



## Correcting a Missed Punch using Attestation

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

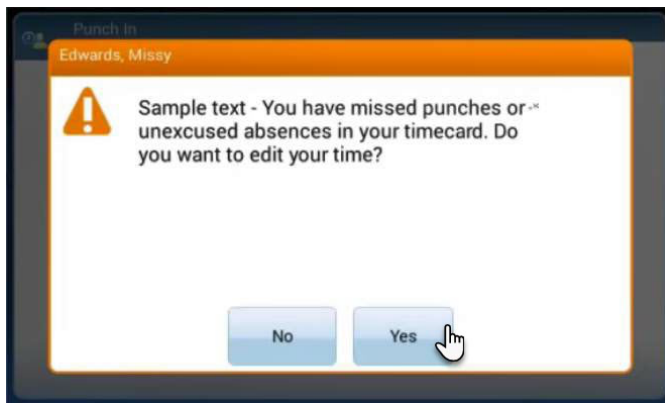
### About Missed Punch Attestation

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

1. You press the Punch In or Out icon on the time clock 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:

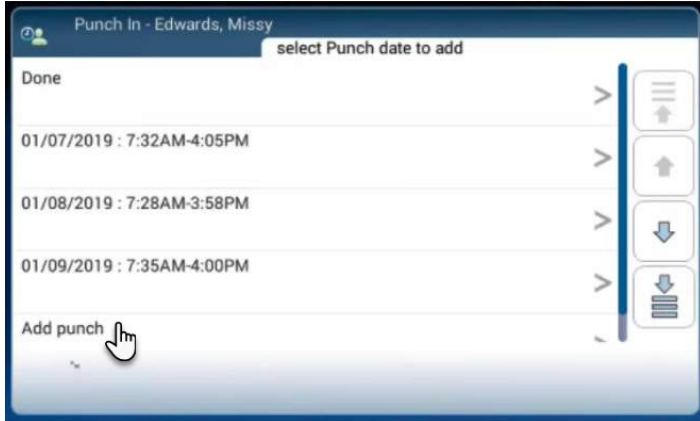
1. After recording an in or out punch, tap **Yes** to the question prompted to fix your missed punch.



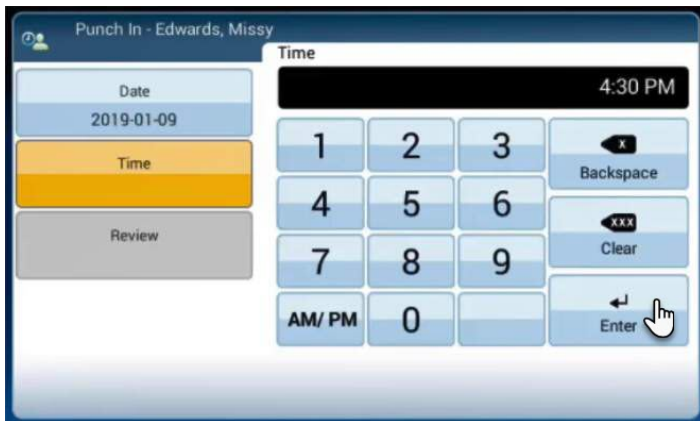
2. Notice the date that has issues has a warning icon – in this example, Wednesday. Tap **Continue**.



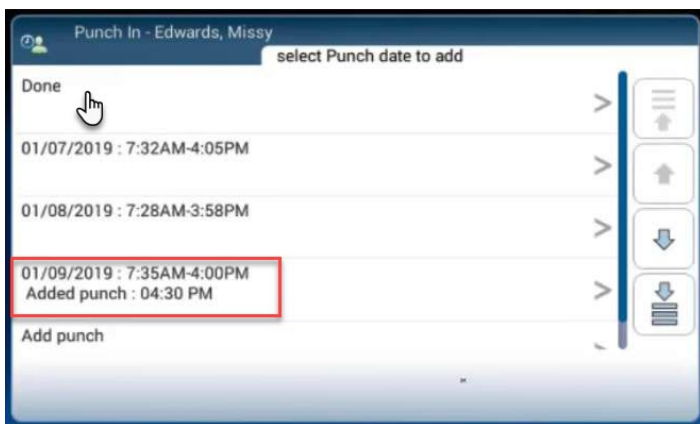
3. You can then select a day to edit a punch or tap **Add Punch** to add a new punch.



4. Using the on-screen keypad, enter the time that you missed using the AM/PM format or 24-hour format and then tap **Enter**.



5. Review the punch summary screen to make sure your punch was properly added. Then tap **Done**.



6. Your punch will then be sent to your manager for approval, and you should see a confirmation message that your punch was successfully recorded.