

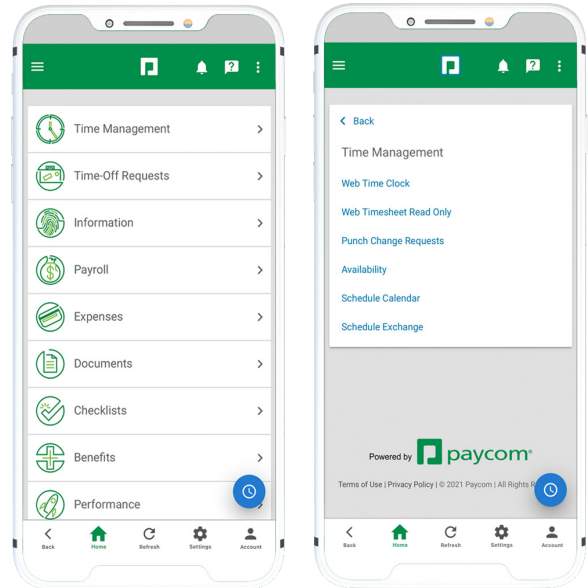
Show Me How

to Request a Punch Change

TIME AND ATTENDANCE

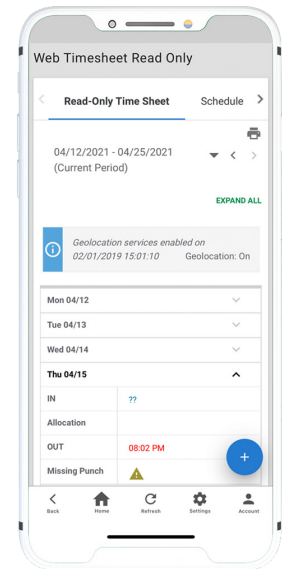
STEP 1

Navigate to Time Management > Web Timesheet Read Only.



STEP 2

Any missing punches are indicated with two question marks [??] and an exclamation point (!) within a triangle. To correct a missed punch, tap "??."



EMPLOYEES

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

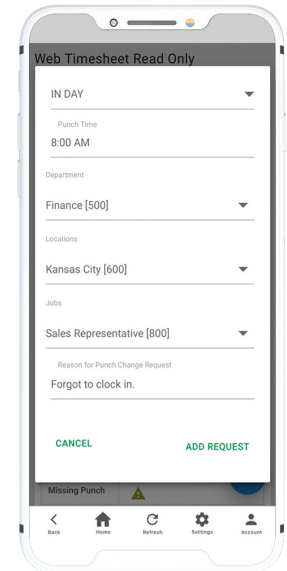
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STEP 3

On the Request New Punch pop-up window, enter the date and time of your missed punch. If necessary, enter a reason for your request. Then, click "Add Request."



STEP 4

A confirmation message confirms the request.

