

Employee Missed Punches

If you see this screen, you have missed a punch.

In the example below the employee is trying to clock out after missing the clock in punch.

This shows that there was a missed clock in.

Press Continue.



7/27/2016 03:31:46 PM Hello Dwight Schrute [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

[Cancel](#) [Continue](#)

By pressing Continue on this screen you are confirming that you missed a punch.



7/27/2016 03:31:48 PM

Hello Dwight Schrute

[Not you?](#)

Confirmation (Missed Clock In)

Back

Cancel

Continue

Enter in the date and time of the missed punch, then press Continue.



7/27/2016 03:31:50 PM

Hello Dwight Schrute

[Not you?](#)

Time Entry (Missed Clock In)

Date in	<input type="text" value="7/27/2016"/>	<input type="text" value="03:31 PM"/>
Date out	<input type="text" value="7/27/2016"/>	<input type="text" value="03:31 PM"/>

Back

Cancel

Continue


If you missed a clock in, you will be asked to select the pay code that you worked in during your shift.

If you missed clocking out, you will not see this screen.

TIMECLOCK PLUS

7/27/2016 03:31:54 PM Hello Dwight Schrute [Not you?](#)

Select Job Code (Missed Clock In)

Search 

Showing 7 records of 7

ID ↑	Description	Group
10	Sales	
12	Customer Service	
18	Management	
100	Meeting	
101	Training	
1000	Sick	
1001	Vacation	

By clicking Continue on this screen you are confirming that the date and time of the missed punch you entered is correct.



7/27/2016 03:31:56 PM

Hello Dwight Schrute

[Not you?](#)

Summary (Missed Clock In)

Date in 07/27/2016 08:00 AM

Job Code Sales

Press continue to finish clocking in and save this information

Back

Cancel

Continue

When you see this message, you have successfully clocked in or out and the date and time of your missed punch has been forwarded to your manager for approval.

