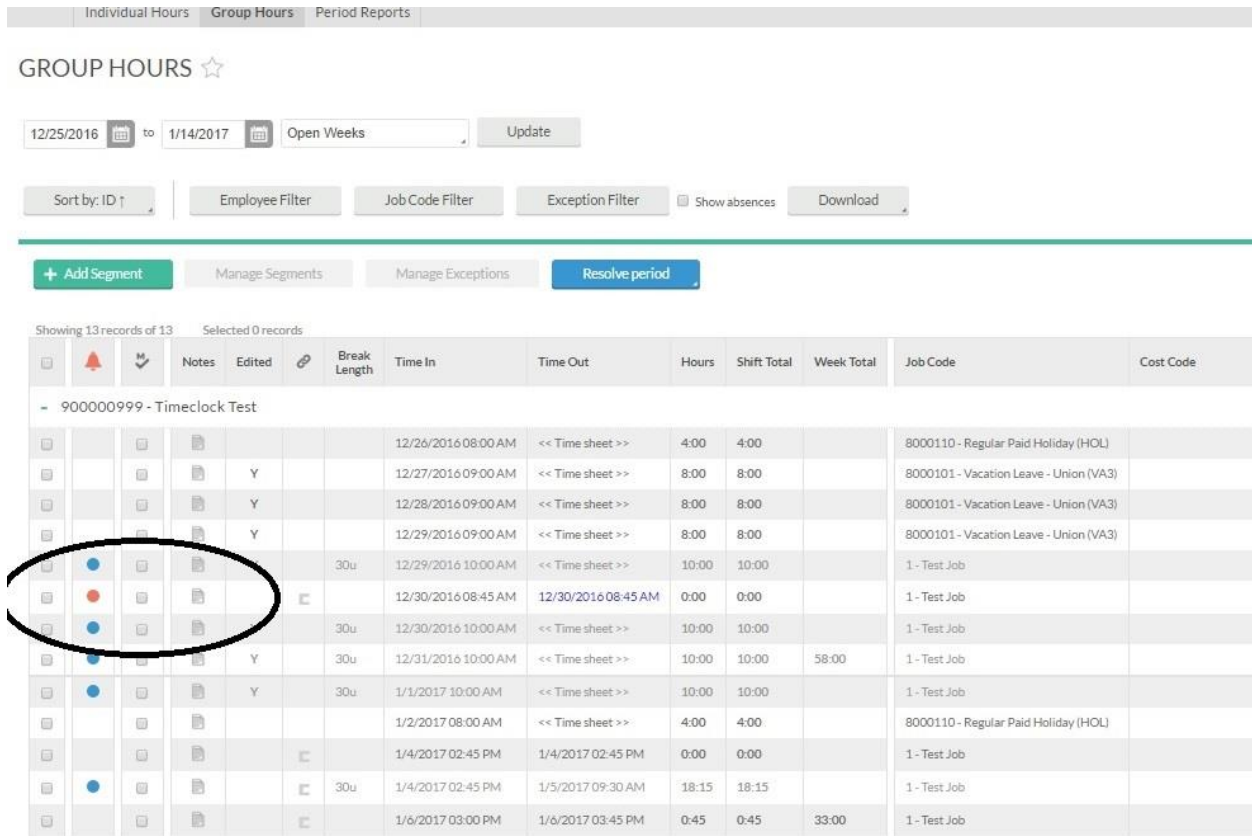


How to review a TimeClock Missed Punch

As a Time Approver, go to the Individual Hours or Group Hours. Missed Punches will show as a RED item:



The screenshot displays the 'GROUP HOURS' interface. At the top, there are navigation tabs for 'Individual Hours', 'Group Hours', and 'Period Reports'. Below this, the 'GROUP HOURS' section is visible, along with date filters (12/25/2016 to 1/14/2017) and an 'Update' button. There are also filters for 'Sort by: ID', 'Employee Filter', 'Job Code Filter', 'Exception Filter', 'Show absences', and 'Download'. A toolbar includes '+ Add Segment', 'Manage Segments', 'Manage Exceptions', and 'Resolve period'. The main table shows 13 records. The row for 12/30/2016 08:45 AM to 12/30/2016 08:45 AM has a red dot in the 'Notes' column, which is circled in black. The table columns include 'Break Length', 'Time In', 'Time Out', 'Hours', 'Shift Total', 'Week Total', 'Job Code', and 'Cost Code'.

Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code	Cost Code
	12/26/2016 08:00 AM	<< Time sheet >>	4:00	4:00		8000110 - Regular Paid Holiday (HOL)	
	12/27/2016 09:00 AM	<< Time sheet >>	8:00	8:00		8000101 - Vacation Leave - Union (VA3)	
	12/28/2016 09:00 AM	<< Time sheet >>	8:00	8:00		8000101 - Vacation Leave - Union (VA3)	
	12/29/2016 09:00 AM	<< Time sheet >>	8:00	8:00		8000101 - Vacation Leave - Union (VA3)	
30u	12/29/2016 10:00 AM	<< Time sheet >>	10:00	10:00		1 - Test Job	
	12/30/2016 08:45 AM	12/30/2016 08:45 AM	0:00	0:00		1 - Test Job	
30u	12/30/2016 10:00 AM	<< Time sheet >>	10:00	10:00		1 - Test Job	
	12/31/2016 10:00 AM	<< Time sheet >>	10:00	10:00	58:00	1 - Test Job	
30u	1/1/2017 10:00 AM	<< Time sheet >>	10:00	10:00		1 - Test Job	
	1/2/2017 08:00 AM	<< Time sheet >>	4:00	4:00		8000110 - Regular Paid Holiday (HOL)	
	1/4/2017 02:45 PM	1/4/2017 02:45 PM	0:00	0:00		1 - Test Job	
30u	1/4/2017 02:45 PM	1/5/2017 09:30 AM	18:15	18:15		1 - Test Job	
	1/6/2017 03:00 PM	1/6/2017 03:45 PM	0:45	0:45	33:00	1 - Test Job	

Figure 1 - Missed punch that has yet to be reviewed is indicated with a red dot

Double click on the line with the Red dot.

Edit Segment ? Feedback

Segment Length: 4:00

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in

Time out

Break type

Job Code

Rate

Note

Figure 2 - Edit Segment - Missed Punch review

Review the information. Does the information entered for the Missed in or Missed out by the employee look accurate? If so, click on save. The red dot will change from a Red dot to a Blue dot.

If you DO NOT REMOVE the check mark next to the “Missed in punch” or the “Missed out punch”, you will be able to report on those employees who have missed punches in the future. If you DO REMOVE the check mark next to the “Missed in punch or the “Missed out punch”, those segments will not appear in the Missed Punch report, and the segment will not show a Red or a Blue dot indicator.