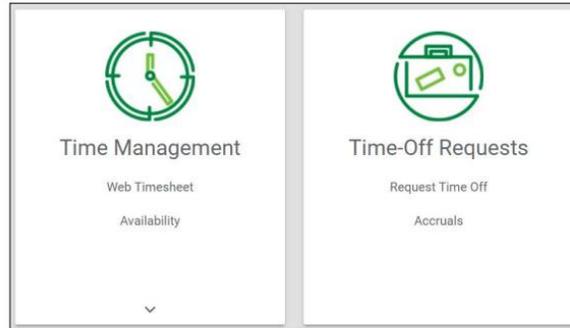


How to submit punch change request for Standby:

TIME AND ATTENDANCE

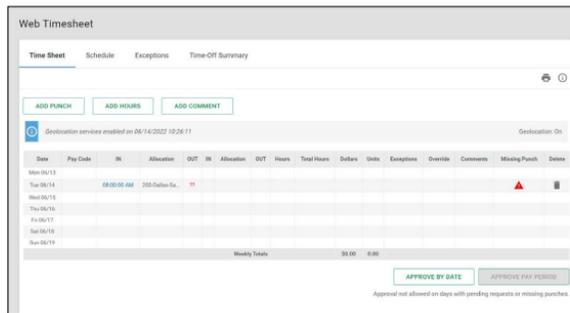
STEP 1

From the Time Management tile, click "Web Timesheet."



STEP 2

Any missing punches are indicated with two question marks [??]. To correct a missed punch, click "??."



You will click on the blue highlighted text. From here it will give you the option to choose Call Back/ Stand By

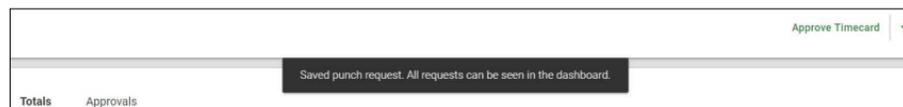
STEP 3

On the Request New Punch pop-up window, enter the date and time of your missed punch. Then, click "Add Request."

The screenshot shows a "Request New Punch" pop-up window. It has a close button (X) in the top right corner. The "Date" field is set to 08/21/2019. The "OUT DAY" dropdown is set to "Corporate General 600". The "Punch Time" field is set to 02:02 PM. The "Reason for Punch Change Request" dropdown is set to "Clocking out for the day". There are "CANCEL" and "ADD REQUEST" buttons at the bottom right.

STEP 4

A confirmation message confirms your punch request was saved.



Once you arrive at the Hospital for your Call back, here is how you will transfer into it:

First choose the Call back, then choose the more button and choose "transfer"

Time management Time off requests Information Payroll Documents Checklists Self

Time Clock



9:34:21 AM

Web TimeClock

✔ Current Status - Out Day

MORE ▼ **IN DAY**

Forgot to clock in/out?
[Submit a New/Missing Punch Request](#)

Department
Search or Make Selection ▼

Locations
Search or Make Selection ▼

Jobs
Search or Make Selection ▼

Call back/ stand by
Call Back [2000] ▼

Comment



Web TimeClock

9:35:01 AM

✔ Current Status - In Transfer 09:34 AM

MORE ▲

OUT BREAK

OUT DAY

OUT LUNCH

Forgot to clock in/out?

[Submit a New/Missing Punch Request](#)

Department

Search or Make Selection

In Day

In Lunch

In Break

Transfer

Locations

Search or Make Selection

Jobs

Search or Make Selection

Call back/ stand by

Call Back [2000]

Comment