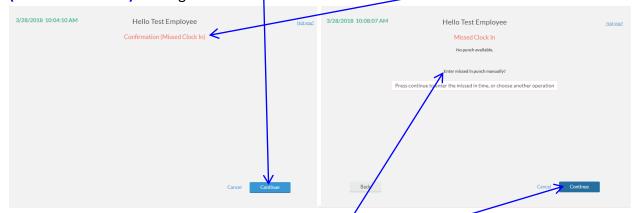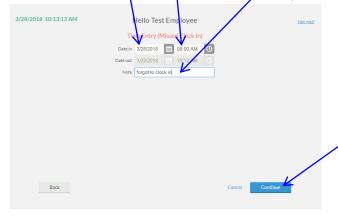# Missed Punches on the WebClock v7

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

<div style="background:red;color:white;text-align:center;">

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.*

</div>

If you <mark>**missed clocking in AND clocking out**</mark>, 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 <u>hours and minutes (7:20 am)</u>*
- *Reason for missed punches*