ENTER A MISSED TIME PUNCH

From the Actions button on your profile page:

1. Go to Time and Leave > Add Time Clock Event.

Actions		
Actions		
Benefits Business Process Compensation Payroll Personal Data	> > > >	
Talent Time and Leave Workday Account Worker History	> > > >	Enter My Time Request Absence View Time Off
Favorite Preferences Security Profile	> >	Add Time Clock Event View Time Off Balance View Time Off Results by Period View Carryover Balances

2. Enter the **Date** of the missed punch.

Add Clock Event

Worker	*	Test Employee	
Date	*	08 / 15 / 2017	
Time	*	10:23 AM	
Time Zone		GMT-05:00 Eastern Time (New York)	
Event Type	*	select one	\sim
Details			
Comment			//
ОК		Cancel	

- 3. Enter the **Time** of the missed punch.
- 4. Select whether it was a Check-in, Check-out or Check-out (meal).
- 5. You are required to enter a comment when adding a time clock.
- 6. Click OK.



<u>Note</u>: This will be routed to your manager. You should be using the Check In and Check Out buttons in the Time worklet, and this is only to be used when you miss a punch. HR will be auditing these punches to ensure there is no abuse of the process.

