

# MSS: Adding a Missing Punch from the Dashboard

Job Aid

If your Manager Self Service (MSS) dashboard has a Missing Punch gauge, you can use this feature to view and address missing punches for all of the employee time cards with missing punches on that day.

To use the Missing Punch gauge in the dashboard:

1. Open the MSS dashboard by clicking the Dashboard menu item.

The screenshot shows the MSS Dashboard interface. On the left, a navigation menu includes 'Dashboard', 'Time Cards (Previous)', 'Time Cards (Current)', 'Employee Exceptions', 'Point Thresholds', and 'Point Balances'. The main dashboard area displays data for Sunday (August 8th) and Monday (August 9th). For Monday, the 'Missing Punch' gauge is highlighted in red and shows a count of 9. A blue arrow points to the 'Dashboard' menu item, and another blue arrow points to the 'Missing Punch' gauge.

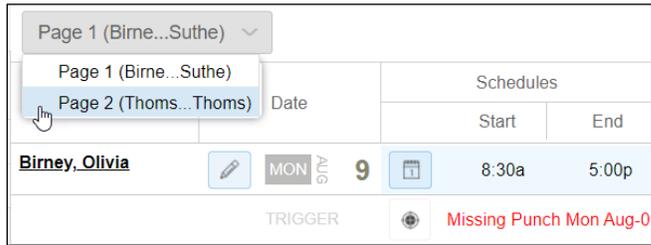
2. Click the Missing Punch dashboard gauge.
3. Locate the icon in the employee's Punches column in the missing punches page.

The screenshot shows the 'Missing Punches' page with a table listing employees and their missing punches. The table has columns for Employee, Date, Schedules (Start, End), and Punches (IN, OUT). A red plus icon is visible in the 'OUT' column for Olivia Birney. A blue arrow points to this icon. Below the table, there are red error messages for each employee: 'Missing Punch Mon Aug-09 21 A Missing Punch has been identified for Olivia Birney with 1', 'Missing Punch Mon Aug-09 21 A Missing Punch has been identified for Hannah Collamore', 'Missing Punch Mon Aug-09 21 A Missing Punch has been identified for Christopher Hamlin', and 'Missing Punch Mon Aug-09 21 A Missing Punch has been identified for Sonia Mitchell'.

4. Type the time of the punch directly in the empty punch cell.

This is a close-up view of the 'Missing Punches' page. The 'OUT' cell for Olivia Birney is highlighted, and the text '5p' has been entered. A blue arrow points to the '5p' text. The error message below the row reads: 'Missing Punch Mon Aug-09 21 A Missing Punch has been identified for Olivia Birney with 1'.

5. Select the next page of employees, if you have more than one page of employees, by selecting the page drop-down list.



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