What Is a Missed Punch?

- If you forget to clock out, the next time you clock in, you will receive a “Missed Punch” message.
  
  5/11/2017 03:22:41 PM

  Hello Pavel Chekov

  Confirmation (Missed Clock Out)

  5/11/2017 03:23:10 PM

  Hello Pavel Chekov

  Missed Clock Out
  
  Your last punch was a clock in at:
  
  05/11/2017 03:13 PM.
  
  Did you forget to clock out?

  Press continue to confirm a missed out punch, or choose another operation

  Back

  Cancel  Continue

- You will not be prevented from clocking in again, but the missed punch must be resolved by the supervisor or Department HR staff before the shift can be approved.
- 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.

  5/11/2017 03:25:20 PM

  Hello Pavel Chekov

  Confirmation (Missed Clock In)
What to Do about a Missed Punch?

- Note the recorded start time or end time of the shift with the missed punch, determine the time that the unrecorded clock-in or clock-out time should have occurred

- Provide the following information to your supervisor or Department HR staff within 24 hours
  - The assignment and/or project
  - The day and time of the recorded clock-in or clock-out
  - The correct time of the unrecorded clock-in or clock-out when the punch should have occurred

- Check in the View Hours section of the Dashboard to ensure that the missed punch is resolved by the end of the pay period