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.