

Mobile Manage Missed Punches

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID

6 MT Welcome back, Manager \bigcap My Notifications My Accruals Manage Timecards My Schedule Manage Schedule My Timecard 6 **Manage Timecards** Previous Pay Period 🗸

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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.

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est, Employee 🗢 🕕 🗇 🗘 🗸 🗘	Previous Pay Period
	Current Pay Period
Action Re- More Ac-	Next Pay Period
	Previous Schedule Period
neframe Timeframe Total Status 68:00 нrs	Current Schedule Period
	Next Schedule Period
Nov 1st: 8:00 AM - 12:00 PM	Next Schedule Period + 1
06 Daily Total: 4:00	Next Schedule Period + 2
Iotal to Date: 4:00	Today
Nov 1st: 9:00 AM - 5:00 PM	Yesterday
07 Daily Total: 8:00	Tomorrow
Iotal to Date: 12:00	Week to Date
Nov 1st: 9:00 AM - 5:00 PM	Month to Date
Daily Total: 8:00	Last Week
Iotal to Date: 20:00	Yesterday, Today, Tomorrow
Nov 1st: 9:00 AM - 5:00 PM	Yesterday Plus 6 Days
09 Daily Total: 8:00	Yesterday Minus 13 Days
Iotai to Date: 28:00	Last 7 Days
Nov 1st: PTO - 8:00	Last 30 Days
Accruals	Select Range



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.

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Test, Employee 🗢 🚺 🗮 🛱 🔻 🗘	< 11/16 🛕	>	Test, Employee 💠 🗊 📅 🔻 🖧 👻 🗘
Approve Remove Action Re- More Ac- Approval quired tions ing	Timeframe Total to Date Status 60:00 Hrs		Approve Remove Action Re- More Ac- View Pend- ing
Nov 1st: 9:00 AM - 5:00 PM	Shift Total -:-	⊙ :	Nov 1st: 9:00 AM - 5:00 PM Mon 2nd:
Nov 1st: 9:00 AM - 5:00 PM Tue 2nd: - Daily Total: 8:00 - Total to Date: 52:00	Punch Out 5:00 PM		Nov 1st: 9:00 AM - 5:00 PM Tue 2nd:
Nov 1st: 9:00 AM - 5:00 PM Wed 2nd:	Add Punch Add Paycode		Nov 1st: 9:00 AM - 5:00 PM Wed 2nd:
Nov 1st: - 5:00 PM Thu 2nd: - 16 Daily Total: - ∆ Total to Date: 60:00			Nov 1st: 9:00 AM - 5:00 PM Thu 2nd: Daily Total: 8:00 Total to Date: 68:00
Nov 1st: 9:00 AM - 5:00 PM Fri 2nd: Daily Total: 8:00 Total to Date: 68:00		7	Nov 1st: 9:00 AM - 5:00 PM Fri 2nd: Daily Total: 8:00 Total to Date: 76:00
Accruals :	Cancel	Save	Accruals