

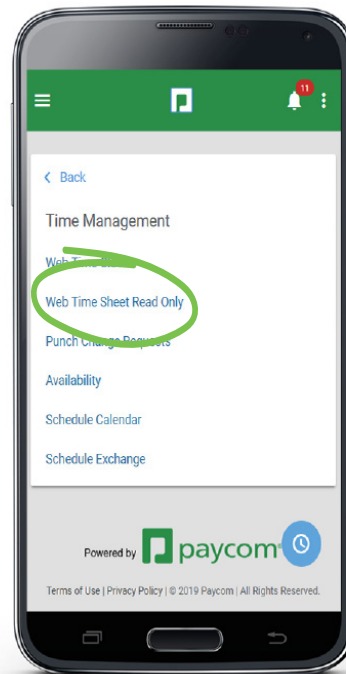
# SHOW ME HOW

to Request a Punch Change  
Time and Attendance



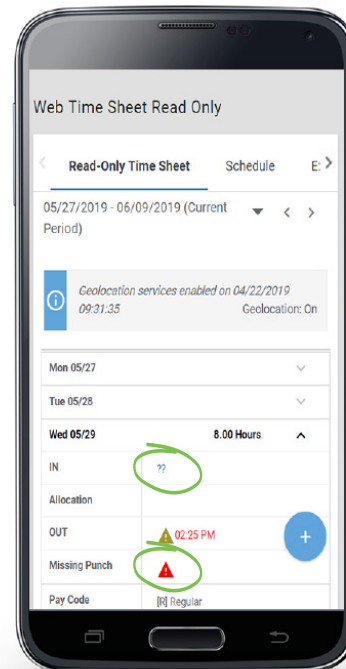
## STEP 1

Navigate to Time Management >  
Web Time Sheet Read Only.



## STEP 2

Any missing punches will be indicated with two question marks (??) and an exclamation point (!) within a red triangle. To correct a missed punch, click the "??" symbols.



# EMPLOYEES

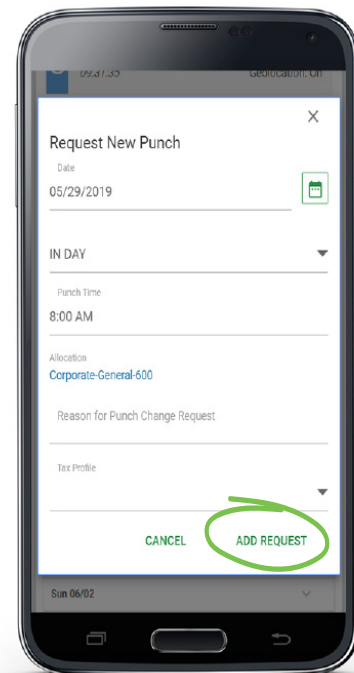
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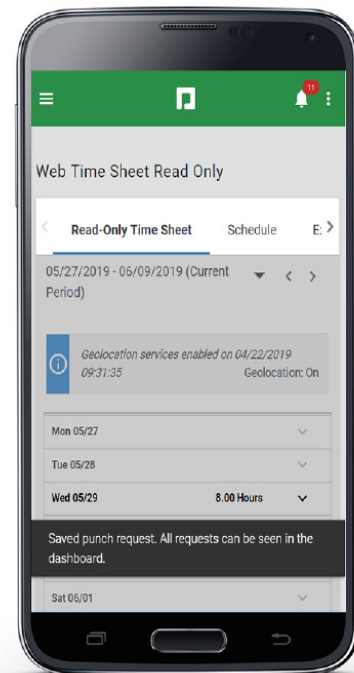
## STEP 3

On the Punch Change Request pop-up, enter the date and the time of your missed punch, then click "Add Request."



## STEP 4

A confirmation message appears letting you know your punch request was saved.



# EMPLOYEES