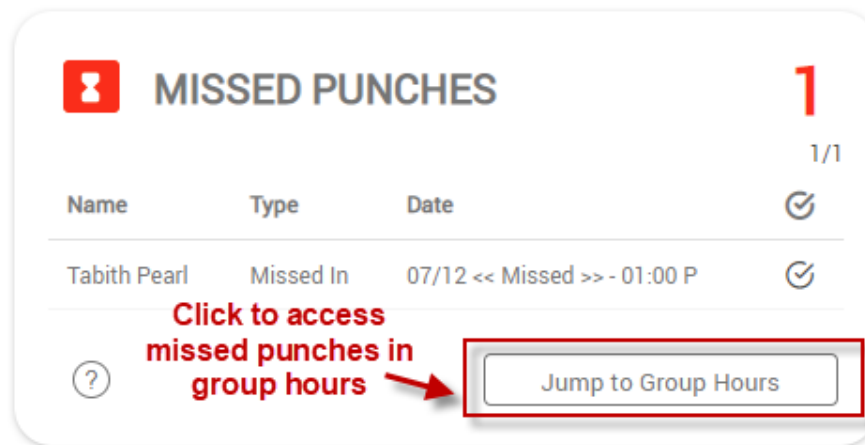


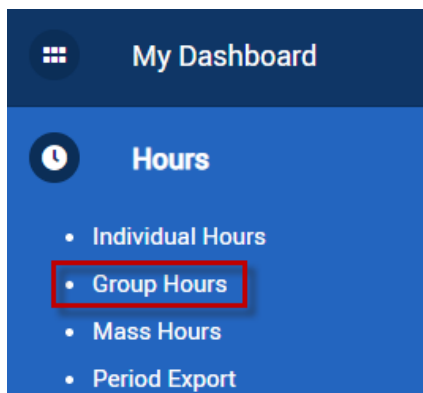
# Correcting Missed Punches

You may access missed punches from three places:

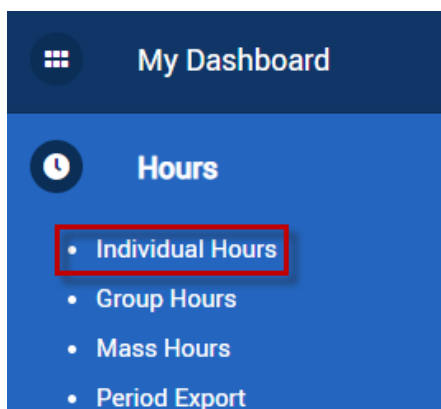
1. User Dashboard (will send to Group Hours for correcting)



2. Group Hours (to view and correct missed punches for multiple employees)



3. Individual Hours (to view and correct missed punches for one employee)



## Correcting a missed punch in Group Hours

1. Select the date range you wish to view by manually adjusting the dates or using the date range options drop down menu, then click update.

### Group Hours ☆

The screenshot shows the 'Group Hours' interface. At the top, there is a 'Sort by: ID' button with a filter icon. Below it are three filter buttons: 'Employee Filter', 'Position Filter', and 'Cost Code Filter'. The main section contains a date range selector with 'Start date' and 'Stop date' fields. The 'Start date' field is set to '12/26/2021' and the 'Stop date' field is set to '7/16/2022'. A dropdown menu is open next to the 'Stop date' field, showing options: 'Open Weeks', 'Manual', 'Open Weeks', 'TimeClock Week', 'This Week', and 'This Period'. The 'Open Weeks' option is currently selected. To the right of the date range selector is an 'Update' button. Below the date range selector, there is a checkbox labeled 'Show absences' and a partially visible text 'a new feature Mass Ho'.

2. Click the **Exception Filter** button and check the box next to Missed Punches. This will display only time segments containing a missed punch.

### Group Hours ☆











The screenshot shows the 'Group Hours' interface. At the top, there is a 'Sort by: ID' button with a filter icon. Below it are three filter buttons: 'Employee Filter', 'Position Filter', and 'Cost Code Filter'. The main section contains a date range selector with 'Start date' and 'Stop date' fields. The 'Start date' field is set to '8/29/2021' and the 'Stop date' field is set to '11/13/2021'. A dropdown menu is open next to the 'Stop date' field, showing options: 'Open Weeks', 'Manual', 'Open Weeks', 'TimeClock Week', 'This Week', and 'This Period'. The 'Open Weeks' option is currently selected. To the right of the date range selector is an 'Update' button. Below the date range selector, there is a checkbox labeled 'Show absences' and a partially visible text 'a new feature Mass Ho'.

?

☐ Required for payroll exports and reports

NOTE: Only segments with the selected exceptions will be shown

Filter

					Notes	Edited	Break length	Time in	Time out	Hours	Week total	Position
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				6/8/2022 10:45 AM	<< Missed >>	0:00		200 - Student Assistant II
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		6/8/2022 02:00 PM	<< Missed >>	0:00	0:00*	200 - Student Assistant II
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<< Missed >>	7/12/2022 10:15 AM	0:00	0:00*	100 - Student Assistant I

- 
- The screenshot shows the 'Manage' dropdown menu for a break record. The 'Edit' option is highlighted with a red box. Other options include 'Delete', 'Toggle break', 'Audit Log', 'View segment photos', and 'View Location'. The background shows a table with columns for 'Notes', 'Edited', 'Break length', and 'Time in'.

4. If correcting a missed in punch, enter the correct Time In. If correcting a missed out punch, enter the correct Time Out. Then click Save.

**Edit Segment** ? Feedback

**Segment Length: 5:00**

☐ Individual is clocked in  
☐ Time sheet entry  
☐ Edit actual time

☒ Missed in punch  
☐ Missed out punch

**Time in**

**Time out**

**Break type**

**Position**

**Cost Code**  Select

**Rate**

**Note**

Extra Location Cancel **Save**

5. Once the correction has been made, the missed punch will no longer appear.

## Group Hours ☆

Sort by: ID ↑

to   Update

Employee Filter

Position Filter

Cost Code Filter

**Exception Filter**

☐ Show at

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature

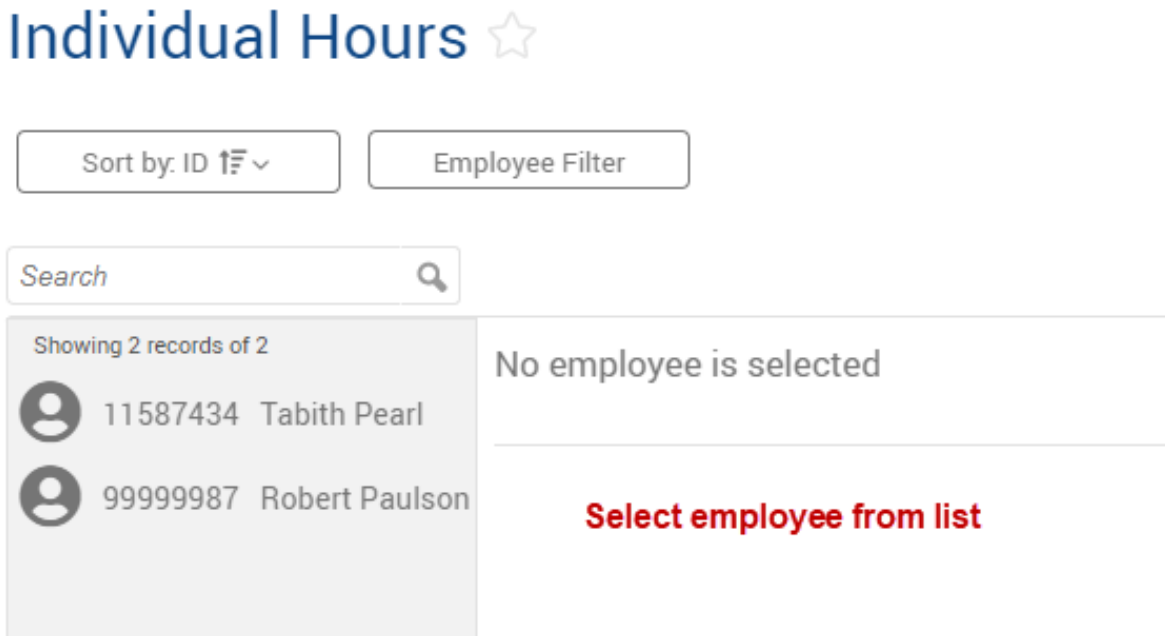
Manage

Exceptions

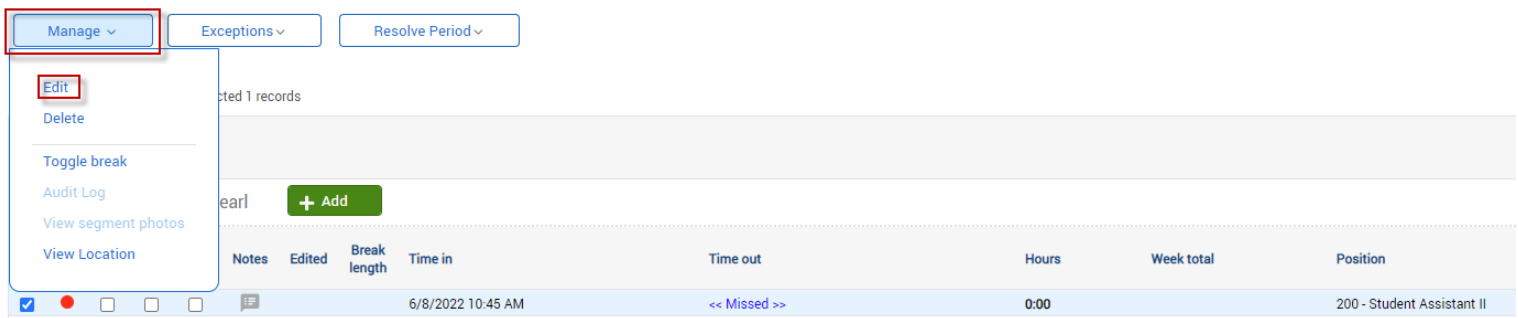
No records found

## Correcting a missed punch in Individual Hours

1. Click the employee's name that you'd like to correct a missed punch for.



2. Right click the segment you wish to resolve and select **Edit** from the drop-down menu or click **Manage > Edit** from the menus above the time segments.



3. If correcting a missed in punch, enter the correct Time In. If correcting a missed out punch, enter the correct Time Out. Then click Save.

## Edit Segment

☐ Individual is clocked in

☐ Time sheet entry

☐ Edit actual time

☒ Missed in punch

☐ Missed out punch

Segment Length: 5:00

Time in

6/7/2022

10:00 AM

Time out

6/7/2022

03:00 PM

Break type

<< NONE >>

Position

100 - Student Assistant I

Cost Code

DEFAULT

Rate

0.00

Note

Extra

Location

Cancel

Save

4. Corrected missed punches will now be displayed in green.

Tabith Pearl

Position Filter

Cost Code

12/26/2021

to

7/16/2022

Open Weeks

Update

Start date

Stop date

Period

+ Add

Manage

Exceptions

Processing

Resolve Period

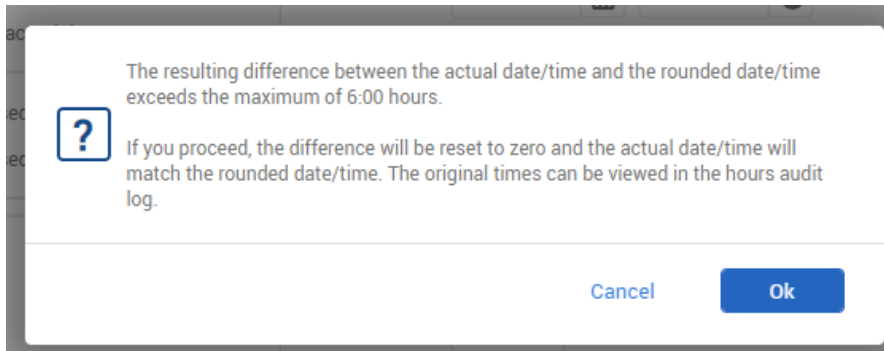
Showing 9 records of 9

Selected 0 records

<input type="checkbox"/>					Notes	Edited		Time In	Time Out	Hours	Shift Total	Week Total	Position	Cost Code
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		6/7/2022 10:00 AM	6/7/2022 03:00 PM	5:00	5:00		100 - Student Assistant I	DEFAULT
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				6/7/2022 10:15 AM	6/7/2022 10:15 AM	0:00	0:00		99999 - Test Position - Analyst	DEFAULT

## Messages

Periodically you may see the following messages while trying to save your changes.



- Please select Ok

Edit Action

?

Feedback

---

You are editing rounded times. Which action should be taken on the actual times?

---

**Rounded times**  
Time in 12/9/2022 07:00 AM  
Time out 12/9/2022 11:45 AM

**Actual times**  
Time in 12/9/2022 11:38 AM  
Time out 12/9/2022 11:38 AM

---

☒ [Keep actual time\(s\)](#)

☐ Edit actual time(s)

☐ Remember my current selection

---

Cancel

Ok

- Select to Keep actual time or Edit actual time. Employees will only be paid by rounded time. Regardless of which option you select, pay will not be affected.