

MSS: Fixing Misaligned Punches

Misaligned punches often occur when an employee works a shift that is longer than the scheduled time. The system mistakes the Out punch for the start of a new shift. You can easily designate the misaligned punch as the end of a shift.

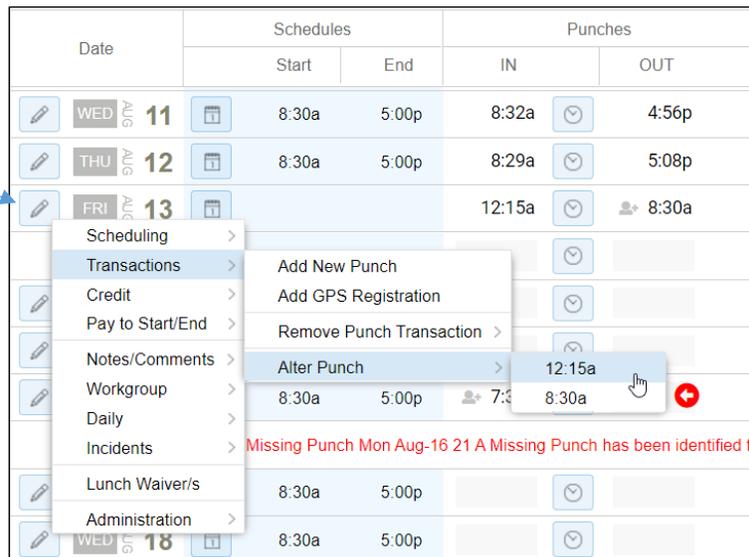
Hart, Lauren (Canton-Production-Green Line-Packaging-Default)											
Time Card		Current Period		Editing Sheet		Adjustments		Approve		Print	
Last Name	First Name	MI	ID	Badge	Pay Class	Location					
Hart	Lauren		333	333	Full Time Ho...	Canton					
Date	Schedules		Punches		Hours						
	Start	End	IN	OUT							
SUN AUG 8											
MON AUG 9	8:30a	5:00p	8:30a	4:56p	Rg1	8:26					
TUE AUG 10	8:30a	5:00p	8:23a	5:10p	Rg1	8:47					
WED AUG 11	8:30a	5:00p	8:32a	4:56p	Rg1	8:24					
THU AUG 12	8:30a	5:00p	8:29a	5:08p	Rg1	8:39					
FRI AUG 13			12:15a	8:30a	Rg3	8:15					
SCHEDULE	8:30a	5:00p									

Out punch appearing as In punch

To fix the misaligned punch:

1. Click the  icon in the employee's time card on the day of the misaligned punch.

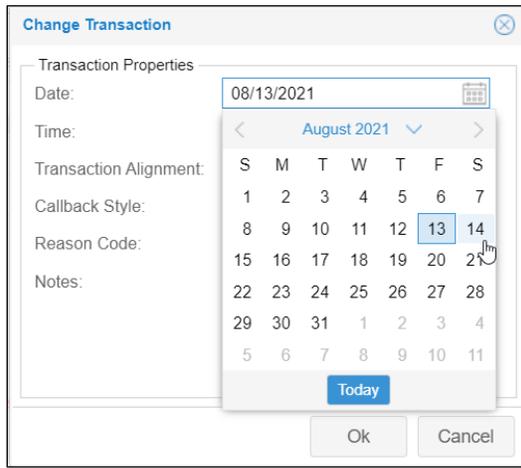
Dashboard menu item



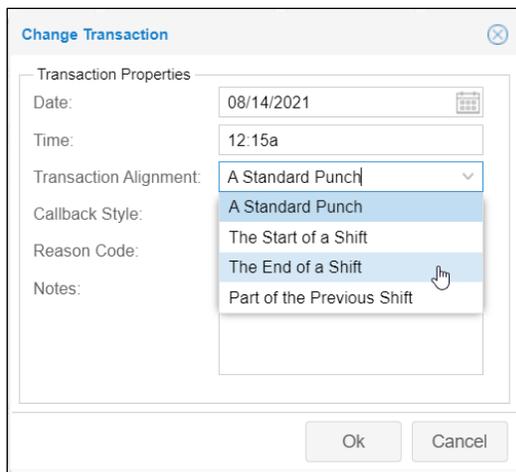
Date	Schedules	Punches		
	Start	End	IN	OUT
WED AUG 11	8:30a	5:00p	8:32a	4:56p
THU AUG 12	8:30a	5:00p	8:29a	5:08p
FRI AUG 13			12:15a	8:30a
WED AUG 18	8:30a	5:00p		

2. Click Transactions.
3. Click Alter Punch.
4. Select the misaligned punch time.

5. Adjust the date to the day the punch occurred.



6. Select **End of Shift** in the Transaction Alignment drop-down list.



7. Click the **OK** button.

The Out punch will now appear in the correct cell on the date of its associated shift.

	WED	AUG	11		8:30a	5:00p	8:32a		4:56p
	THU	AUG	12		8:30a	5:00p	8:29a		5:08p
	FRI	AUG	13		8:30a	5:00p	8:30a		12:15a

©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.