# MSS3: Adding, Editing and Removing Time Card Punches Job Aid

A punch can be added to an employee's time card directly by locating the employee through the employee search and opening the employee's time card page to access the time card. Missing punches for all employees on a selected date can be accessed from a dashboard banner. This allows you to quickly add all of the missing punches without having to visit each employee time card page.

Employees with missing time card punches will also appear in the To Do List. The To Do List displays all of the employees with missing punches for the entire pay period. This view of employees can be filtered to show only the employees who you are responsible for, rather than all of the employees in the company.

If your system was not configured to allow you to access missing punches from a dashboard banner or the To Do List, you can add punches directly in the employee time cards.

Employee S	earch			Da	ashboa	rd Banner				Т	o Do List
1					\						
Dashboard										Thu	Aug-9 🤱 🔎 🚦 💭 🛛 Log Out
Manager Day	Dashboard										To Do List
Find: Search Employee	Period:	Current W	'eek	~	My Workg	roups 🗸			F	Preferences	My Employees $\ \lor$ Preferences
Process Payroll 🕀	Sunday		Monday		Т	uesday	Wednes	sday	Thursda	у	Amber Bingham
Daily Operations	5	August	6	August	7	August	8	August	9	August	Amber Bingh Aug-10   Missing Punch
O Dashboard	Actual	937:32	Actual	1489:00	Actual	1764:18	Actual	1199:36	Scheduled	41	0
Time Card Summary	Scheduled	295:00	Scheduled	305:00	Scheduled	288:00	Scheduled	311:30	Shifts Worked	195	Julia Eastcote
C Employee Exceptions	Diff	642:32	Diff	1184:00	Diff	1476:18	Diff	888:06	Leave Requests	2	Julia Eastcote Aug-10   Wildsing Putch
Point Thresholds	Scheduled	37	Scheduled	38	Scheduled	36	Scheduled	39	Working Now	137	0
O Points Balances	Shifts Worked	143	Shifts Worked	214	Shifts Worked	257	Shifts Worked	173	Running Late	1	Aug-10 Missing Punch
O Daily Approvals	Edits Required	24	Edits Required	25	Edits Required	21	Edits Required	27	Missing Punch	98	Danielle Linne
	Missing Punch	24	Missing Punch	26	Missing Punct	n 36	Missing Punch	24	Absent Today	10	Amy Ince Oct-5   Cancel Leave

#### Add a Punch

To add a missing punch to an employee's time card, you can use the Action menu for the date of the punch, the Punch menu or you can type directly in the punch field of the missing punch in the Time Card.

Hoskins, Amber N (Glenwood-Hospice-3FL-CNA-Day-DCN)									
Time Card $\sim$	Sheet $\smallsetminus$	heet $ \sim $ Adjustments Undo A			Approval	Lock			
Last Name	First N	ame	MI	D	B	adge	Location		Ur
Hoskins	Amber		N 8	308		808	Glenwood	Gardens	Ho
•									
Data	Schedules				Punches				
Date		Start	End	IN		OUT	Г	Hours	
MON 👌 6	1	7:00	15:00	<b>≗</b> + 7:00	$\odot$	≗+ 14	:57	Reg	7:30
	1	7:00	15:00	6:55	$\odot$	15	:03	Reg	7:30
	1	7:00	15:00		$\odot$				
TRIGGER	) Ti	rigger Wed	Aug-08 18 H	oskins, Amber	N 8:00	Absence 1	Thu Aug-09	18 15:11 Ac	tive:TRUE
<b>THU &amp; 9</b>	1	7:00	15:00	6:57	$\bigcirc$		0	Reg	0:00
				/					
Actior	Action Menu					Punch	n P	Vissing	
Punch Field				Menu	Menu field Punch			ounch Al	ert

Click the punch field and type the time of the punch. Be sure to include a "P" at the end of the time entry, unless you are using 24 hour time.



The total number of worked hours for the day is displayed in the Hours column of the Time Card.

Pune	Houro			
IN	OUT	Hours		
6:57 🛇	<b>&amp;+</b> 16:00	Reg	8:30 <	Total worked hours
$\odot$				

#### Action Menu

To add a punch using the Action menu, click the Pencil icon (Action menu) for the date of the punch, select **Transactions** from the drop-down list and select **Add New Punch**.



Add the punch time in the *Add Punch Transactions* window. Select a reason code if the punch being added is not a standard punch, for example when adding a tardy or left early punch, and indicate whether it was excused or not.

Add Punch Trans	action		$\otimes$
Enter transactio	n date and time 08/09/2018	000	
Time:	15:00		
Include GPS Lo	cation Address:		
Address:			
Reason Code:	[no reason given]	~	
Notes:	[no reason given]		
	TDY - Excused		
	TDY - Unexcused		
	LFE - Excused		
	LFE - Unexcused		
	ABS - Excused		Cancel
	ABS - Unexcused		
5	ABS - Consecutive Days		
7:00 15:	ABS - No Call No Show		
7:00 15:	00 Pnd FMLA		
	Supervisor Call Back		-

### If you are adding more than one punch, type a comma between the punch times

- Enter transaction date and	time	
Date:	08/10/2018	
Time:	7:00, 15:00	

#### Punch Menu

#### To add a punch, click the Punch menu icon and select Add New Punch.



## Enter the time for the punch and a reason code if applicable.

Add Punch Transaction			$\otimes$	
Enter transaction date a	nd time			
Date:	08/09/2018			
Time:	15:00			Dunch Time
Include GPS Location A	Address:			Punch Time
Address:				
Reason Code:	[no reason given]	~		
Notes:	[no reason given]			Reason Code
	TDY - Excused			
	TDY - Unexcused			
	LFE - Excused			
	LFE - Unexcused			
	ABS - Excused		Cancel	
2011.g 1 011011 11107 103 00 11	ABS - Unexcused			
	ABS - Consecutive Days			
7:00 15:00	ABS - No Call No Show			
7:00 15:00	Pnd FMLA			
	Supervisor Call Back			

You can add an explanation for why you are adding the punch in the Notes field.

	Reason Code:	TDY - Excused V
	Notes:	Late arrival due to traffic incident.
l		

#### Editing a Punch

To edit a punch in the employee's time card, click the punch you want to change and type the new time in the punch field.



You can also edit a punch by clicking the Punch menu, selecting **Alter Punch** and selecting the punch time you want to edit.



In the Change Transaction window, enter the new punch time and select **A Standard Punch** in the Transaction Alignment drop-down list. If the new punch time falls outside of the timeframe for the shift, select a transaction alignment to indicate whether it is the start or end of a shift or part of a previous shift.

Change Transaction	$\otimes$
Transaction Properties	
Date:	08/09/2018
Time:	16:00
Transaction Alignment:	A Standard Punch V
Callback Style:	A Standard Punch
Reason Code	The Start of a Shift
Notoo	The End of a Shift
Notes:	Part of the Previous Shift
	Ok Cancel

If a punch outside of the shift timeframe is added as a standard punch, the punch will appear on a new line in the time card as the start of a new shift.

Dete	Schedule	IS	Pun	Hours			
Date	Start	End	IN	OUT	Hours		
MON = 30			6:55a 📀	3:11p	Reg	7:45	Ð
DUE 🗧 31			6:54a 🕑	0	Reg	0:00	ß
Ø			5:30p 🕥	0			Ð
Ø WED 6 1			6:56a <sub>오</sub>	3:08p	Reg	7:45	ß

If you need to edit a punch for a callback, where the employee has returned to work later in the day after working a full shift, you can indicate the type of callback the punch is designated as in the Callback Style dropdown list.

Change Transaction		$\otimes$
Transaction Properties		
Date:	08/09/2018	
Time:	16:00	
Transaction Alignment:	A Standard Punch	~
Callback Style:	None	~
Reason Code:	None	
Notes:	CallBack Style 1	
140165.	On Call	
	CallBack Style 2	
	Unscheduled Call Back	
	CallBack Style 3	
	Supervisor Call Back	
	CallBack Style 4	-
100	2nd Shift Call Back	
7:00 15:00	CallBack Style 5	
7:00 15:00	Weekend Call Back	

A reason code can be added to a punch to explain why the punch is outside of a schedule timeframe.



#### Removing a Punch

To remove a punch from an employee's time card, click the Punch menu for the date of the punch you are removing and select **Remove Punch Transaction** from the drop-down list. Next, select the time of the punch you are removing.



You can also delete a punch by highlighting the punch cell entry in the Time Card and clicking delete.

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