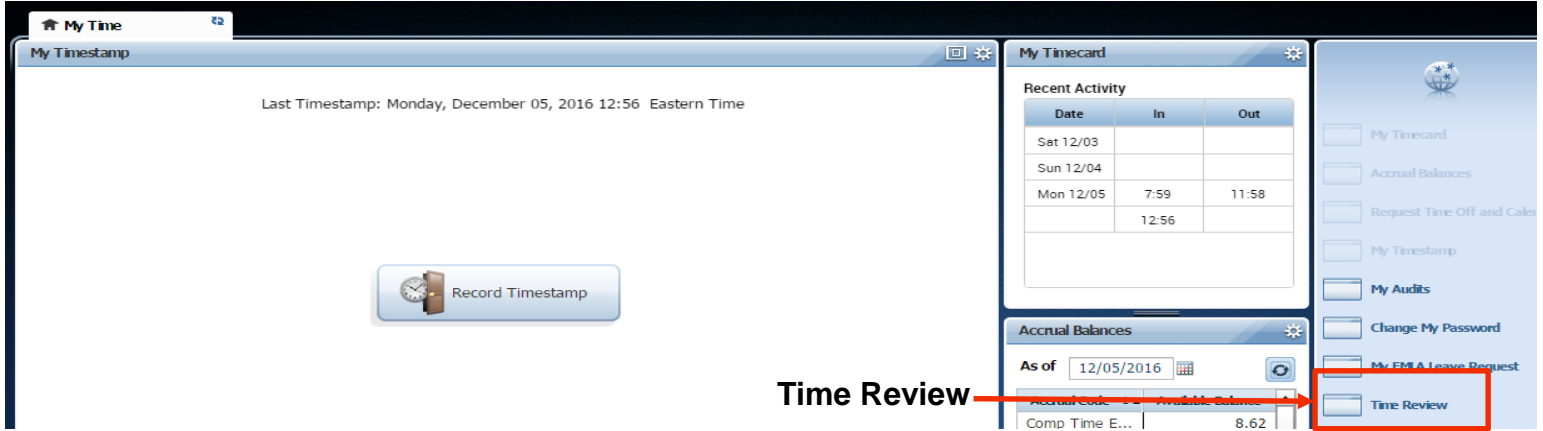
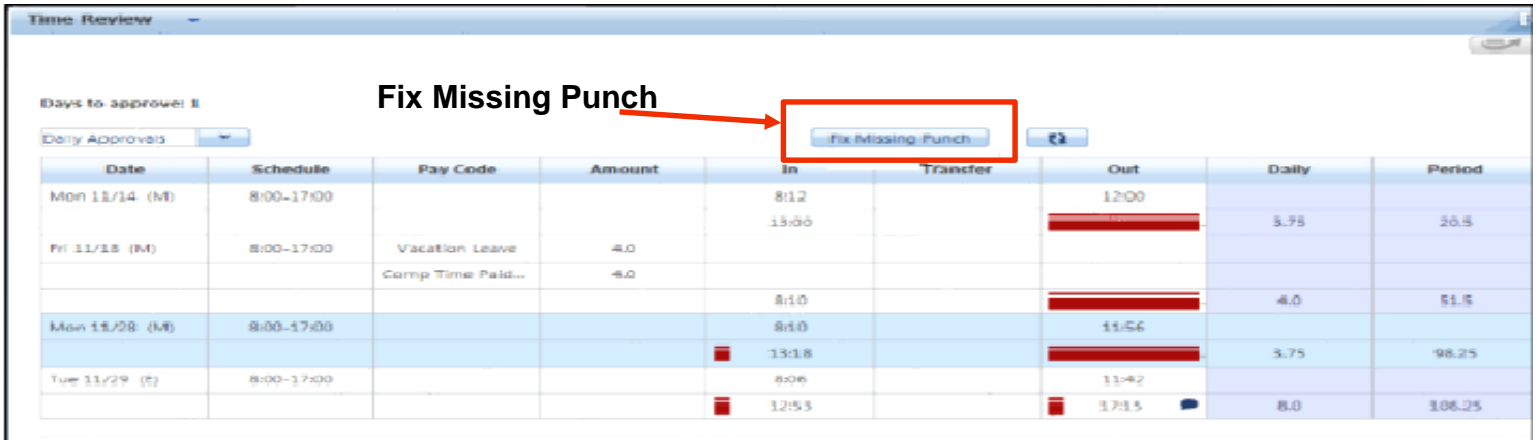


- 1 Select "Time Review" on right hand side of screen.



- 2 From "Time Review" click on the Red Rectangle associated with the missed punch. After doing so, the "Fix Missing Punch" button will appear at the top of the screen. Click on "Fix Missing Punch".



- 3 Enter the date, time, Related Comment and Notes if needed and click "submit".

**Submit Missed Punch**

Date:\* 11/28/2016 Time:\* 5:15p Comment:\* Other Notes: Testing Missed Punch

Submit Cancel

- 4 This will then send the Missed Punch request to your Supervisor. Once approved, the punch will appear on your Timecard.