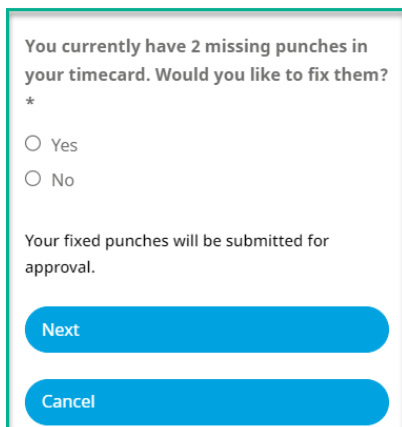


Correcting a Missed Punch Via Punch Tile

This job aid explains a common process for employees to fix their missed punches when using the Punch Tile (Remote Workers).

Employees are given the option to fix the punches but if not corrected during this process, they can be corrected directly on the timecard. See **Correcting a Missed Punch in the Application** job aid for instructions.

1. Missed punches are identified with the following message during an In Punch:



You currently have 2 missing punches in your timecard. Would you like to fix them?

*

☐ Yes

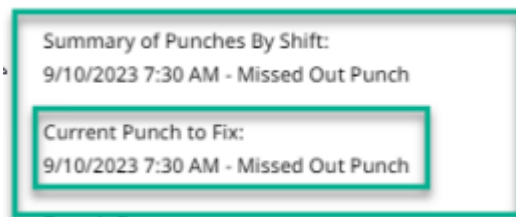
☐ No

Your fixed punches will be submitted for approval.

Next

Cancel

2. To cancel the punch, click **Cancel**.
 - No punch is recorded, and the user will **not** be prompted to fix the missed punch.
3. To continue punching without fixing the missed punch select **No** and click **Next**.
 - The punch is accepted.
 - The user will **not** be prompted to fix the missed punch.
4. To continue punching **and** fix the missed punch, select **Yes** and click **Next**.
5. The first missed punch is displayed.
 - Example, the employee punched in at 7:30 AM, and the Out Punch is Missing.



Summary of Punches By Shift:

9/10/2023 7:30 AM - Missed Out Punch

Current Punch to Fix:

9/10/2023 7:30 AM - Missed Out Punch

6. Enter the date and time of the missed punch, add notes, and click **Next**.

- Note: Clicking Next without entering the date and time will continue the punch process but will not fix the missed punch. You can also cancel the punch and start over.

Summary of Punches By Shift:
9/10/2023 7:30 AM - Missed Out Punch

Current Punch to Fix:
9/10/2023 7:30 AM - Missed Out Punch

Punch Date
9/10/2023

Punch Time
4:00 PM

Notes
Forgot to punch, took my meal break

Next

Cancel

Annotations:

- Punch to be fixed (points to 'Current Punch to Fix')
- Enter the Date and Time of the missed punch (points to 'Punch Date' and 'Punch Time')
- Enter Notes, then click Next (points to 'Notes' and 'Next')
- Cancels the punch entirely (points to 'Cancel')

7. If there is another missed punch, it will be displayed. **Repeat Step 6.**

8. If there are no further missed punches:

- The punch is accepted.
- A confirmation message is displayed that your punch edit has been submitted to your manager for approval.
- If you wish to review the details of your corrected punches, select **View Pending** within your timecard to open the Pending Changes slider.

Click to Open Pending Edit Slider

Pending Edit Indicator

	Date	Schedule	Absence	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+	Sun 8/27	7:30 AM - 4:00 PM				7:30 AM		4:00 PM			
+	Mon 8/28										
+	Tue 8/29	7:30 AM - 4:00 PM						4:00 PM			
+	Wed 8/30	7:30 AM - 4:00 PM				7:30 AM					

Pending Changes

Changes [2]
between 8/29/2023 and 8/30/2023

Punch Added
Submitted 9/12/2023 9:52 AM
8/29/2023 7:30 AM
In Punch
Pending

Punch Added
Submitted 9/12/2023 9:53 AM
8/30/2023 4:05 PM
Out Punch
Comments [1]
Meal Taken
forgot to punch out, took my meal
Pending

9. Confirmation that the punch was accepted.

