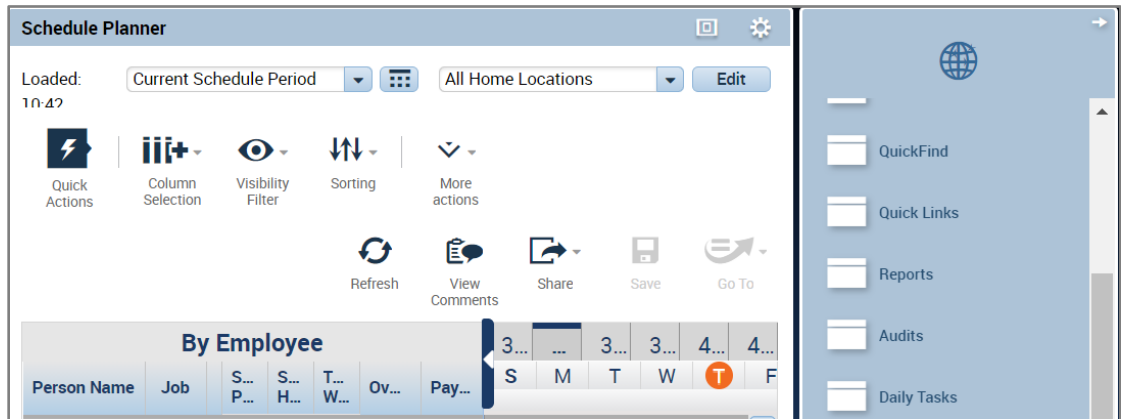


# Punch Origin Report

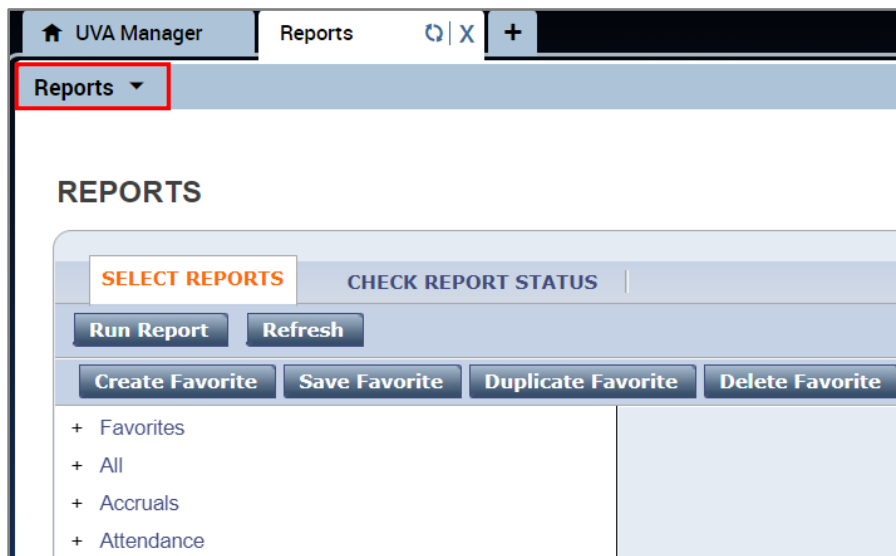
## Reports

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*

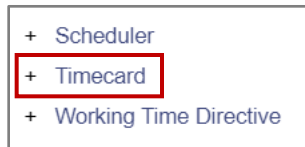


- The *Reports* widget opens





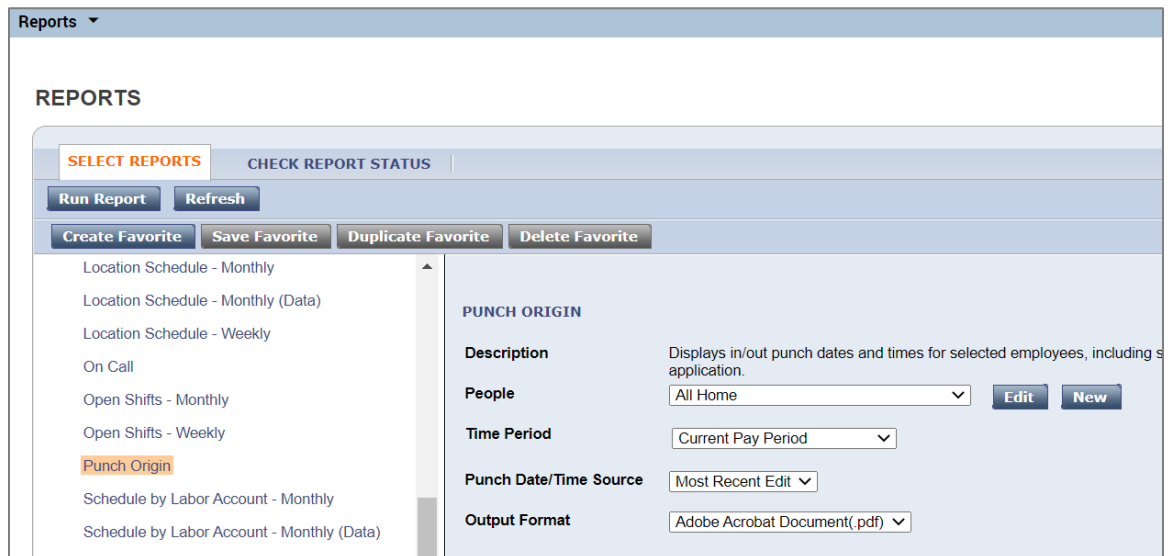
- The *Punch Origin* report can be found under the *Timecard* filter



- 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



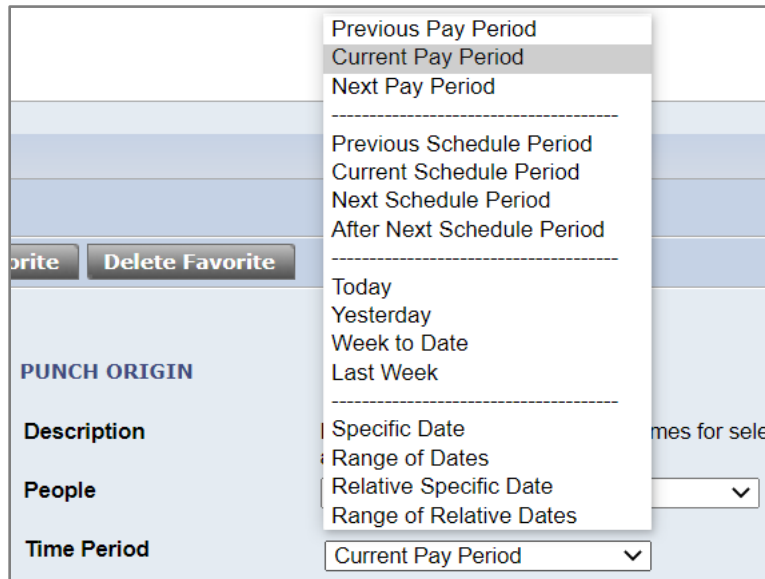
- The following screen opens and will run the report for the entire department



- *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



- 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.

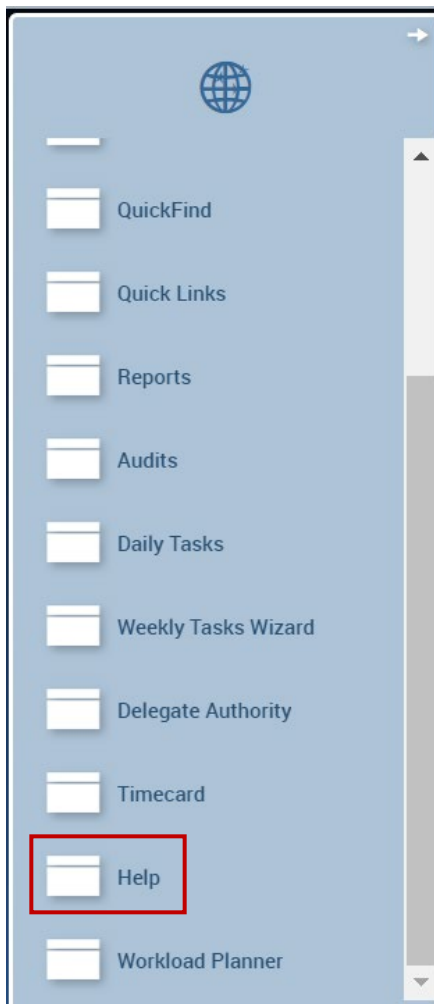
Below is a sample of the information contained in the report

- 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



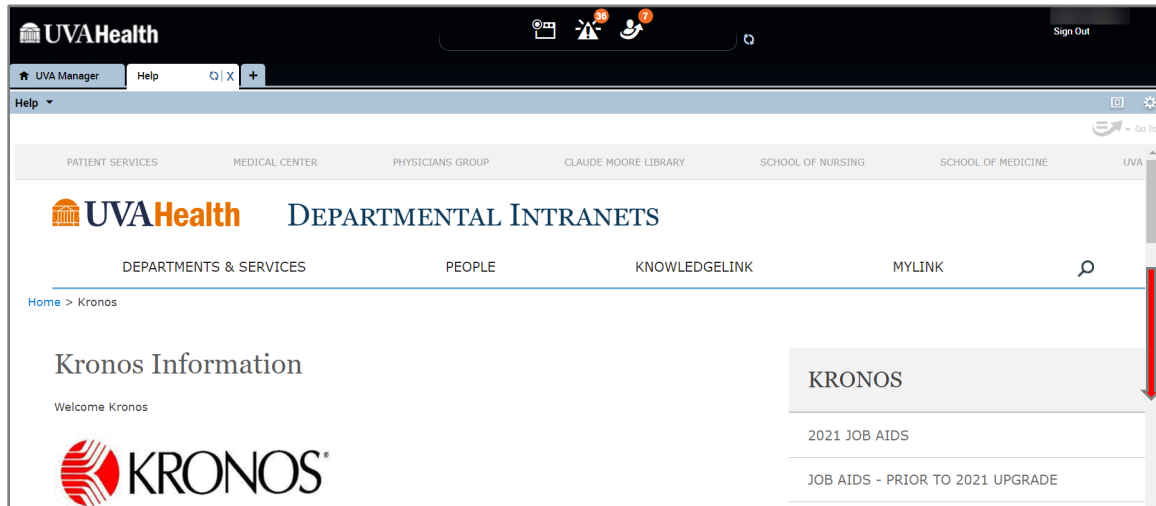
Punch Date/Time	User	Client	Server	Data Source	Punch Origin
9/4/2018 9:21:00 AM	test, employee	10.6.13.233	10.6.235.226	Workforce Central	Time clock
9/9/2018 6:54:00 AM	TST3R	10.6.235.5	timekeeper.hscs.virginia.edu	Workforce Central	Computer
8/21/2018 6:38:00 PM	TST3R	127.0.0.1	localhost	Workforce Central	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





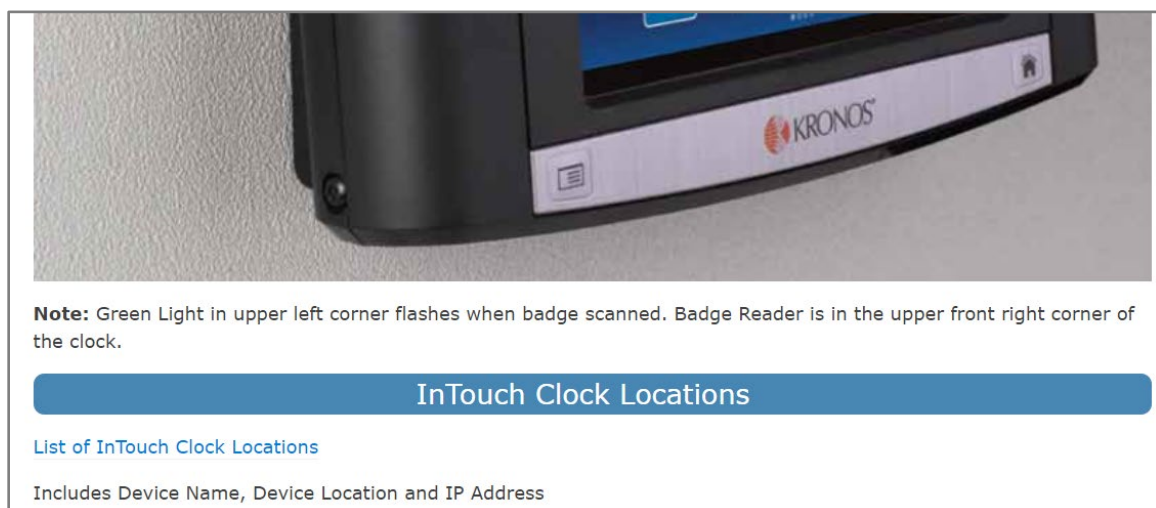
The website opens, scroll down until Clocks/Terminals – Locations is visible on the right hand side



Click on the Clocks/Terminals – Locations Hyperlink



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*