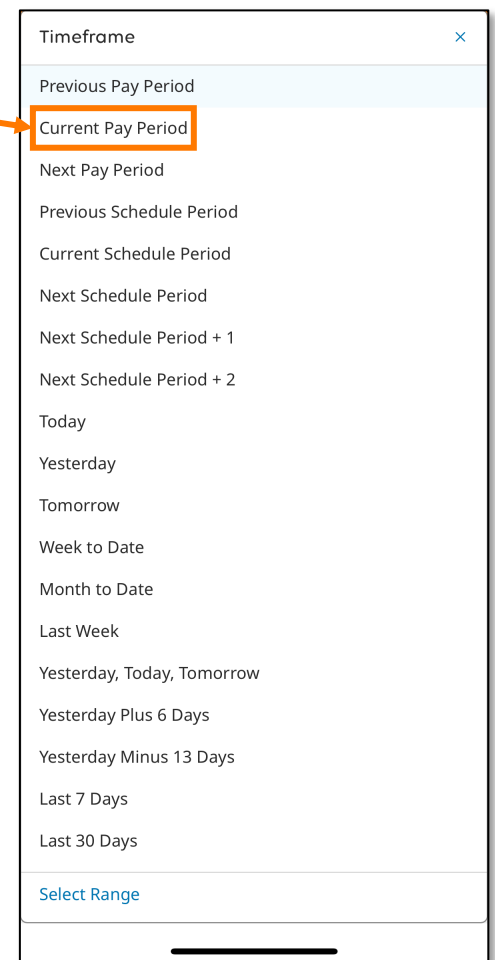
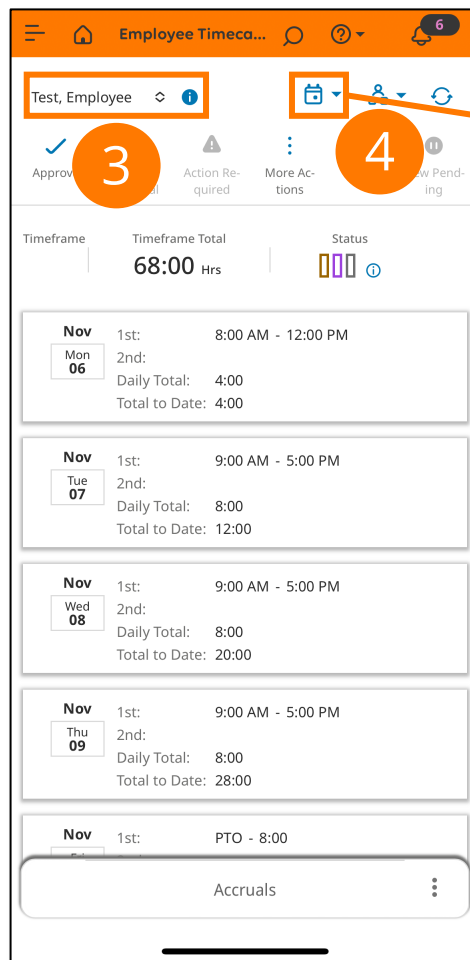
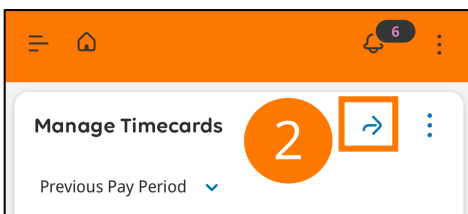
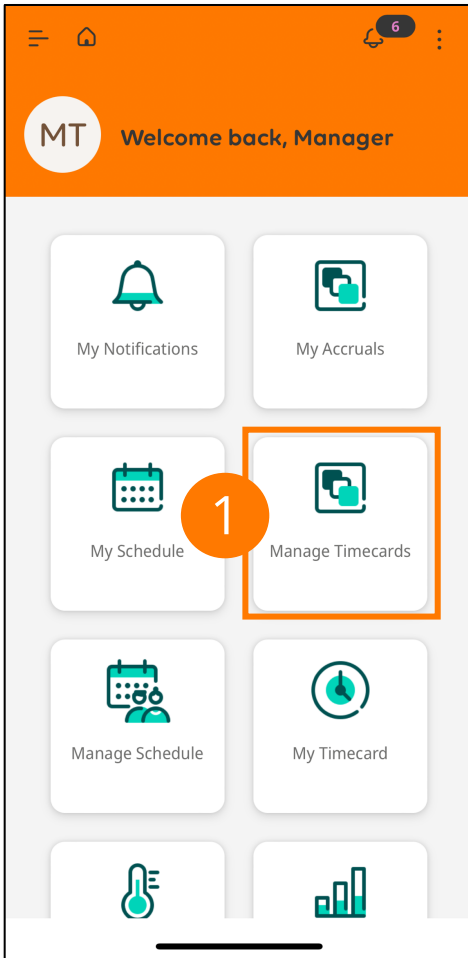


Manage Missed Punches

1. Tap the **Manage Timecards** tile.
2. Tap the **arrow** in the upper right corner to go to all team member timecards.
3. Use the employee drop-down to locate the **team member** whose missed punch you would like to manage.
4. Make sure the **timeframe** is set to the Current Pay Period.



Manage Missed Punches (Continued)

5. Locate the missed punch as indicated by a red mark and tap the **date**.
6. Enter the missing punch **time**.
7. Tap **Save** in the bottom right corner.
8. The missed punch has been updated on the Employee Timecard screen.

