



Correcting a Missed Punch using Attestation

This job aid explains a common process for employees to fix their missed punches using Attestation.

About Missed Punch Attestation

Here's what happens when you have a missed punch:

1. You press the Punch In or Out button within your Punch tile to record your time
2. The system will notify you that you have a missed punch and prompt you to fix it
3. If you select yes, you will be directed to your timecard to fix it
4. Once fixed, your time will be properly recorded and sent to your manager for approval

To correct a missed punch:

1. Select **Yes** to the question prompted to fix your missed punch.



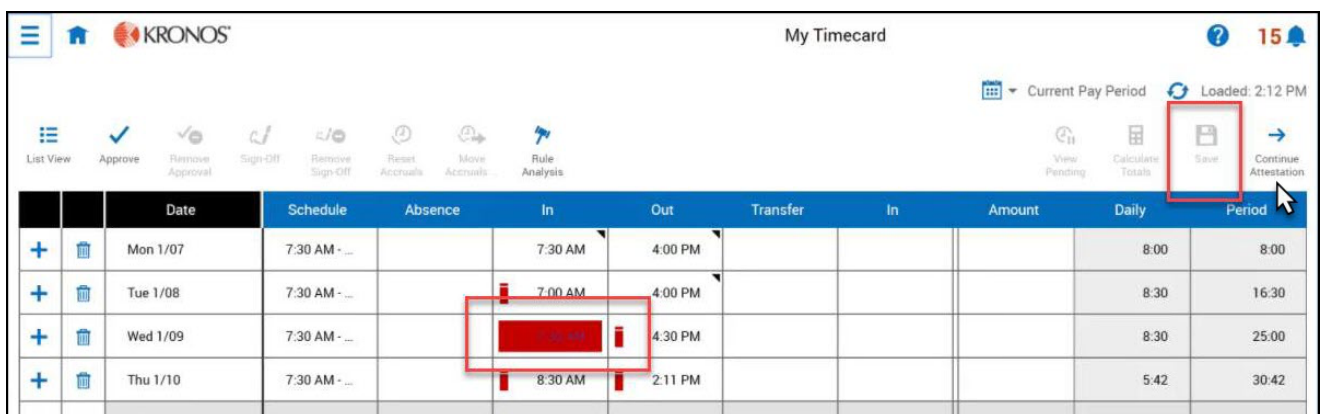
Sample text - You have missed punches or unexcused absences in your timecard. Do you want to edit your time?*

Yes

No

Submit

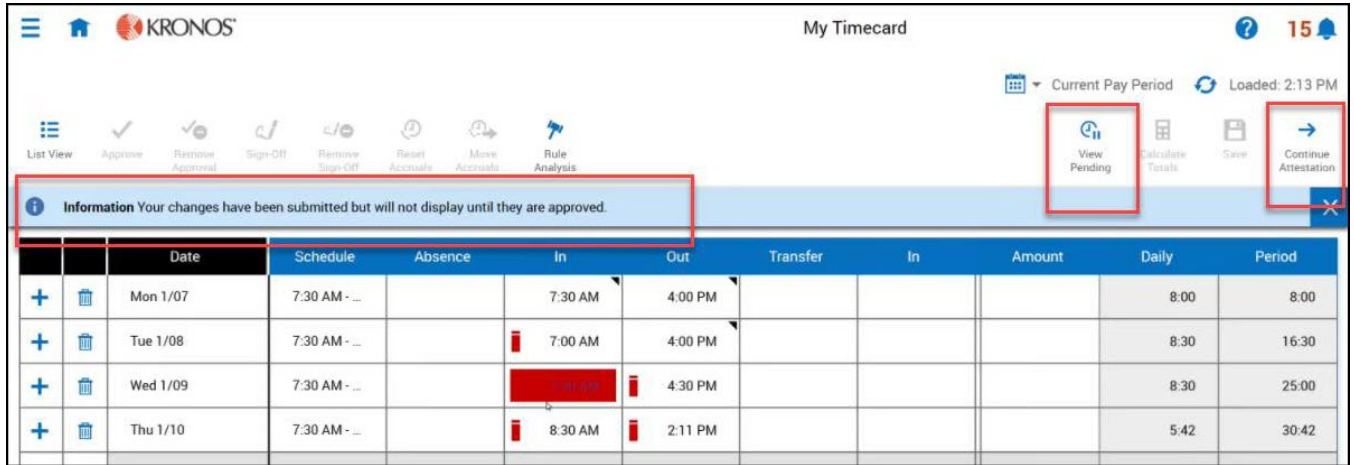
2. Using your keyboard, enter the missed punch time on the red box displayed on your timecard. In addition, make any other necessary corrections to your timecard before proceeding.
3. Select **Save** to save your edits and then select the **Continue Attestation** icon to proceed.



	Date	Schedule	Absence	In	Out	Transfer	In	Amount	Daily	Period
+	Mon 1/07	7:30 AM - ...		7:30 AM	4:00 PM				8:00	8:00
+	Tue 1/08	7:30 AM - ...		7:00 AM	4:00 PM				8:30	16:30
+	Wed 1/09	7:30 AM - ...			4:30 PM				8:30	25:00
+	Thu 1/10	7:30 AM - ...		8:30 AM	2:11 PM				5:42	30:42

4. You will see a confirmation message that your punch edit has been submitted to your manager for approval.

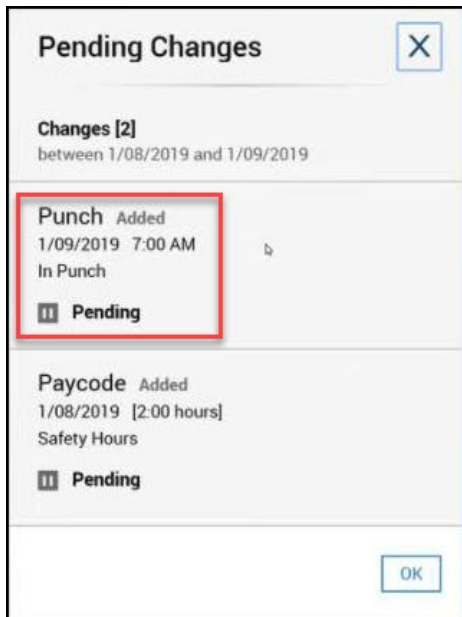
5. Select **Continue Attestation** icon to proceed.



The screenshot shows the 'My Timecard' interface. At the top right, there is a notification bell icon with the number '15'. Below it, there are buttons for 'View Pending', 'Calculate Totals', 'Save', and 'Continue Attestation'. A red box highlights the 'Continue Attestation' button. Below the buttons, there is an information bar that says 'Information Your changes have been submitted but will not display until they are approved.' Below this is a table with the following data:

	Date	Schedule	Absence	In	Out	Transfer	In	Amount	Daily	Period
+	Mon 1/07	7:30 AM - ...		7:30 AM	4:00 PM				8.00	8:00
+	Tue 1/08	7:30 AM - ...		7:00 AM	4:00 PM				8:30	16:30
+	Wed 1/09	7:30 AM - ...		7:00 AM	4:30 PM				8:30	25:00
+	Thu 1/10	7:30 AM - ...		8:30 AM	2:11 PM				5:42	30:42

6. If you wish to review the details of your corrected punches, select **View Pending** within your timecard to open the **Pending Changes** slider.



The screenshot shows the 'Pending Changes' slider. It contains the following information:

- Changes [2]** between 1/08/2019 and 1/09/2019
- Punch Added** 1/09/2019 7:00 AM In Punch **Pending**
- Paycode Added** 1/08/2019 [2:00 hours] Safety Hours **Pending**

An 'OK' button is located at the bottom right of the slider.