

Correct Missed Punch – Web

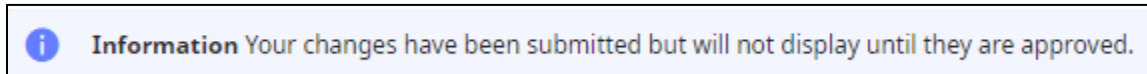
Correct a Missed Punch

Employees follow a common process to fix missed punches using Attestation.

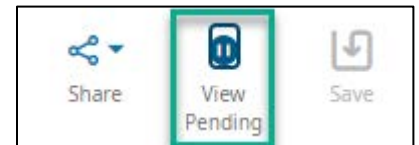
Navigation: Home Page > My Timecard Tile

1. Enter the missed punch time on the red shaded box on the timecard.
2. Select **Save**.

A confirmation message indicates that your punch edit has been submitted to your manager for approval.



To review the details of your corrected punches, select **View Pending** in your timecard.



The **Pending Changes** panel appears.

