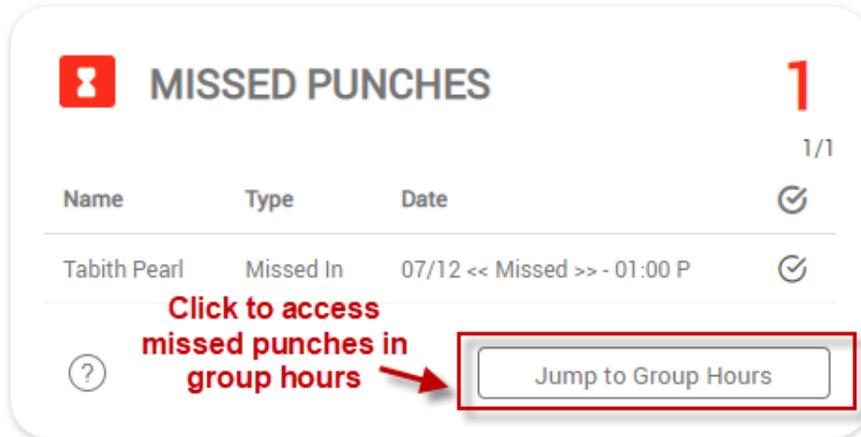


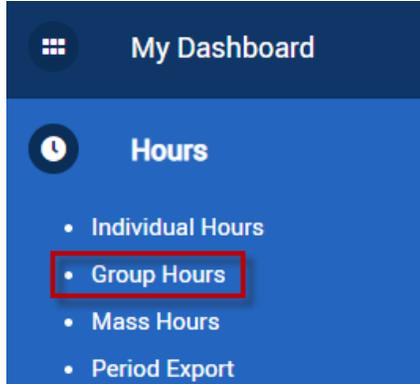
Correcting Missed Punches

You may access missed punches from three places:

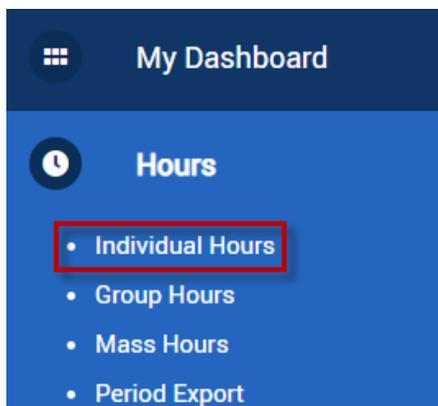
1. User Dashboard (will send to Group Hours for correcting)



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



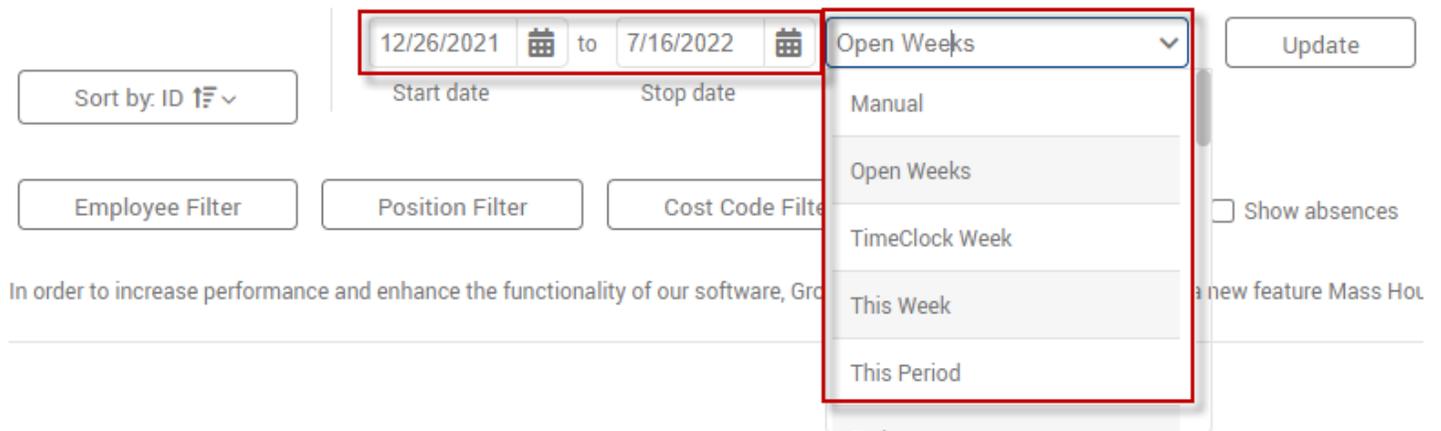
3. Individual Hours (to view and correct missed punches for one employee)



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.

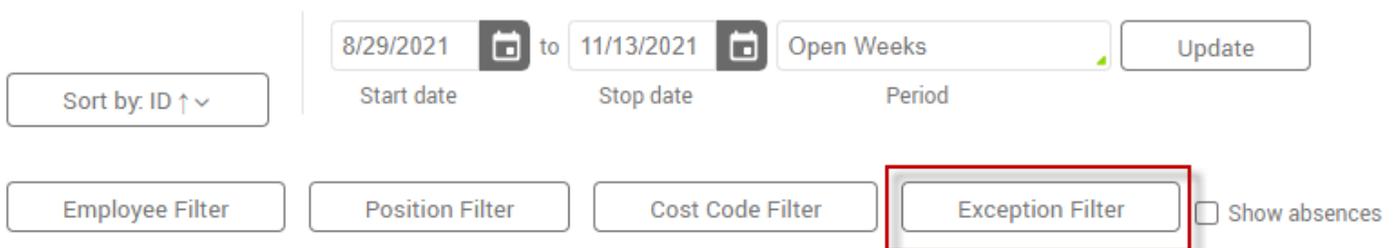
Group Hours ☆



The screenshot shows the 'Group Hours' interface. At the top, there is a date range selector with '12/26/2021' in the 'Start date' field and '7/16/2022' in the 'Stop date' field. A dropdown menu is open, showing options: 'Open Weeks', 'Manual', 'Open Weeks', 'TimeClock Week', 'This Week', and 'This Period'. The 'Open Weeks' option is selected. Below the date range, there are filter buttons for 'Employee Filter', 'Position Filter', and 'Cost Code Filter'. To the right, there is an 'Update' button and a 'Show absences' checkbox. A partial message is visible at the bottom: 'In order to increase performance and enhance the functionality of our software, Gro... 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. The date range is now '8/29/2021' to '11/13/2021'. The dropdown menu is closed, and the 'Period' is set to 'Open Weeks'. The 'Exception Filter' button is highlighted with a red box. Below the filters, there is an 'Update' button and a 'Show absences' checkbox.

Exception Filter



- Required for close week
- Required for payroll exports and reports

Search

<input type="checkbox"/>	Long Week	Shift
<input checked="" type="checkbox"/>	Missed Punches	Shift
<input type="checkbox"/>	Overtime	Shift
<input type="checkbox"/>	Absent segment	Schedule
<input type="checkbox"/>	Test 1	Schedule

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel **Filter**

Showing 4 records of 4 Selected 0 records

	M	E	O	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

3. 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.

Manage ▾ Exceptions ▾ Resolve Period ▾

- Edit**
- Delete
- Toggle break
- Audit Log
- View segment photos
- View Location

Notes	Edited	Break length	Time in	Time out	Hours	Week total	Position
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6/8/2022 10:45 AM	<< Missed >>	0:00		200 - Student Assistant II

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: 6/7/2022 10:00 AM

Time out: 6/7/2022 03:00 PM

Break type: << NONE >>

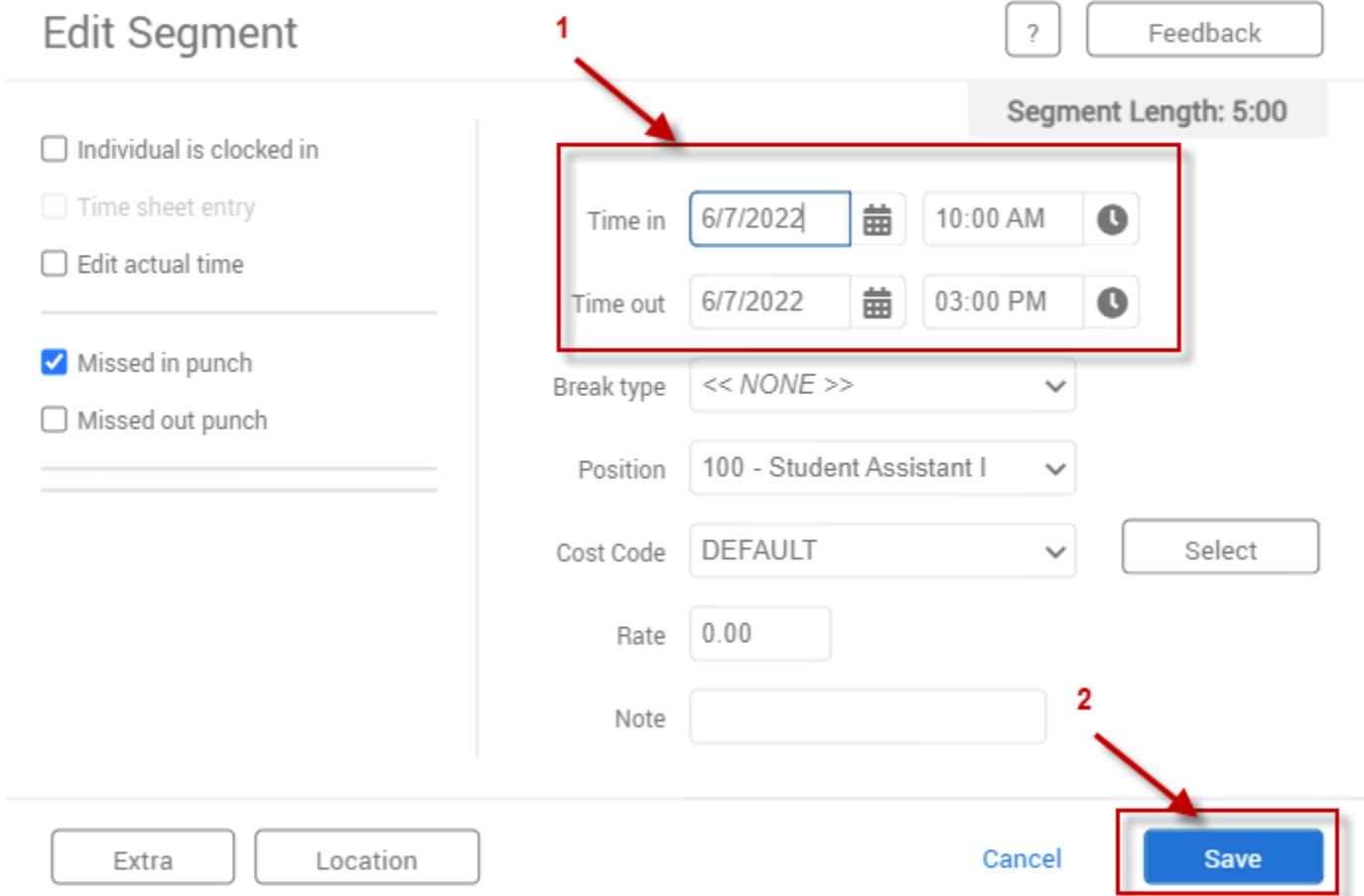
Position: 100 - Student Assistant I

Cost Code: DEFAULT Select

Rate: 0.00

Note:

Extra Location Cancel Save



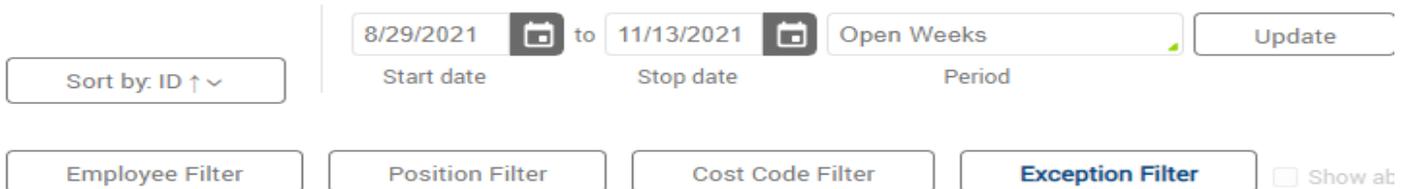
5. Once the correction has been made, the missed punch will no longer appear.

Group Hours ☆

Sort by: ID ↑

8/29/2021 to 11/13/2021 Open Weeks 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.

Individual Hours

Sort by: ID  v

Employee Filter

Search 

Showing 2 records of 2



11587434 Tabith Pearl

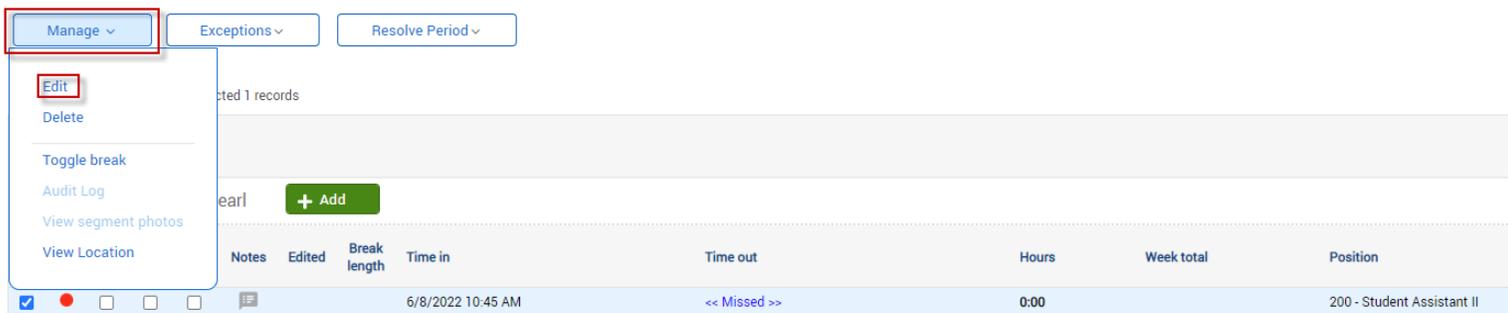


99999987 Robert Paulson

No employee is selected

Select employee from list

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.



The screenshot shows the 'Individual Hours' interface. At the top, there are buttons for 'Manage', 'Exceptions', and 'Resolve Period'. The 'Manage' dropdown menu is open, showing options: 'Edit', 'Delete', 'Toggle break', 'Audit Log', 'View segment photos', and 'View Location'. The 'Edit' option is highlighted with a red box. Below the menu, there is a table with columns: 'Notes', 'Edited', 'Break length', 'Time in', 'Time out', 'Hours', 'Week total', and 'Position'. The first row shows a missed punch for 'pearl' on '6/8/2022 10:45 AM' with a duration of '<< Missed >>' and a total of '0:00' hours. The position is '200 - Student Assistant II'.

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

12/26/2021 to 7/16/2022 Open Weeks Update

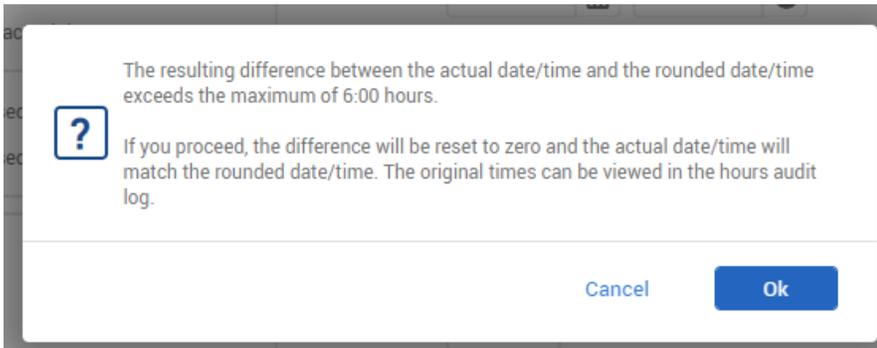
+ Add Manage Exceptions Processing Resolve Period

Showing 9 records of 9 Selected 0 records

					Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Position	Cost Code
<input type="checkbox"/>	<input checked="" 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 checked="" 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.