

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.

The screenshot shows the Manager Day dashboard interface. Three blue arrows point to specific features: 'Employee Search' points to the search bar, 'Dashboard Banner' points to the 'Missing Punch' counts in the table, and 'To Do List' points to the 'To Do List' link in the top right.

| | Sunday | Monday | Tuesday | Wednesday | Thursday |
|----------------|--------|---------|---------|-----------|-------------------|
| Actual | 937:32 | 1489:00 | 1764:18 | 1199:36 | Scheduled 41 |
| Scheduled | 295:00 | 305:00 | 288:00 | 311:30 | Shifts Worked 195 |
| Diff | 642:32 | 1184:00 | 1476:18 | 888:06 | Leave Requests 2 |
| Scheduled | 37 | 38 | 36 | 39 | Working Now 137 |
| Shifts Worked | 143 | 214 | 257 | 173 | Running Late 1 |
| Edits Required | 24 | 25 | 21 | 27 | Missing Punch 98 |
| Missing Punch | 24 | 26 | 36 | 24 | Absent Today 10 |

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.

The screenshot shows the time card for Amber N Hoskins. Four blue arrows point to specific elements: 'Action Menu' points to the edit icon on the date row, 'Punch Field' points to the IN/OUT time input fields, 'Punch Menu' points to the dropdown arrow on the IN field, and 'Missing Punch Alert' points to the red plus sign icon on the Thursday row.

| Date | Schedules | | Punches | | Hours |
|-----------|-----------|-------|---------|-------|----------|
| | Start | End | IN | OUT | |
| MON AUG 6 | 7:00 | 15:00 | 7:00 | 14:57 | Reg 7:30 |
| TUE AUG 7 | 7:00 | 15:00 | 6:55 | 15:03 | Reg 7:30 |
| WED AUG 8 | 7:00 | 15:00 | | | |
| THU AUG 9 | 7:00 | 15:00 | 6:57 | | Reg 0:00 |

Action Menu
Punch Field
Punch Menu
Punch field
Missing Punch Alert

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.

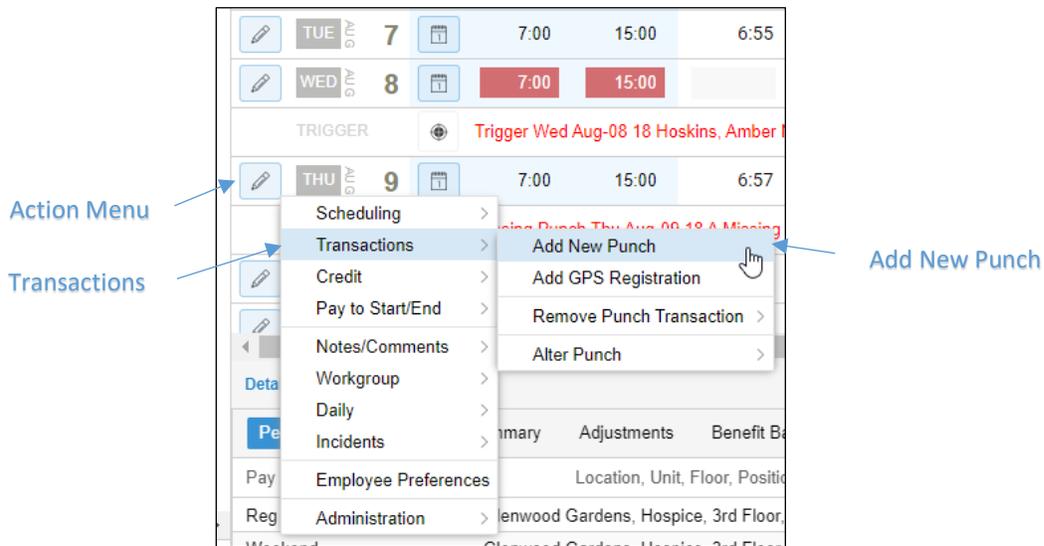


The total number of worked hours for the day is displayed in the Hours column of the Time Card.

| Punches | | Hours |
|---------|-------|----------|
| IN | OUT | |
| 6:57 | 16:00 | Reg 8:30 |

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 Transaction

Enter transaction date and time

Date: 08/09/2018

Time: 15:00

Include GPS Location Address:

Address: _____

Reason Code: **no reason given**

Notes: _____

Cancel

| | |
|------|-------|
| 7:00 | 15:00 |
| 7:00 | 15:00 |

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

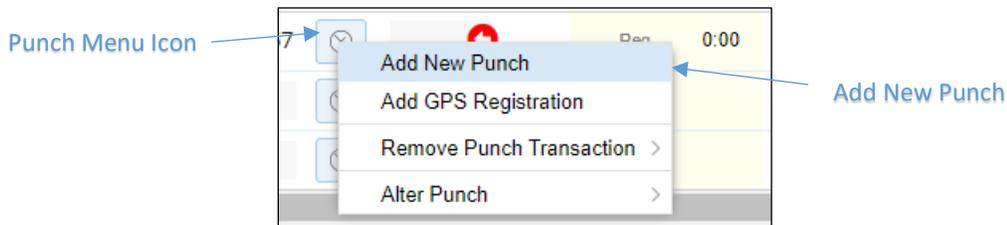
Enter transaction date and time

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

Enter transaction date and time

Date: 08/09/2018

Time: 15:00

Include GPS Location Address:

Address: _____

Reason Code: [no reason given]

Notes: _____

Cancel

7:00 15:00

7:00 15:00

[no reason given]

TDY - Excused

TDY - Unexcused

LFE - Excused

LFE - Unexcused

ABS - Excused

ABS - Unexcused

ABS - Consecutive Days

ABS - No Call No Show

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

Notes: Late arrival due to traffic incident.

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.

6:57 15:00

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

6:57 15:00 7:30

Add New Punch

Add GPS Registration

Remove Punch Transaction >

Alter Punch >

6:57

15:00

List of punches for the day

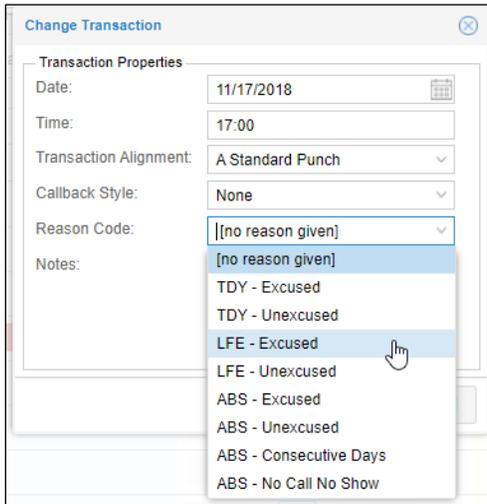
In the Change Transaction window, enter the new punch time and select **A Standard Punch** in the Transaction Alignment drop-down list. If the new punch time falls outside of the timeframe for the shift, select a transaction alignment to indicate whether it is the start or end of a shift or part of a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

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.

| Date | Schedules | | Punches | | Hours |
|--------|-----------|-----|---------|-------|----------|
| | Start | End | IN | OUT | |
| MON 30 | | | 6:55a | 3:11p | Reg 7.45 |
| TUE 31 | | | 6:54a | | Reg 0:00 |
| | | | 5:30p | | |
| WED 1 | | | 6:56a | 3:08p | Reg 7.45 |

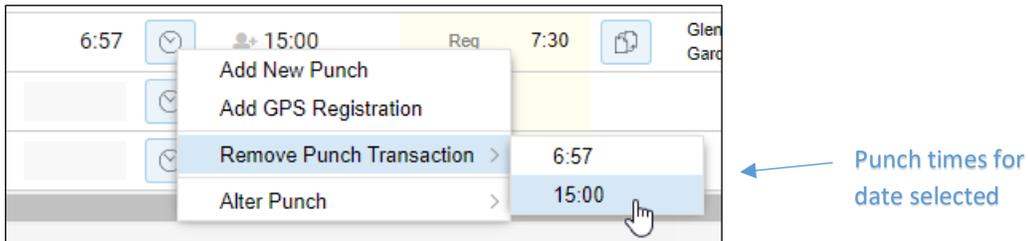
If you need to edit a punch for a callback, where the employee has returned to work later in the day after working a full shift, you can indicate the type of callback the punch is designated as in the Callback Style drop-down list.

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.