

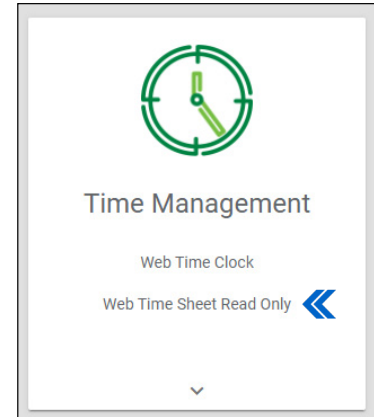
Show Me How

to Request a Punch Change

TIME AND ATTENDANCE

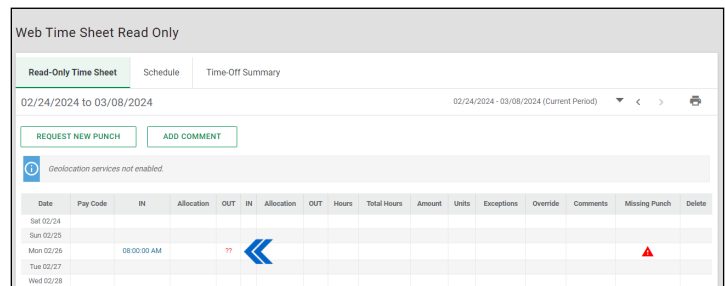
STEP 1

From the Time Management tile, click "Web Time Sheet Read Only."



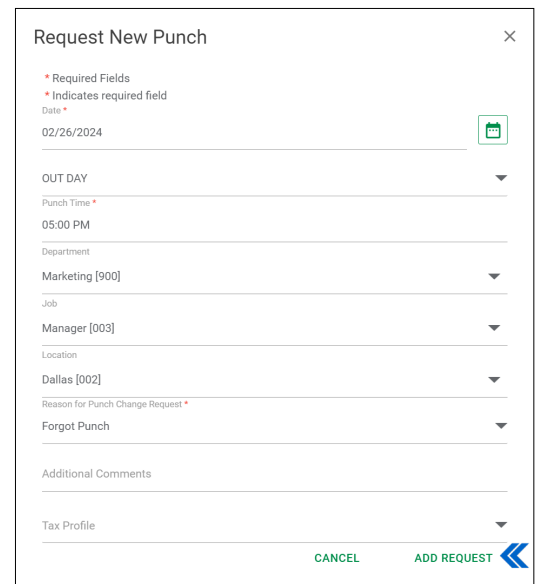
STEP 2

Any missing punches are indicated with two question marks [??]. Click "??" to correct a missed punch.



STEP 3

In 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."



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STEP 4

A confirmation message confirms your punch request was saved.

Pending punch requests have an exclamation point icon next to the punch time until a manager approves the punch change request.

The screenshot shows a confirmation message box with a dark background and white text. At the top right, there are two buttons: "APPROVE BY DATE" and "APPROVE PAY PERIOD". Below the buttons, the text reads "Approval not allowed on days with pending requests or missing punches." At the bottom, a dark grey box contains the text "Saved punch request. All requests can be seen in the dashboard."



HELPFUL TIPS

Punch Change Requests can also be submitted directly from the Punch Change Request Dashboard.

EMPLOYEES

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