



TimeClock Plus – Missed Punches



What Is a Missed Punch?

- If you forget to clock out, the next time you clock in, you will receive a “Missed Punch” message

Hello Nyota Uhura

Confirmation (Missed Clock Out)

Hello Nyota Uhura

Missed Clock Out

Your last punch was a clock in at:

09/11/2017 03:52 PM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

- You will not be prevented from clocking in again, but you must enter the correct time of the missed punch in order to continue

Hello Nyota Uhura

Time Entry (Missed Clock Out)

Date in 9/11/2017 03:52 PM

Date out 9/11/2017 03:53 PM

Hello Nyota Uhura

Summary (Missed Clock Out)

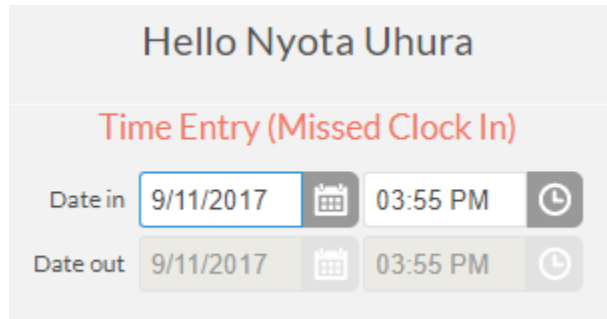
Date in 09/11/2017 03:52 PM

Date out 09/11/2017 03:53 PM

Job Code Student Non-Work Study

Press continue to finish clocking out and save this information

- Likewise, if you forget to clock in and try to clock out at the end of a shift, you will receive a “Missed Punch” message



- The time will be highlighted for supervisors and department HR staff, so that it is clear when a missed punch occurred and was corrected

Time In	Time Out
9/11/2017 03:52 PM	9/11/2017 03:53 PM