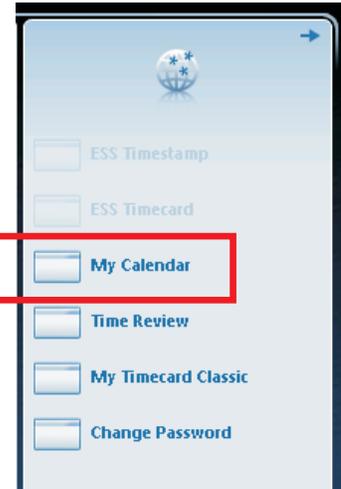


## Correcting a Missed Punch using the Navigator

**NOTE:**

- Because Exempt Employees only punch once a day, the system will not automatically recognize missed punch. If you fail to punch, it will recognize the punch as an unexcused absence.



**1** Select **My Calendar** from your related items. This will make your **My Calendar** become your primary workspace.

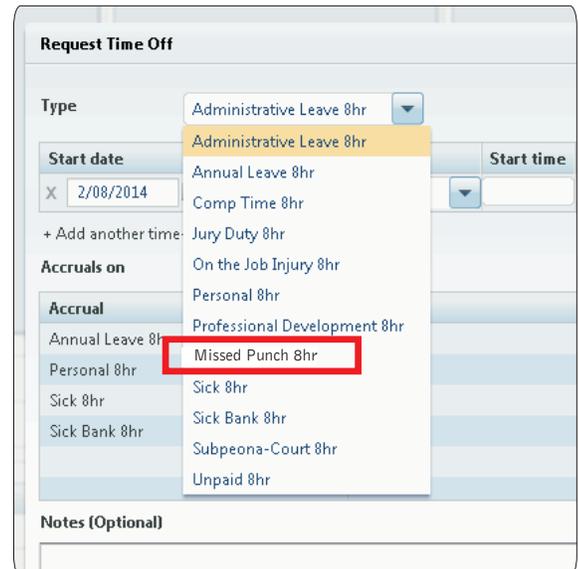
**2** Click **Request Time Off** that is located at the top center of the **My Calendar** workspace.

**3** Click the drop-down arrow by **Type** and choose **Missed Punch Request**.

**4** Choose the **Start Date** and **End Date** for the day that you failed to punch.

**5** Choose the **Duration**. If you worked the whole day then you will choose **Full Day** and if you only worked for half a day then you will choose **Half Day**.

**6** Click **Submit**. This will submit your missed punch request to your Supervisor. Once it is approved, it will give you credit for working the full day or half day.



**Request Time Off**

Type: Administrative Leave 8hr

Start date: 2/08/2014

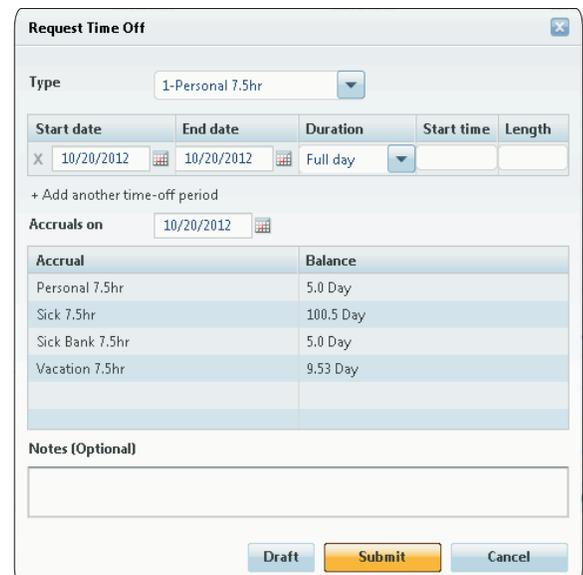
Start time: [dropdown]

Accruals on: [dropdown]

Accrual:

- Annual Leave 8hr
- Personal 8hr
- Sick 8hr
- Sick Bank 8hr
- Professional Development 8hr
- Missed Punch 8hr**
- Jury Duty 8hr
- On the Job Injury 8hr
- Sick 8hr
- Sick Bank 8hr
- Subpeona-Court 8hr
- Unpaid 8hr

Notes (Optional)



**Request Time Off**

Type: 1-Personal 7.5hr

Start date	End date	Duration	Start time	Length
X 10/20/2012	10/20/2012	Full day		

+ Add another time-off period

Accruals on: 10/20/2012

Accrual	Balance
Personal 7.5hr	5.0 Day
Sick 7.5hr	100.5 Day
Sick Bank 7.5hr	5.0 Day
Vacation 7.5hr	9.53 Day

Notes (Optional)

**Draft** **Submit** **Cancel**

## Time Off Request using the InTouch

- 1** Press the **Time-Off Request** soft key.
- 2** Swipe your **Badge** or enter your badge **ID number** and **Scan Finger**.
- 3** Select the request type of **Missed Punch**. Use the arrows to scroll down.
- 4** Select **Submit Request**.
- 5** Choose the **Start Date** and **End Date** for the day that you failed to punch.
- 6** Select the **Duration** of the missed punch request; **Full Day** if you worked the whole day and **Half Day** if you worked only a half day.
- 7** Select the **Start time** of the request. The start time should be the time that you are started work.
- 8** Select the **Length** of the request. The length will be the amount of time that you worked.
- 9** Click **Submit**.

