



What Is a Missed Punch?

- If you forget to clock out, the next time you clock in, you will receive a ‘**Missed Clock Out**’ message

Hello James Kirk

Confirmation (Missed Clock Out)

- When you receive the Missed Clock Out message, click the “**Continue**” button
- Your last punch information will be displayed. Click the “**Continue**” button to enter the missed out time

Hello James Kirk

Missed Clock Out

Your last punch was a clock in at:

07/12/2024 1:00 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 James Kirk

Time Entry (Missed Clock Out)

Date in 7/12/2024 1:00 PM

Date out 7/12/2024 2:30 PM

- Enter the Clock Out time and click the “**Continue**” button
- You will receive a Summary of the shift with the updated Clock Out time
- When you enter the Clock Out time and click the “**Continue**” button, you will be clocked out and will be able to select the job code and project to Clock In

Hello James Kirk

Summary (Missed Clock Out)

Date in 07/12/2024 1:00 PM

Date out 07/12/2024 2:30 PM

Job Code Non-Work Study - McCoy 3

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 Clock In” message

Hello James Kirk

Confirmation (Missed Clock In)

- When you click the “Continue” button, the last punch will be displayed

Hello James Kirk

Missed Clock In

Your last punch was a clock out at:

07/12/2024 3:00 PM.

Enter missed in punch manually?

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

- Click the “Continue” button to enter the Missed Clock In time

Hello James Kirk

Time Entry (Missed Clock In)

Date in 7/12/2024  1:00 PM 

Date out 7/12/2024  3:04 PM 

- Once you enter the Missed Clock In time and click the “Continue” button, a Summary of updated Clock In will be displayed

Hello James Kirk

Summary (Missed Clock In)

Date in 07/12/2024 1:00 PM

Job Code Non-Work Study - Spock 1

Press continue to finish clocking in and save this information

- 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
7/12/2024 1:00 PM	7/12/2024 2:30 PM

- The supervisor and the department HR staff can hover over the 'blue' dot in the Exceptions column to see that the entry contains a Missed Out or Missed In Punch

