



Use the Punch Tile

Record Time Using the Punch Tile

The Punch tile is primarily used to record **In** and **Out** punches. Select **Punch**.

- A success message appears, along with the time of the punch updated.
- If there is a problem with your punch, a failure message displays with the reason.

The Punch tile can also be used to transfer time to another **Assignment, Cost Center, and/ or Work Rule.**

Employees can cancel meal deductions, using **Out Punch No Full Meal**, if they did not take a break during their shift.

If you select **Out Punch No Full Meal**, Confirm the **Reason** for Missed Meal and **Submit**.