

Missed Punches on the WebClock v7

If you **missed clocking in OR out**, you'll get a **Confirmation (Missed Clock In)** or **Confirmation (Missed Clock Out)** message. Click **Continue**.

3/28/2018 10:04:10 AM Hello Test Employee Not you? Confirmation (Missed Clock In) Cancel Continue

3/28/2018 10:08:07 AM Hello Test Employee Not you? Missed Clock In No punch available. Enter missed in punch manually? Press continue to enter the missed in time, or choose another operation. Back Cancel Continue

Then, it asks if you want to “Enter missed in punch manually?”, click **Continue**.

Enter the missed **Date & Time**, and a **Note** (reason) for your Supervisor. Click **Continue**.

3/28/2018 10:13:12 AM Hello Test Employee Not you? Time Entry (Missed Clock In) Date in 3/28/2018 09:00 AM Date out 3/28/2018 10:13:12 AM Note forgot to clock in Back Cancel Continue

IMPORTANT NOTICE

This will both clock you in for the missed in punch AND clock you out for the present day and time. *Do not try to clock out again.*

If you **missed clocking in AND clocking out**, meaning you missed an entire shift/segment of time worked, contact your supervisor requesting they fix your multiple missed punches. You must provide them with the following information so they can manually enter your missed punches.

- *Date(s) you missed clocking in and clocking out*
- *Clock In and Clock Out time(s); should be in hours and minutes (7:20 am)*
- *Reason for missed punches*