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 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.

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.