



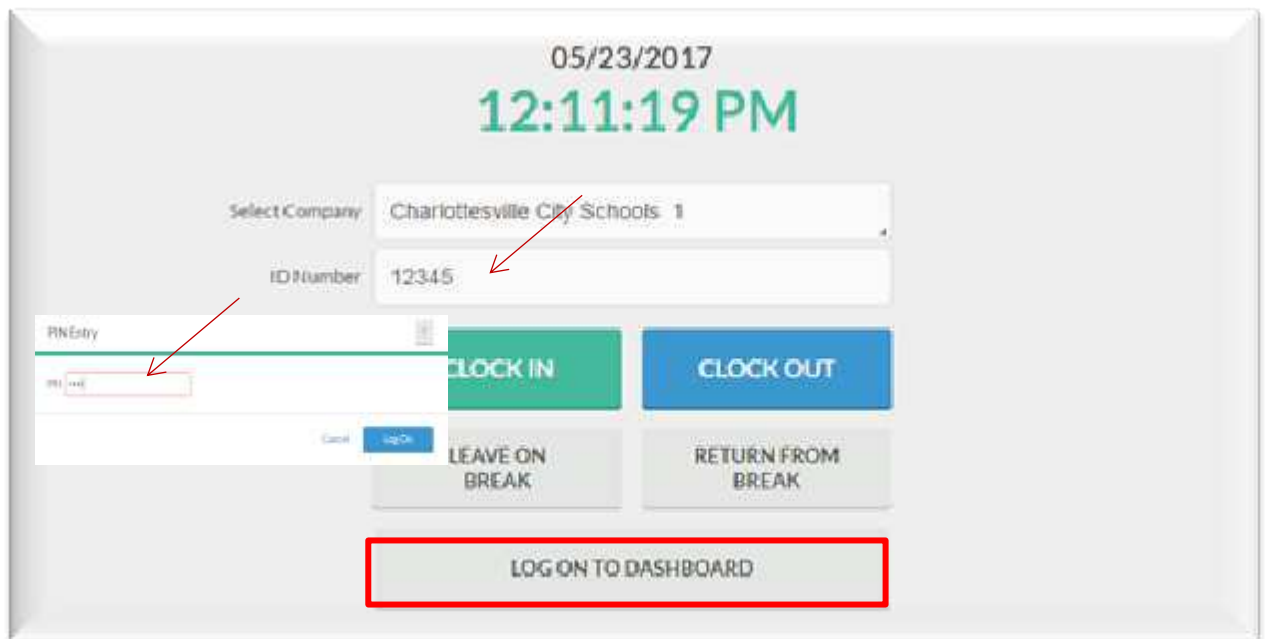
# Correcting A Missed Punch

Salaried Non Exempt & Hourly Staff

Version 5-23-17

When you miss a clock in/out, the next time you attempt to clock in/out, you will be prompted to correct the missed punch. This guide will teach you how to correct missed punches.

## Step 1



05/23/2017  
12:11:19 PM

Select Company: Charlottesville City Schools 1

ID Number: 12345

RNEntry

PIN: [ ]

LOG ON

CLOCK IN

CLOCK OUT

LEAVE ON BREAK

RETURN FROM BREAK

LOG ON TO DASHBOARD

- Launch **WebClock** (Using the Kiosk or Web Browser from any computer) and enter your **Employee ID Number**
- Choose **LOG ON TO DASHBOARD**
- Enter Your **PIN** (Last 4 of Your Social Security Number) and Click **LOG ON**

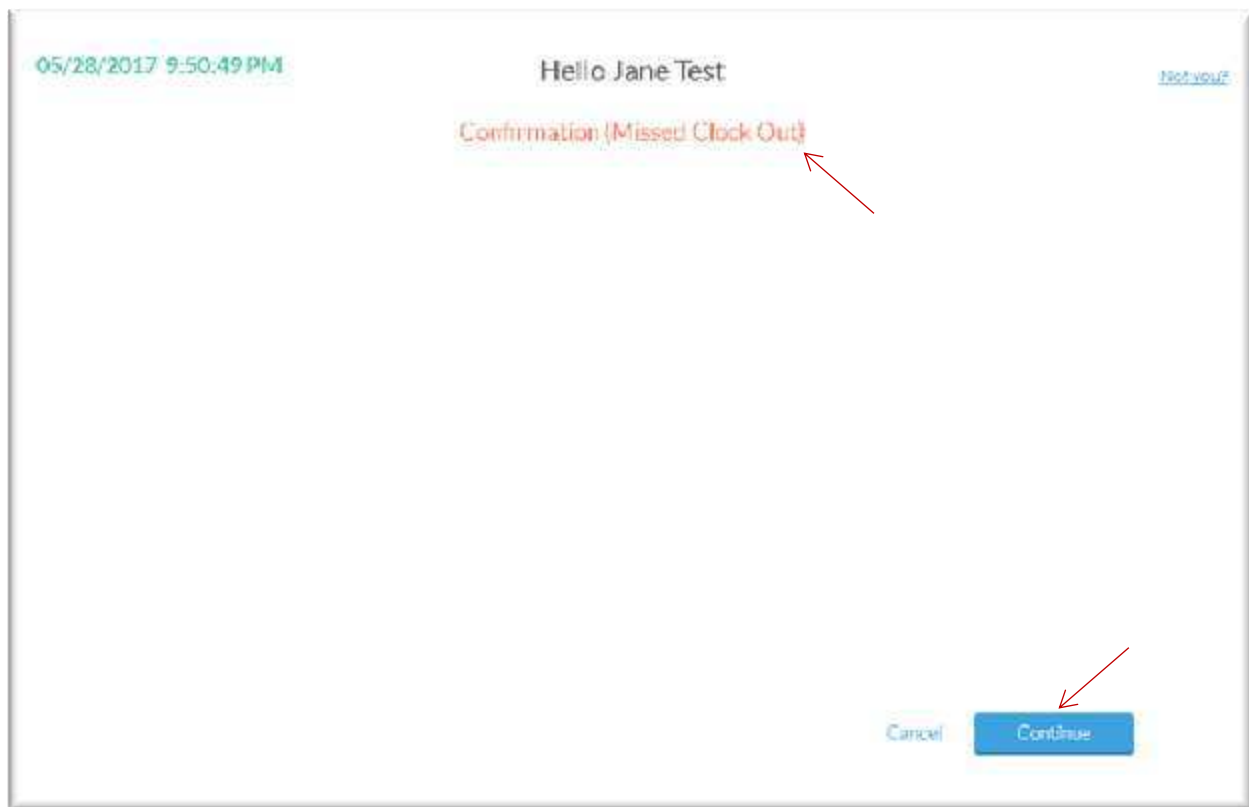


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## Step 2



- You will receive a notice on your Confirmation Screen telling you that you have a missed punch. Click Continue.

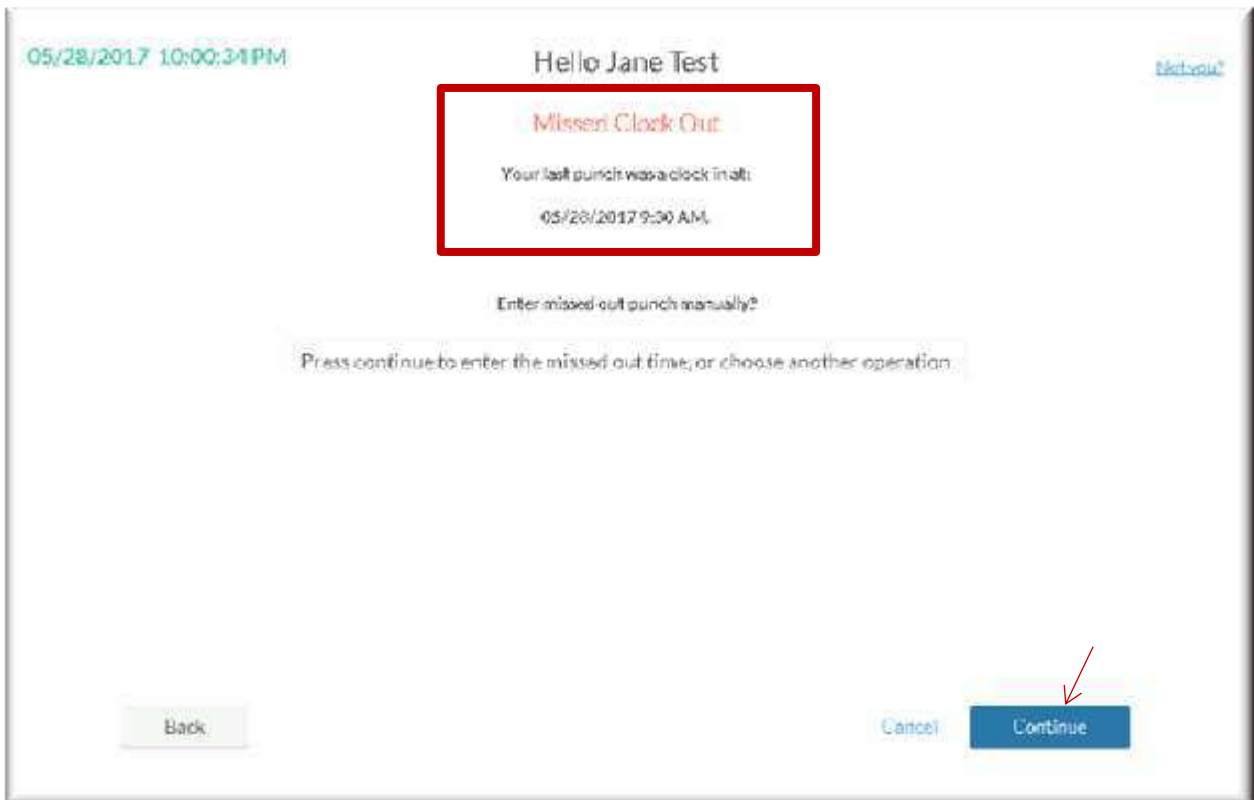


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## Step 3



The screenshot shows a mobile application interface for Jane Test. At the top left, the date and time are 05/28/2017 10:00:31 PM. The user is greeted with 'Hello Jane Test'. A red-bordered box highlights a notification: 'Missed Clock Out: Your last punch was a clock in at: 05/28/2017 9:00 AM.' Below this, it asks 'Enter missed out punch manually?'. A text box contains the instruction 'Press continue to enter the missed out time, or choose another operation.' At the bottom, there are three buttons: 'Back', 'Cancel', and 'Continue'. A red arrow points to the 'Continue' button.

- This screen gives you more information about your missed punch Click Continue



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## Step 4



05/28/2017 10:09:51 PM

Hello Jane Test

Time Entry (Missed Clock Out)

Datein 05/28/2017 9:30 AM

Dateout 05/28/2017 4:00 PM

Note: I Forgot to Clock Out

Back Cancel Continue

- Verify the date of your missed punch. Correct if needed.
- Choose the Clock In/Out time that you missed previously
- Enter a note explaining your missed punch
- Click Continue

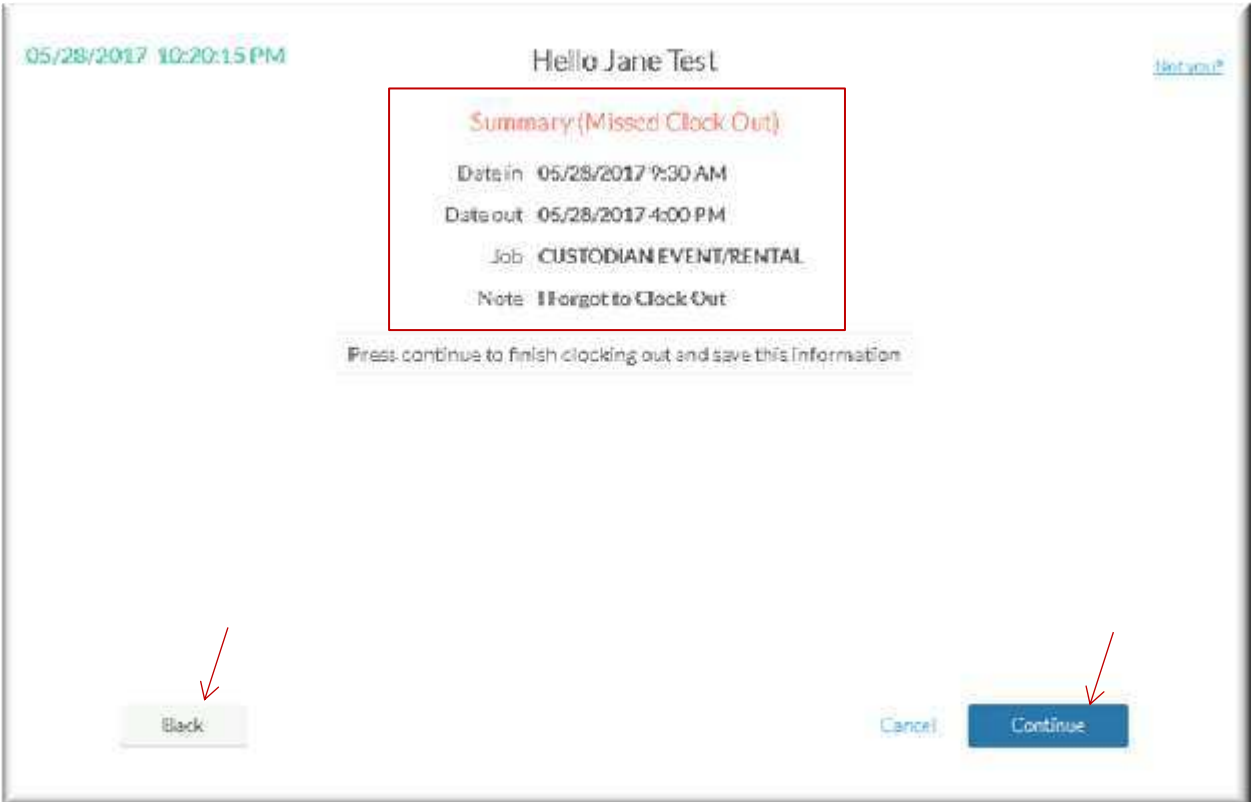


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## Step 5



05/28/2017 10:20:15 PM

Hello Jane Test [Logout](#)

**Summary (Missed Clock Out)**

Date in: 05/28/2017 9:30 AM  
Date out: 05/28/2017 4:00 PM  
Job: CUSTODIAN EVENT/RENTAL  
Note: I forgot to Clock Out

Press continue to finish clocking out and save this information

Back Cancel Continue

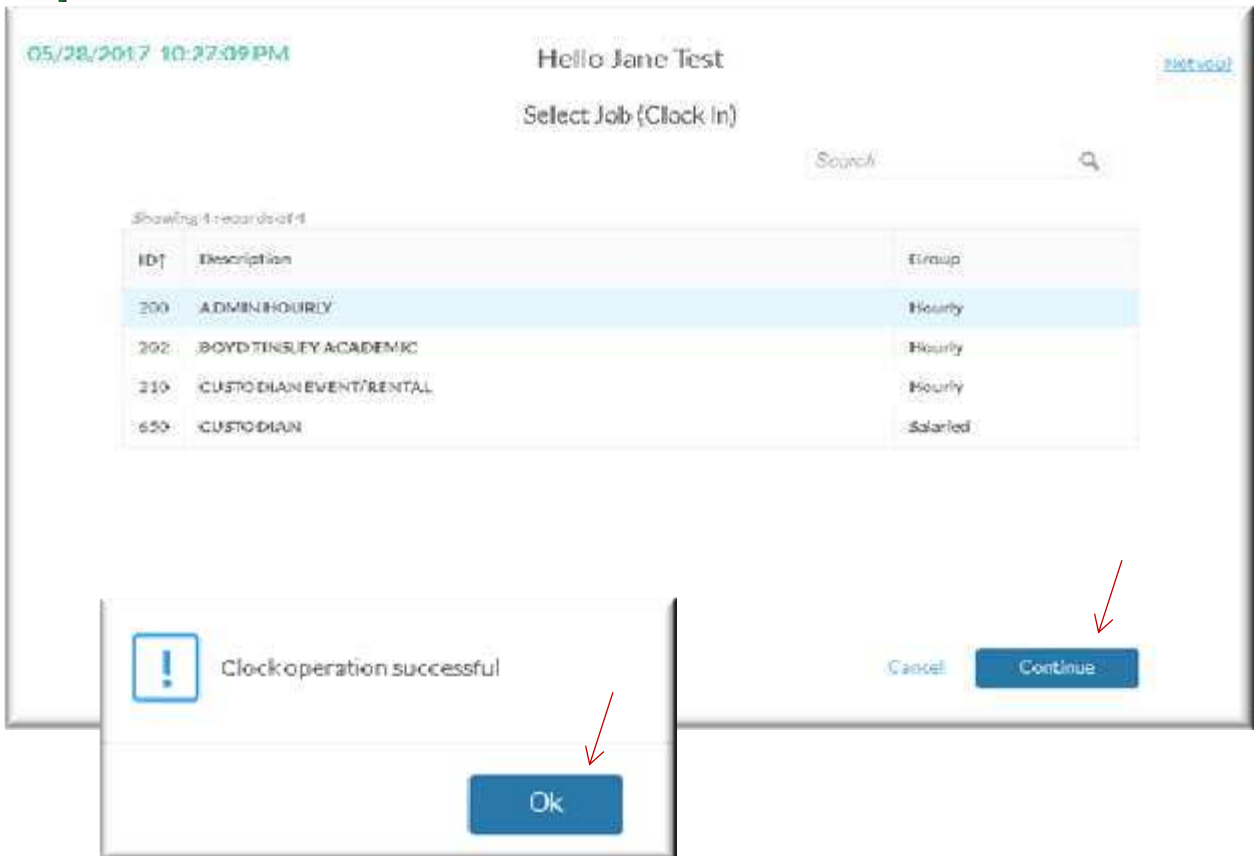
- You will now see a Summary of the corrections you have made. If everything looks correct, click Continue. If you need to make a change, click the Back button to make the corrections.

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Version 5-23-17

## Step 6



05/28/2017 10:27:09PM Hello Jane Test [Logout](#)

Select Job (Clock In) Search

Showing 4 records of 4

ID	Description	Group
200	ADMIN/HOURLY	Hourly
202	BOYD TINSLEY ACADEMIC	Hourly
210	CUSTODIAN EVENT/RENTAL	Hourly
650	CUSTODIAN	Salaried

! Clock operation successful

Cancel Continue

Ok

- Now that your missed punch has been corrected, you are ready to continue with your clock operation
- If you are clocking in, choose your job and then click Continue and you will receive an alert that your Clock operation was successful!