Adding a Punch to an Employee Time Card

When an employee forgets to punch in or out for the day, for lunch, or for a break, you can add a punch to his or her time card.

Follow the steps below to add a punch to a time card. Screenshots illustrating these steps follow on the next page.

1 Select **Time Cards** from the Daily Operations menu.

2 Click any link (Last Name, First Name, or ID, for example) to select the employee for which you need to add a time card punch.

3 Right click the date where the punch needs to be added, select Adjustments, and then select Add a Punch.

4 On the Add a New Punch for This Employee window, enter the Date and Time and then make entries and selections as needed, noting the instructions below, and then click **Ok**.

Field	Options
Transaction Type	• Standard: The default and generally the selection for most punches. • Transferred: If the employee is punched in and will continue to work in a different department, select transfer. Doing is not a punch out; the employee will punch out at the end of the day as usual. • Callback: For employees who work on call, select this option for on-call time that they worked.
Stations	Generally, leave the default. For companies that have multiple time clocks (most companies do not), select the correct time clock for the punch.
Reason Code	If you use the Time and Attendance Incidents module to assign points to employees who do not use the time clock or who forget to punch in or out, you must select a Reason code from the dropdown list.

Payroll Manager 👤

▼ Daily Operations

Payroll Monitor

Payroll Manager Dashboard

Supervisor Dashboard

Time Cards

▶ Scheduling

▶ Interactive Summaries

▶ Reports

⬛⬛ Period 📊 Excel 📕 Print Preview

Time Cards

Employee	REG	OT	PTO	VAC	Totals
Totals	4994:30	74:15	88:00	196:00	5352:45
Addison, Irene S	33:00				33:00
Allen, Connie T	40:00	0:15			40:15
Anderson, Brian Ja	40:00	2:15			42:15
Anderson, Heather E					
Antonia, Demetria K	17:00				17:00

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Time Cards

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▶ Interactive Summaries

▶ Reports

▶ Operations

▶ Employee Lists

▶ Logs

▶ Configuration

Learning Center

Pages [Time Card ▼]   Pay Periods [Current Period ▼]
[Installation ▼]   Cost Center [**Default** ▼]

Addison, Irene S (Illinois, Installation, **Default)**

Last Name	First Name	ID	Badge	Location
Addison	Irene	250	250	Illinois

	Date	Schedule			Punches	
	Date	Start	End		In	Out
Sa	Aug-27					
Su	Aug-28					
Mo	Aug-29	15:00	23:30	📄	14:51	23:25
Tu	Aug-30	15:00	23:30	📄	14:52	23:41
We	Aug-31	15:00	23:30		14:56	23:25
Th	Sep-1	15:00	23:30			

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🖩 Scheduling ▶	📄
🖊 Adjustments ▶	🖥 Add a Punch
Workgroup Ops ▶	👥 Credit/Debit Hours
Notes/Comments ▶	💰 Credit/Debit Dollars
⊡ Review ▶	🕐 Credit Worked Time

Pe...

Pay De...

Regula...

Totals...

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Add a New Punch for This Employee	
Date	9/1/2011 ⌄
Time	8:00a ⌄
Transaction Type	Standard Transaction ▼
Station	None ▼
Reason	[no reason given] ▼
	Ok Cancel

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