

Exceptions: Adding Missed In & Out Punches on a Mobile Device (Android)

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Overview

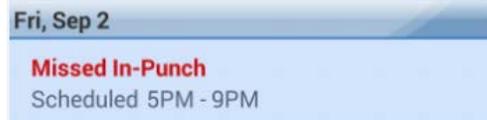
Adding Missed In & Out Punches

Overview

Overview Below outlines the steps taken by the Supervisor and Manager to add the missing time stamp of the In and Out Punches that an employee worked on a particular shift on an Android mobile device.

Adding Missed In & Out Punches

1. On the **Home Screen**, select  Timecard Exceptions 3 Employees.
2. On the Timecard Exceptions screen, select the employee.
3. The Timecard Exception for the selected employee will be displayed. Select the date

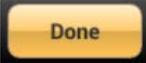
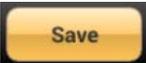


with Missed In-Punch or Missed Out-Punch.

4. On the Resolve Exception screen, click the red cell and enter start time or end time.



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5. Alternatively, select  to automatically populate the **In** or **Out** cell based on the schedule.
6. If applicable, click  and select applicable comment from the list.
7. Click  to return to the employee's Timecard Exception.
8. Click .
9. Click  to go to Home screen.