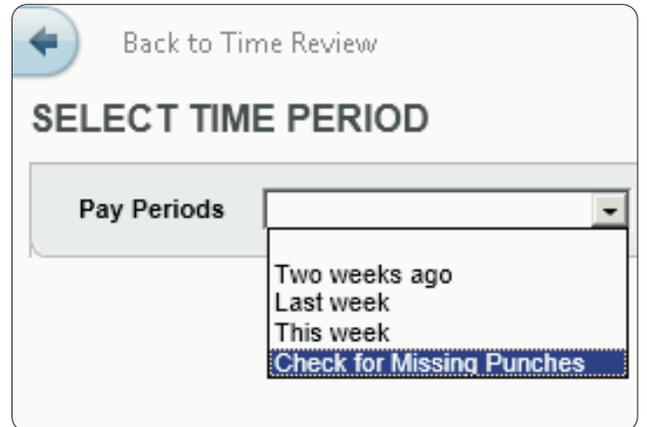


## Correcting a Missed Punch using the Navigator

- 1** Click **Time Review** in the Related Items area.
- 2** Choose **Check for Missing Punches**.
- 3** Choose the **Date** of the missed punch. Note: You will see "(Missed)" by the date of the Missed Punch. If it is not listed, you may have to continue punching and try again either after another punch or the following day.
- 4** Enter the **Missing Punch Time** in the open field. Note: The punches for the day are listed above Enter Missing Punch for you to review and make sure you are entering the correct missed punch.
- 5** Make sure the **Date** is correct. The date defaults from the previous screen so it should always be correct.
- 6** Enter a comment in the **Notes** field to indicate the reason or explanation for the missed punch. Note: This field is required therefore you must enter something to submit the request.
- 7** Click **Submit**. The request will be routed to your Supervisor for approval. It will not appear on your timecard until it is approved.



### CURRENT PUNCHES

i Punches for 9/20/2012

Punch Time	
2:18PM	
<b>Enter Missing Punch</b>	
<input type="text" value="7:30 AM"/>	<input type="text" value="9/20/2012"/> <input type="button" value="Calendar"/>
<b>Notes:</b> <input type="text" value="I forgot to punch when I began work."/>	

## Correcting a Missed Punch for Non-Exempt Employees

### Correcting a Missed Punch using the InTouch

- 1** Press the **Review Time-Correct Missed Punch** soft key.
- 2** Swipe your **Badge** or enter your badge **ID number** and Press **Enter**.
- 3** Select **Check for Missing Punches**.
- 4** Choose the **Date** of the missed punch.  
Note: You will see “(Missed)” by the date of the Missed Punch. If it is not listed, you will have to continue punching and try again either after another punch or the following day.
- 5** Enter the **Missed Punch Time** by using the keypad on the screen. Make sure to choose AM/PM and press **Enter**.
- 6** Enter the **Missed Punch Date** if it is not already correct. It should be correct based on the selection on the previous screen. Press **Enter**.
- 7** Press **Edit and** enter in the **Notes** field a free-form explanation for the missed punch and Press **Enter**.  
Note: This is a required field therefore you must enter an explanation for the punch to be successful.
- 8** Make final review and click **Submit**.  
Note: The missed punch is routed to your Supervisor for approval therefore the punch time will not populate in your timecard until your Supervisor approves.

