



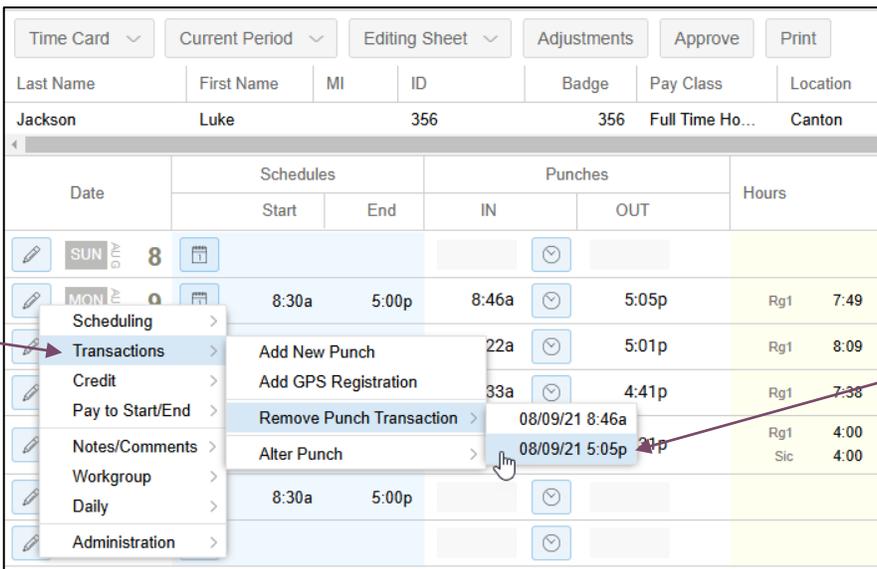
MSS: Removing Time Card Edits

This job aid explains how to remove a time card edit in Manager Self Service (MSS) in the event that an error occurs when adjusting an employee's time card. This job aid will cover how to remove:

- Added punches
- Added schedules
- Acknowledgments for time card exceptions, such as: late arrivals, early departures, absences and unscheduled punches

Removing Added Punches

If you have added a punch to an employee's time card, you can remove that punch using the convenience menu  in the time card for the date of the punch you want to remove. Select **Transactions** in the Convenience menu and select the **Remove Punch Transaction** menu item. Select the punch to remove from the list of punches that have been added on that day.



Time Card		Current Period	Editing Sheet	Adjustments	Approve	Print
Last Name	First Name	MI	ID	Badge	Pay Class	Location
Jackson	Luke		356	356	Full Time Ho...	Canton
Date	Schedules		Punches		Hours	
	Start	End	IN	OUT		
SUN 8/9/21						
MON 8/10/21	8:30a	5:00p	8:46a	5:05p	Rg1	7:49
			22a	5:01p	Rg1	8:09
			33a	4:41p	Rg1	7:38
			08/09/21 8:46a		Rg1	4:00
			08/09/21 5:05p		Sic	4:00
	8:30a	5:00p				

Select Transactions from the Convenience menu

Select punch to be removed

You can also remove a punch using the punch menu in the time card. Click the clock icon  in the Punches column and select **Remove Punch Transaction** and the punch you would like to remove from the list of punches added on that day.

Date	Schedules		Punches		Hours	Description
	Start	End	IN	OUT		
 SUN AUG 8 						
 MON AUG 9 	8:30a	5:00p	8:46a		Rg1 7:49	
 TUE AUG 10 	8:30a	5:00p	8:22a			8:09
 WED AUG 11 	8:30a	5:00p	8:33a			08/09/21 8:46a
 THU AUG 12 	8:30a	5:00p	8:31a			08/09/21 5:05p
 FRI AUG 13 	8:30a	5:00p			Sic 4:00	
 SAT AUG 14 						

Selecting a punch from either menu will display the *Remove Punch Transaction* window. In the *Remove Punch Transaction* window, you can add a reason code and a note for the transaction.

Remove Punch Transaction ✕

Enter transaction date and time

Date: 

Time:

Reason Code: No Reason Given 

Notes:

- No Reason Given
- Left Early - Unexcused
- No Call No Show
- Tardy - Excused
- Tardy - Unexcused
- Left Early - Excused
- Absent - Excused
- Absent - Unexcused

Remove Punch Transaction ✕

Enter transaction date and time

Date: 

Time:

Reason Code: Left Early - Excused 

Notes:

Luke left early due to illness.

Removing Added Schedules

A schedule you or another user has added to an employee time card can be removed in the employee's Schedules page. From the Time Card drop-down list in the header of the employee's time card, select the **Schedules** menu item.

The screenshot shows the top navigation bar of the employee time card interface. It includes a 'Time Card' dropdown menu, 'Current Period', 'Editing Sheet', 'Adjustments', and 'Approve' buttons. Below this is a form for employee information: First Name (Matthew), MI, ID (201), Badge (201), and Pay Class (Part Time Ho...). The 'Schedules' menu item is highlighted in the dropdown. Below the form is a table with columns for 'Schedules' (Start, End) and 'Punches' (IN, OUT). The table shows a weekly schedule from Sunday (8h) to Saturday (8h). An 'ADJUSTMENT' banner is visible, stating 'Add Schedule 08/13/21 12:00p to: 5:00p AODTECH 08/12/21 2:27p'.

Locate the date of the added schedule in the Schedules page calendar and click the schedule banner.

The screenshot shows a calendar view for August. The days are Thursday (5th), Friday (6th), and Saturday (7th) in the first row, and Thursday (12th), Friday (13th), and Saturday (14th) in the second row. Each day has a schedule banner. The banner for Friday, August 13th, is highlighted with a red dashed box and a red arrow pointing to it. The banner text is '12p 5p 4½ h'.

Enable the Remove this Schedule check box and click the **OK** button.

The screenshot shows a dialog box titled "Adjust Schedule" with a close button (X) in the top right corner. It is divided into two main sections: "Schedule Properties" and "Workgroup".

Schedule Properties:

- Date: 8/13/21
- Type of Schedule: Normal Work Schedule
- Benefit: Sick
- Start Time: 12:00p
- End Time: 5:00p
- Hours: 4:30
- Rate: 0.0000
- Schedule Style: None
- Remove this Schedule: (indicated by a red arrow)

Workgroup:

- Location: Ann Arbor
- Department: Production
- Line: Blue Line
- Position: Post Assembly

At the bottom right, there are two buttons: "Ok" (indicated by a red arrow) and "Cancel".

The schedule will no longer appear in the Schedules page calendar or in the employee's time card.

12	August	13	August
4p / 10p 5½h		+	
+			

Removing Acknowledgements

If you have acknowledged a time card exception, such as a tardy, a left early or absence in an employee time, you can cancel the acknowledgement directly in the time card or in the Adjustments panel.

Time Card		Current Period		Editing Sheet		Adjustments	Approve	Print	<	Ince, Amy	>	
Last Name	First Name	MI	ID	Badge	Pay Class	Location	Depa					
Ince	Amy		353	353	Part Time Ho...	Canton	Store					
Date	Schedules		Punches		Hours	Description						
	Start	End	IN	OUT								
SUN AUG 8	8:30a	1:00p	8:31a	1:02p	Wk1	4:31						
MON AUG 9												
TUE AUG 10	11:00a	5:00p	12:57p	5:05p	Rg1	4:08		Tardy				
WED AUG 11												

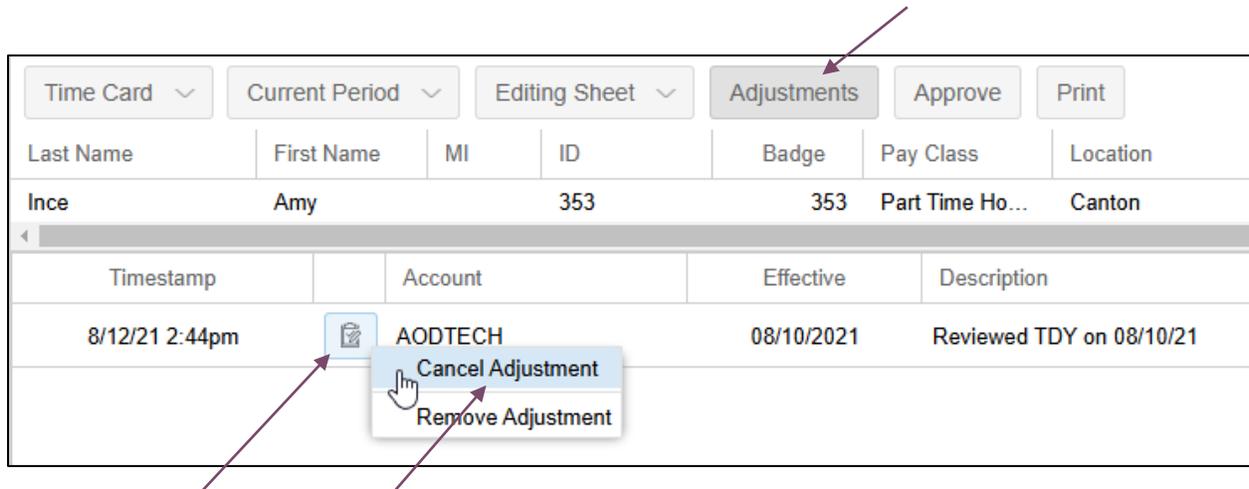
TUE AUG 10	11:00a	5:00p	12:57p	5:05p	Rg1	4:08		Tardy				
WED AUG 11												

TUE AUG 10	11:00a	5:00p	12:57p	5:05p	Rg1	4:08	Tardy (Ack.)				
ADJUSTMENT		Reviewed TDY on 08/10/21 AODTECH 08/12/21 2:39p									

To remove the acknowledgement in the time card, select the clipboard icon  for the acknowledge adjustment and select **Cancel Adjustment**.

TUE AUG 10	11:00a	5:00p	12:57p	5:05p	Rg1	4:08	Tardy (Ack.)				
ADJUSTMENT		Reviewed TDY on 08/10/21 AODTECH 08/12/21 2:39p									
		Cancel Adjustment									
		Remove Adjustment									

Another way to remove the acknowledgement is to select the Adjustments button in the time card header. Locate the acknowledgement transaction you want to remove in the list of adjustments and click the clipboard icon  for the adjustment. Click **Cancel Adjustment** to remove the adjustment from the list and the employee time card.



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