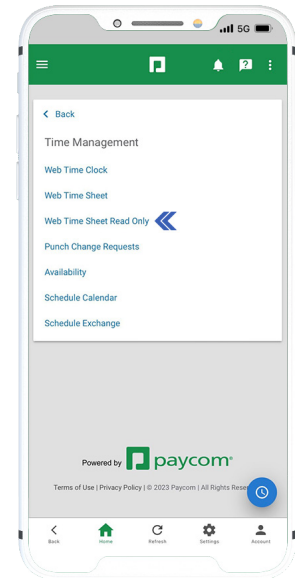# Show Me How
to Request a Punch Change
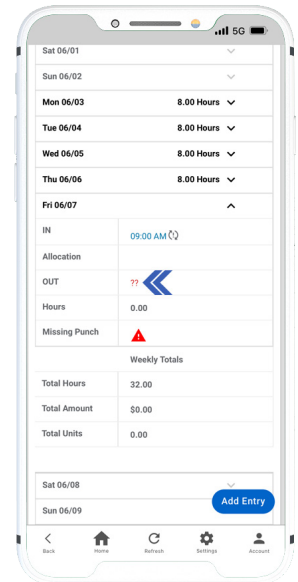
TIME AND ATTENDANCE

STEP 1

Navigate to Time Management > Web Time Sheet Read Only.

STEP 2

Any missing punches are indicated with two question marks (??) and an exclamation point (!) within a triangle. Tap "??" to correct a missed punch.
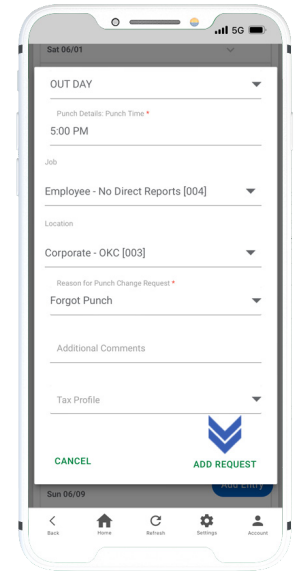
EMPLOYEES
Visit the Help Menu for the most up-to-date version of this guide.

Show Me How
to Request a Punch Change

## TIME AND ATTENDANCE

STEP 3

On 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, scroll down and tap "Add Request."

STEP 4

Tap on the punch time to edit the punch change request.

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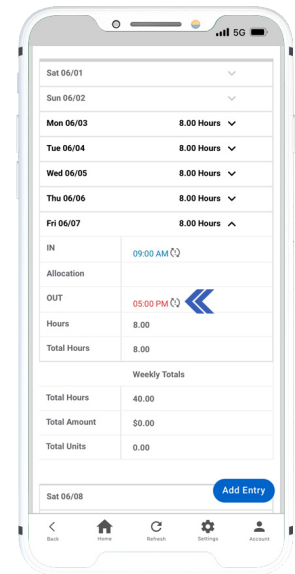
HELPFUL TIPS

To delete a punch change request, navigate to the Punch Change Requests screen. From there, tap on the request and then the trash can icon. 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.

paycom®