Missing Punches
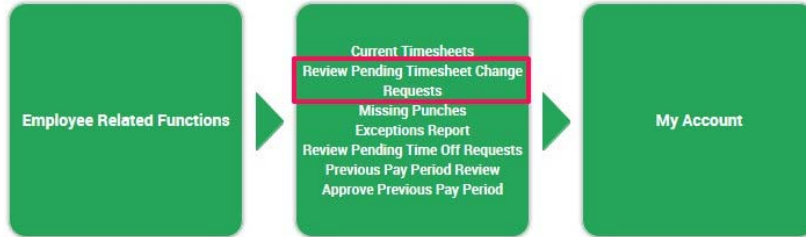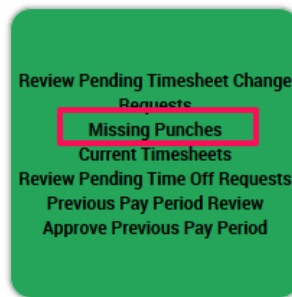
1. From your Dashboard go to *Manage Time > Review Pending Timesheet Change Requests* and approve any pending requests BEFORE reviewing Missing Punches

2. Go back to your dashboard by selecting the icon in the top left corner of your screen, then go to *Manage Time > Missing Punches*


3. Select the icon on the left to go directly to the Employee's *Timesheet* for that particular day

	FIRST NAME	LAST NAME	EMPLOYEE EIN	DATE	SCH. TIME IN	SCH. TIME OUT	ACTUAL TIME IN	ACTUAL TIME OUT	# INCOMPLETE TIME ENTRIES
	starts with	starts with	starts with	=	=	=	=	=	>
									0
	Jennifer	Jones	Default	04/21/2016	06:00a	01:00p	08:00a		1

4. Since you are not able to edit the Employee's *Timesheet*, you can either leave a *Note* on that date for the employee, however, there is no notification sent to them that this note is here. Or, you can notify them directly to submit a *Change Request* to modify their in/out punch

	EXTRA PAY	TIMESHEET	EXCEPTIONS	CALC. DETAIL	SUMMARY BY DAY			
COST CENTER 1		TIME OFF		IN DATE	FROM	TO	RAW TOTAL	CALC. TOTAL
AGI Business/Glendora				Thu 1	11:23a		0.00	0.00
						Day Total:	0.00	0.00
						Timesheet Total:	55.69	55.61
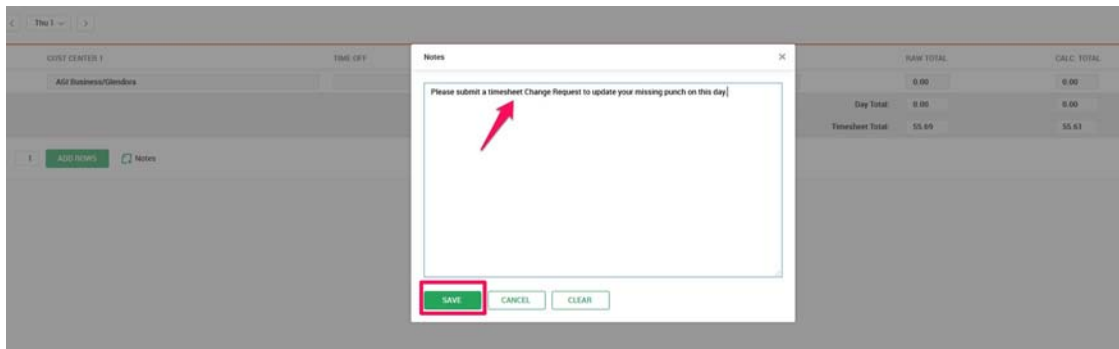
5. Select **SAVE**

6. Review the remaining *Missing Punches* on your report and ensure all employees are submitting *Change Requests* to update these punches. If employees remain on this report, their *Timesheet* hours will not be correct for payroll.