

# Adding a Missed Punch

**Timecard**  
Last Saved: 10:30

Name & ID: TRAIN1, MANAGER

Time Period: Current Schedule Period

**Save | Actions | Punch | Amount | Comment | Approvals**

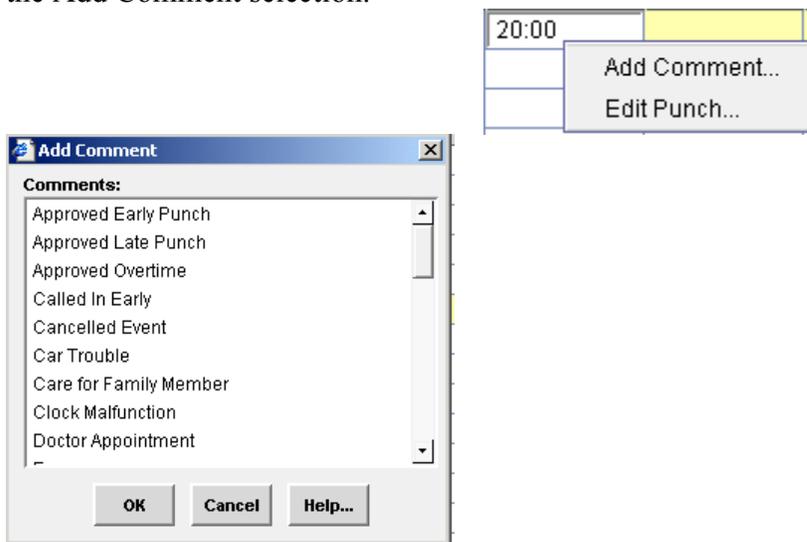
	Date	Pay Code	Amount	In	Transfer	Out
	Fri 11/28			7:00		16:00
	Sat 11/29			7:00		

A missed punch will show up as a red box on the employee's timecard.

- Display the employee's timecard. Make sure the correct time period is displayed in the box under the employee's name.
- Click on the red box (missing punch), type in the time of the missed punch, and press the Enter key. A missed punch can occur at the beginning of the day, end of the day, or during a break time.

## Adding Comments

(Optional) To add a comment, right click on the cell with the missing punch. Choose the Add Comment selection.



- Select the appropriate comment in the box that appears. Click OK when finished.
- Select Save.