

## 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.

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Select Time Cards from the Daily Operations menu.

- 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.
- Right click the date where the punch needs to be added, select Adjustments, and then select Add a Punch.
- 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	<ul> <li>Standard: The default and generally the selection for most punches.</li> </ul>
	• 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.

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Daily Operat	iona							
Daily Operat	ions	Employee	REG	от	РТО	VAC	Totals	
ayroll Monitor		Totals	4994:30	74:15	88:00	196:00	5352:45	
ayroll Manager D	ashboard	Addison, Irene S	2 33:00				33:00	
upervisor Dashbo	pard	Allen, Connie T	40:00	0:15			40:15	
Time Cards		Anderson, Brian Ja	40:00	2:15			42:15	
Scheduling		Anderson, Heather	E ( 17.00				17.00	
Interactive S	Summarias	Antonia, Demetria k	17:00				17:00	
Poporto	*Payroll	•	Pages Time	Card 💌	Pay Perio	ds Current F	Period	•
Reports	Manager	<u> </u>	Installation 💌	Cost Cente	r **Default	** 🔻		
	Hanager		Addison. Ir	ene S (Illii	nois. Ins	tallation.	**Defaul	lt**)
	▼ Daily Opera	tions						
	Payroll Monitor		Last Name	First Na	ime ID		Badge Lo	ocation
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Date	9/1/2011 ≯			
Time	8:00a ¥			
Transaction Type	Standard Transaction			
Station	None			
Reason	[no reason given]			
	Ok Cancel			

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