

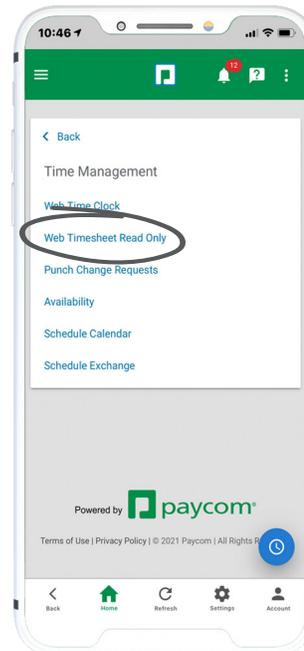
SHOW ME HOW

to Request a Punch Change on Mobile
Time and Attendance



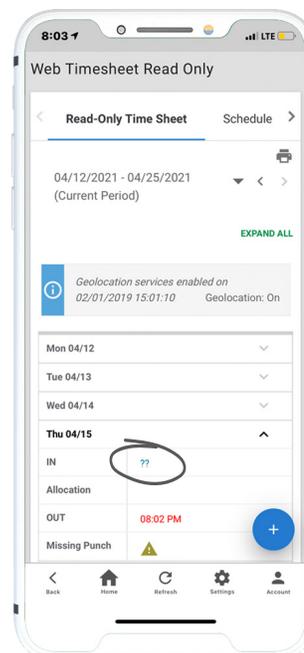
STEP 1

Navigate to Time Management > Web Timesheet Read Only.



STEP 2

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



EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.



SHOW ME HOW

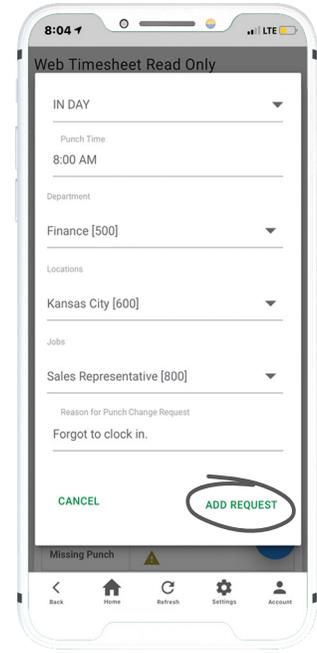
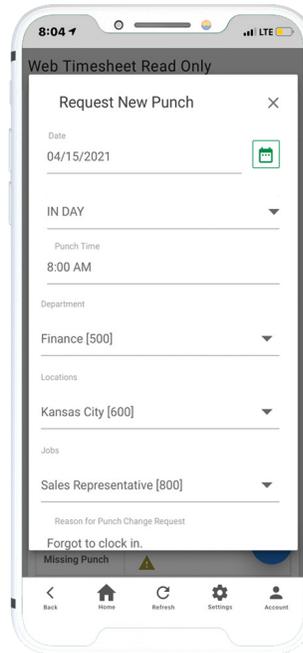
to Request a Punch Change on Mobile Time and Attendance



STEP 3

In the Request New Punch pop-up window, enter the date, type of punch and time of the missed punch. If necessary, enter a reason for your request. Then, tap "Add Request."

Managers must approve punch change requests before they appear on the timecard.



STEP 4

A confirmation message appears.

To delete a punch request, navigate to Time Management > Punch Change Requests. Tap the trash icon for the request you wish to delete.

To edit a punch request, tap the pencil icon and make any changes to the existing punch.

