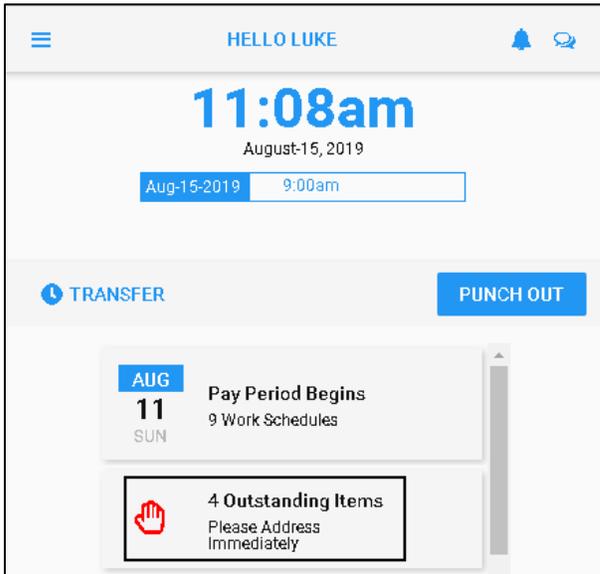


ESS Mobile 3.0: Addressing Missing Punches

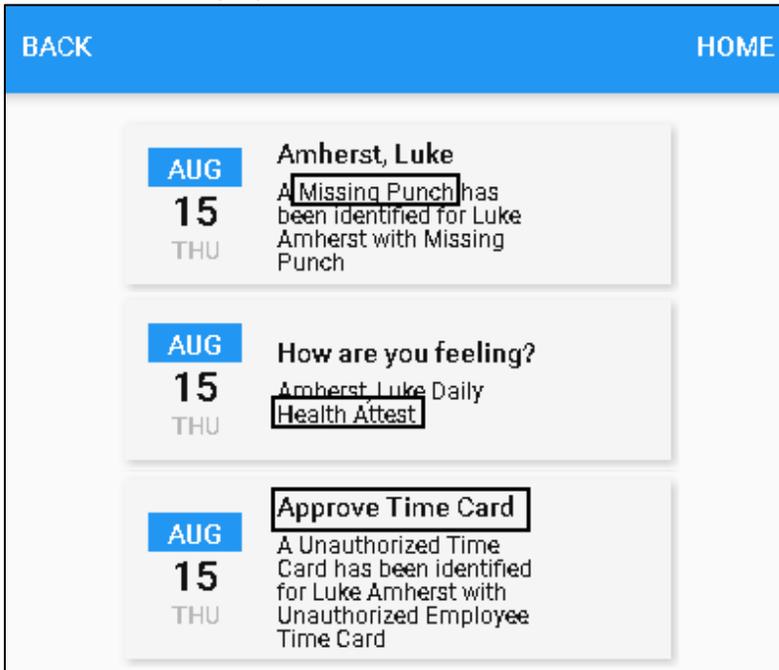
If employees have a missing punch, they should address their missed punches immediately by entering the punch that was missed.

To address a missing punch:

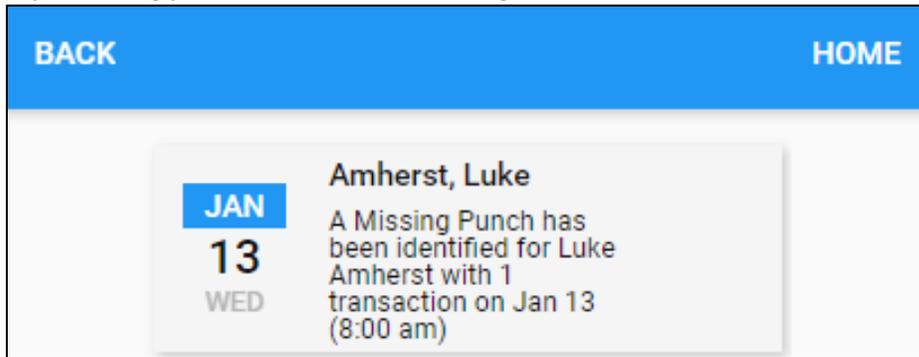
1. Tap the **Outstanding Items** tile.



2. All outstanding items, such as missing punch, unauthorized time card, and health or work condition attestation are displayed.



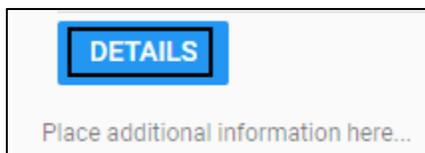
3. Tap a missing punch tile in the outstanding items.



4. Add the missed punch with its punch date and punch time. Tap **SAVE**.

A screenshot of a mobile application form titled "Missing Punch". At the top, there is a blue header bar with "BACK" on the left and "HOME" on the right. Below the header, the text reads "Missing Punch" followed by "A Missing Punch has been identified for Luke Amherst with 1 transaction on Aug 15 (8:00 am)". There are two input fields: "Date" with the value "08/15/2019" and a calendar icon, and "Punch Time" with the value "15:44" and a close icon. Below these fields is a blue button labeled "DETAILS". Underneath the button is the text "Place additional information here...". At the bottom right of the form is a blue button labeled "SAVE".

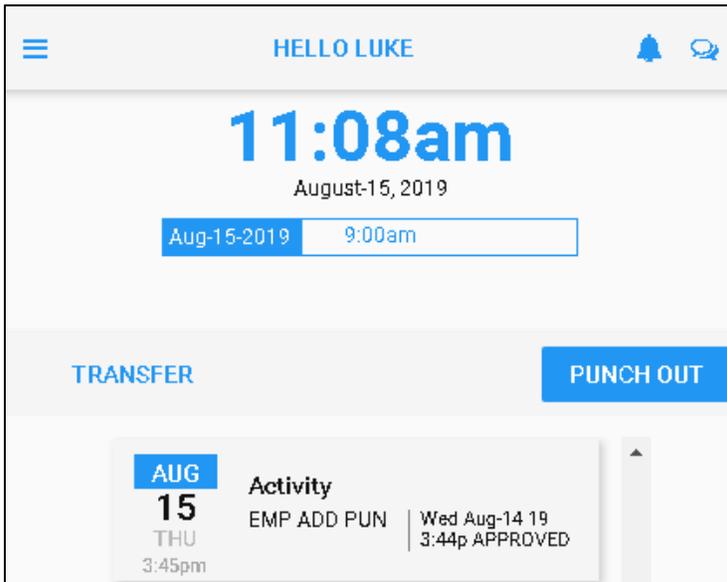
Note: For more information, tap **DETAILS**.



The time card is displayed with dates, punches, worked hours, and schedules.

BACK		HOME				
TIME CARD						
Date	In	Out	In	Out	Amount	Schedule
Thu Aug-15 19	9:00a				0:00	9:00/17:00
Thu Aug-15 19					0:00	Regular 1

- The employee added punch is submitted and displayed in the **Activity** tile marked as **EMP ADD PUN** on the home screen.



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