

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

Contents


Overview

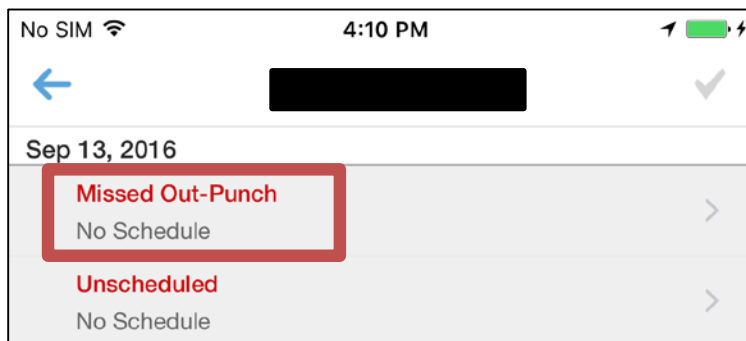
Adding Missed In & Out Punches

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 iPhone device

Adding Missed In & Out Punches

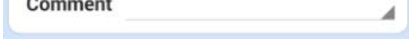
1. On the **Home Screen**, select the  Timecard Exceptions 3 Employees
2. On the Timecard Exception screen, select the employee.
3. The Timecard Exception for the selected employee will be displayed. Select the date with Missed In-Punch or Missed Out-Punch.




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




5. If applicable, click  and select applicable comment from the list.

6. Click  to return to the employee's Timecard Exception.

7. Click  to save.

8. Click  to return to employee's Timecard Exception.

9. Click  to return to Home screen.