Show Me How to Request a Punch Change

TIME AND ATTENDANCE

STEP 1

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





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

						Summary										
																ē
ADD PUI	CH	ADD HOUR	s AD	D COM	MMEP	IT									Geolocal	lion: C
Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Units	Exceptions	Override	Comments	Missing Punch	Del
Mon 06/13		08:00:00 AM	200-Dallas-Sa	22											•	- 1
Mon 06/13 Tue 06/14		08:00:00 AM	200-Dallas-Sa_	??											A	1
Mon 06/13 Tue 06/14 Wed 06/15 Thu 06/16		MA 00:00:80	200-Dallas-Sa	77											•	1
Mon 06/13 Tue 06/14 Wed 06/15 Thu 06/16 Fri 06/17		08:00:00 AM	200-Dallas-Sa	n											•	1
Mon 06/13 Tue 06/14 Wed 06/15 Thu 06/16 Fri 06/17 Sat 06/18		MA 00:00:80	200-Dallas-Sa	77											•	
Mon 06/13 Tue 06/14 Wed 06/15 Thu 06/16 Fri 06/17 Sat 06/18 Sun 06/19		MA 00:00:80	200-Dallas-Sa_	22											•	1

STEP 3

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

Request New Punch		×
Date		_
08/21/2019		
OUT DAY		-
Punch Time		
05:02 PM		
Allocation Corporate-General-600 Research Funch Change Request		
Clocking out for the day.		
Tax Profile		
		*
	CANCEL	ADD REQUEST





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A confirmation message confirms your punch request was saved.

			Approve Timecard 👻
		Saved punch request. All requests can be seen in the dashboard.	
Totals	Approvals		



