SHOW ME HOW

to Request a Punch Change
Time and Attendance

STEP 1

Navigate to Time Management > Web Time Sheet Read Only.
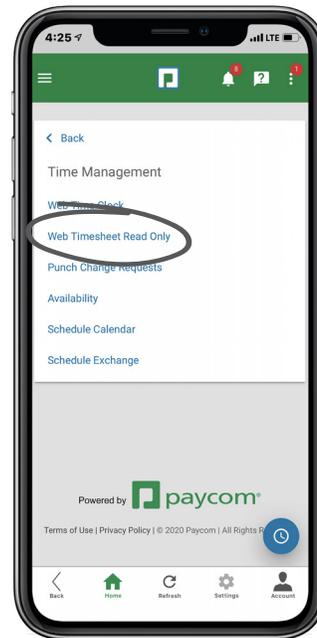
STEP 2

Any missing punches will be indicated with two question marks (??) and an exclamation point (!) within a red triangle. To correct a missed punch, click "??."
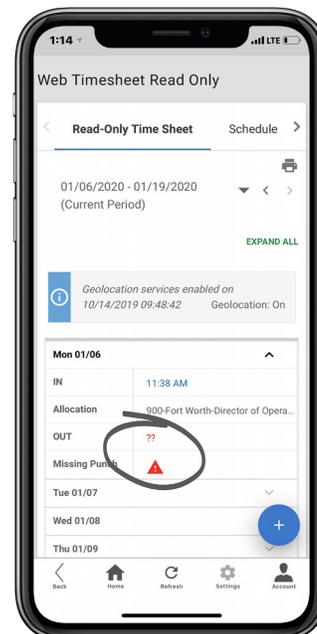
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STEP 3

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

Make any change needed such as adding, editing or deleting a punch.
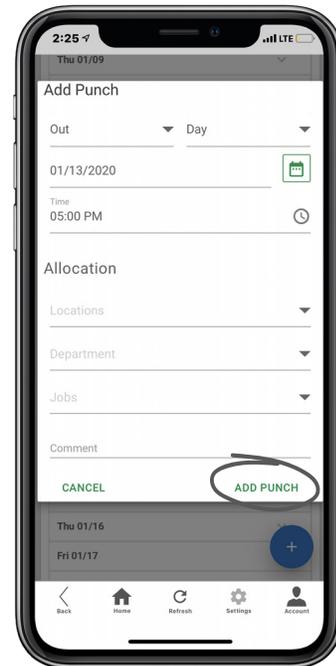
STEP 4

A confirmation message appears.

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