

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.

Information Your changes have been submitted but will not display until they are approved.

To review the details of your corre	cted punches, select	: View Pending in
your timecard.		



The Pending Changes panel appears.

Punch Added Submitted 8/29/2023 3:00 PM 8/14/2023 4:00 PM

Out Punch

Pending