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

- 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

This screen gives you more information about your missed punch. Click Continue.
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Step 4

- 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

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.
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!