What Is a Missed Punch?

- If you forget to clock out, the next time you clock in, you will receive a “Missed Punch” message.

You will not be prevented from clocking in again, but you must enter the correct time of the missed punch in order to continue.
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.

The time will be highlighted for supervisors and department HR staff, so that it is clear when a missed punch occurred and was corrected.