

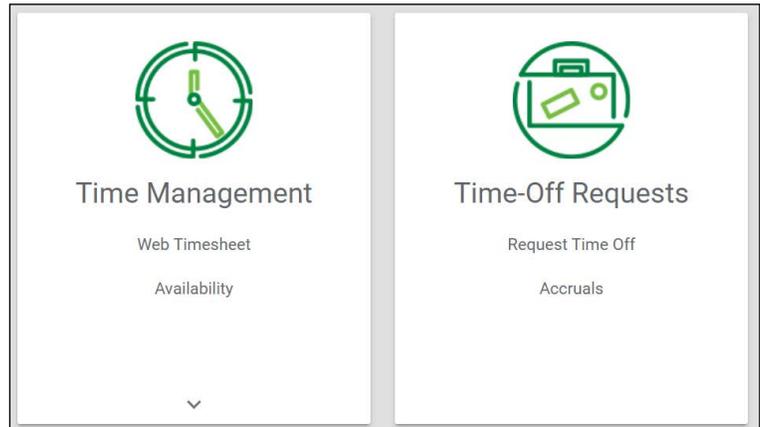
Show Me How

to Request a Punch Change

TIME AND ATTENDANCE

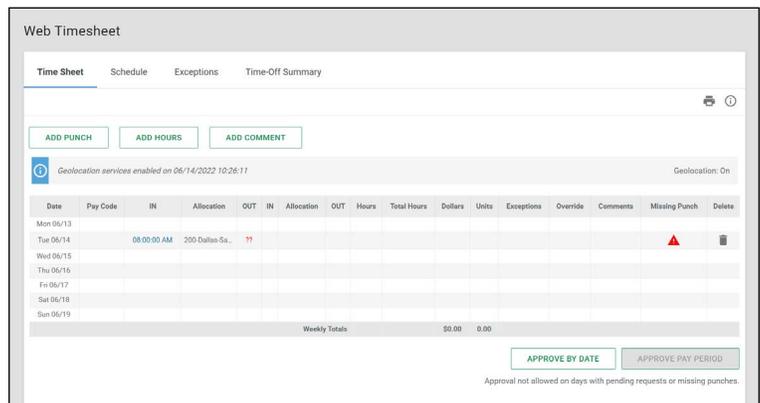
STEP 1

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 "??."



STEP 3

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



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

Show Me How

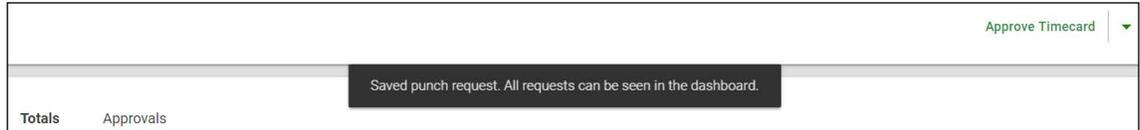
to Request a Punch Change



TIME AND ATTENDANCE

STEP 4

A confirmation message confirms your punch request was saved.



EMPLOYEES

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