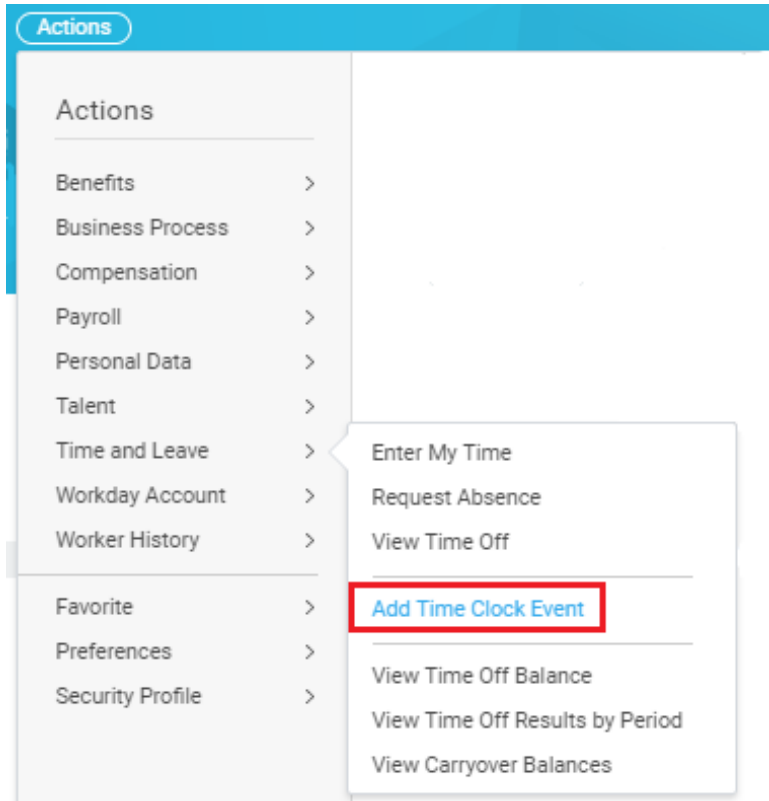## ENTER A MISSED TIME PUNCH

From the Actions button on your profile page:

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

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

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**.

Note: 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.