



Missing In & Out Punches

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Procedure Overview

**Overview
&
Objective**

Below outlines the steps taken by the Supervisor and Manager to add the missing time stamp of the In and Out Punches that an employee worked on a particular shift.

To gain understanding of the steps required by the Supervisor and Manager to add the missing time record of the In and Out Punches for an employee's shift.

Missed In and Out Punches

Adding the Missed In-Punch and Out-Punch

[illegible]

Quick Links

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TIMECARD

Loaded: 3:32PM

Name & ID

Time Period

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 8/30											
X	Mon 8/31											
X	Tue 9/01											
X	Wed 9/02											
X	Thu 9/03											
X	Fri 9/04			12:53PM		12:57PM						
X	Fri 9/04			2:48PM		4:00PM				1:15	1:15	1:15
X	Sat 9/05											1:15
X	Sun 9/06					4:00PM						1:15
X	Mon 9/07											1:15
X	Tue 9/08											1:15
X	Wed 9/09											1:15

TOTALS & SCHEDULE

AUDITS

All

Account

Pay Code

Amount

Wages

277/31/919/107/CC15574FC102238/7003/-

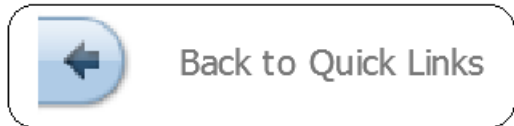
Reg-0920

1:15

Date	Start Time	End Time	Pay Code	Amount
Sun 8/30				
Mon 8/31	9:00AM	5:00AM		
Tue 9/01	9:00AM	5:00AM		
Wed 9/02	9:00AM	5:00AM		
Thu 9/03				
Fri 9/04				

Missing In & Out Punches

[illegible]

Missed In-Punch and Out-Punch	Find the day the employee worked and enter the start and end time as shown above
Save	Click Save (top left) to save the record.
Exit Screen	<p>Select “Quick Links” or the matching back arrow.</p> <div>  </div> <p>This will return you to the Quick Links Window.</p>