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.
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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