

Time Reporting Log

1. Ascension will automatically clock all associates out at 11:59 p.m. on 7/31/2021
2. All employees who are working at that time will need to clock back in using the Aspirus time entry process with an in punch at 00:01 a.m. on Sunday, August 1.
3. Instructions for clocking using a mobile device or the computer is on the Welcome Page at aspirus.org/together click on Job Aids & Training then Kronos & Timekeeping
4. Leaders/timekeepers should instruct employees who are not able to clock in/out for the first few days following the close, to record their times on the Time Tracking Log and sign each entry

***Note that this is a temporary process only and is available to those who are not able to log into Kronos using one of the electronic timekeeping methods. If Kronos issues persist, the employee should contact the Ascension help desk at 877-640-1416.

***Timekeepers/supervisors should record each punch from Time Tracking Log into Kronos on a daily basis.

5. IMPORTANT: Leaders (employee's direct supervisor) and timekeepers should plan to review their employee's time records on a daily basis through the first payroll processing period to ensure accuracy of punches.
 - a. Reduces the number of corrections necessary pre-payroll processing.
 - b. Provides opportunity for immediate re-educating of team members on the mobile/computer timekeeping process.
6. Reminder that approved PTO requests in the Ascension Kronos system as of July 22 for time off dated August 1-August 15 will be transferred to the Aspirus Kronos system. All PTO requests for time off after August 15 will need to be entered into the Aspirus Kronos system using the Aspirus Kronos PTO Request process.
 - a. The Aspirus PTO Request process can be found on the Welcome Page at aspirus.org/together click on Job Aids & Training then Kronos & Timekeeping

Print the log on the second page of this document as needed to track employee hours.

Time Reporting Log

Employee Name (Print)	Employee Number	Date	In	Out	In	Out	Position Transfer (Position Number)	Cancel Meal (Y/N)	Manager Name (Print)	Employee Signature