

# Exceptions: Correcting In & Out Punches on a Mobile Device (iPhone)

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### Overview

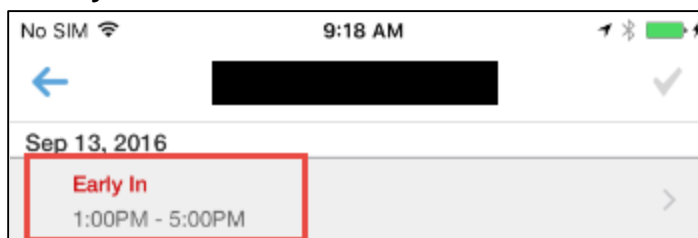
1. Review Exceptions
2. Correcting In & Out Punches


## Overview


**Overview** Below outlines the steps taken by the Supervisor and Manager to correct the time stamp of the In and Out Punches that an employee worked on a particular shift on an iPhone device

## 1. Review Exceptions

1. On the **Home Screen**, select the  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 incorrect In-Punch or incorrect Out-Punch. In the example below, the exception is **Early In**.




4. Click  to go to Timecard Exceptions.





5. Click  to go to Home screen.

## 2. Correcting In & Out Punches

1. Select  Manage Timecards
2. Referring to Procedure 1 (Review Exceptions), select the employee to be updated.

**Note:** The employee's name is displayed as red if there is an exception for the employee.

3. Referring to Procedure 1 (Review Exceptions), select the date where there is exception.
4. On the Day Details screen, select the In-Punch or the Out-Punch to edit.
5. On the Edit Punch screen, enter the correct In-Punch or Out-Punch.
6. If applicable, click  and select applicable comment from the list.

7. Click  to return to Day Details screen.
8. Click  to save.
9. Click  to return to employee's Timecard Exception.
10. Click  to return to Home screen.