

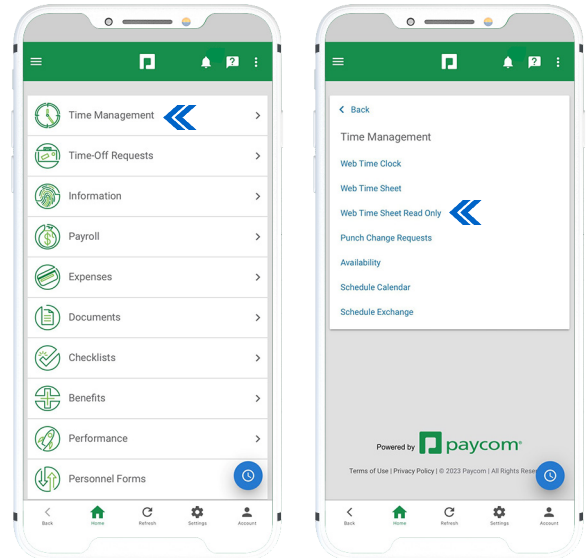
Show Me How

to Request a Punch Change

TIME AND ATTENDANCE

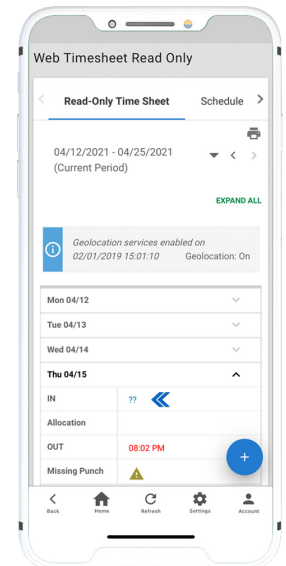
STEP 1

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. To correct a missed punch, tap "??."



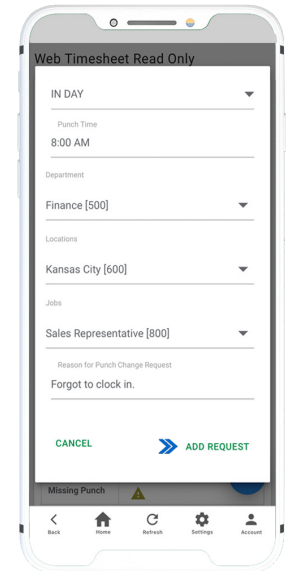
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STEP 3

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, tap "Add Request."



STEP 4

A confirmation message confirms the request.

Tap the requested punch again to remove. On the pop-up window, tap "Request Delete" to cancel the request.

