



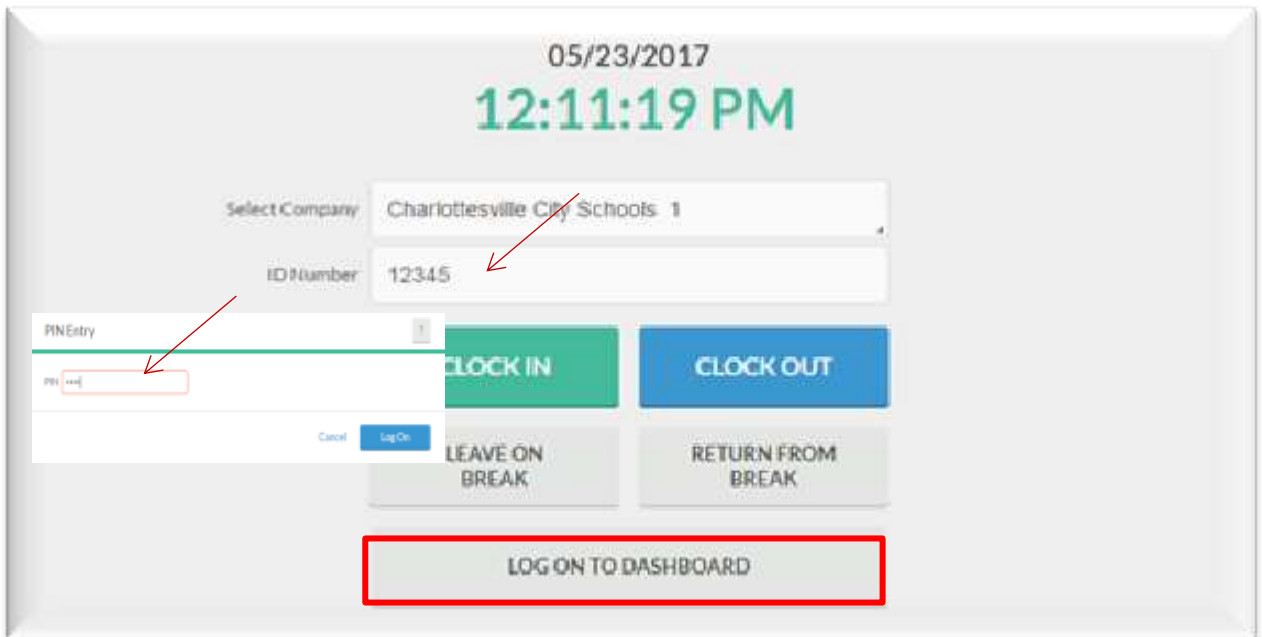
Correcting A Missed Punch

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

PIN Entry: [PIN field]

Buttons: 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**

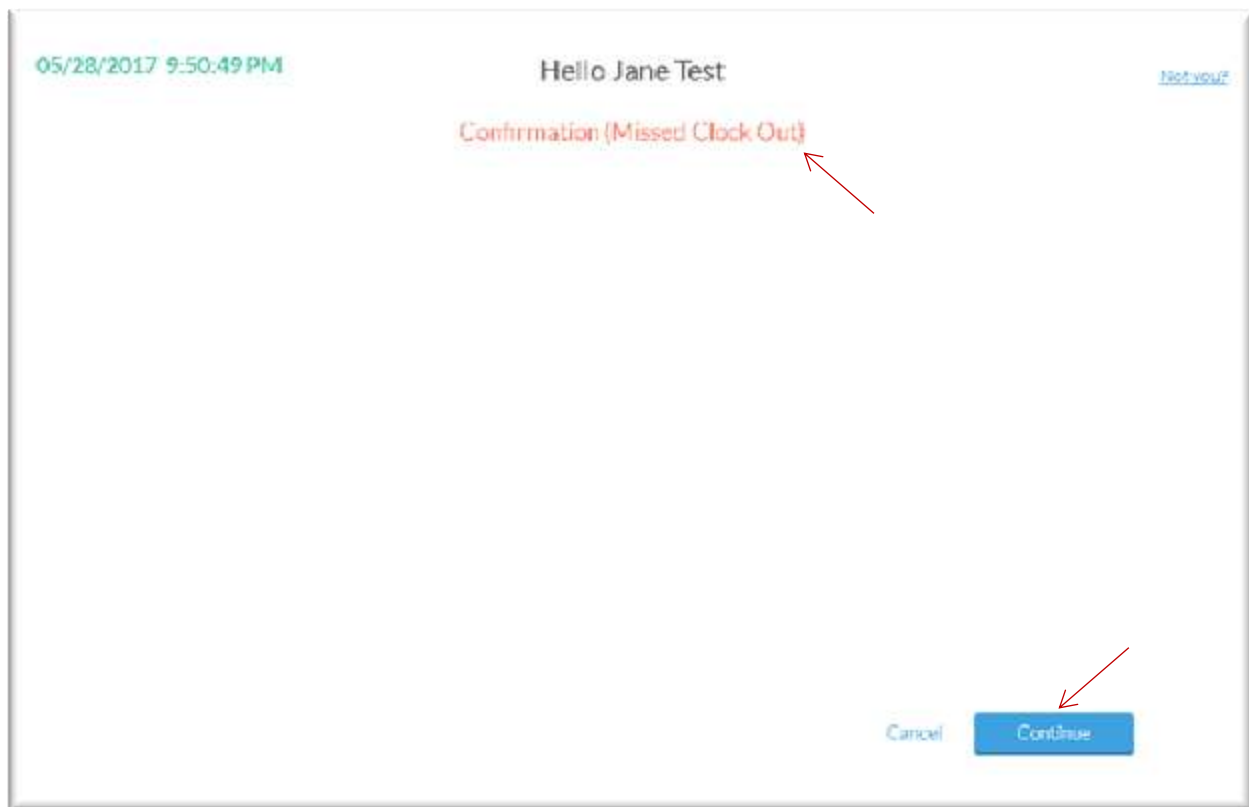


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Step 2



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

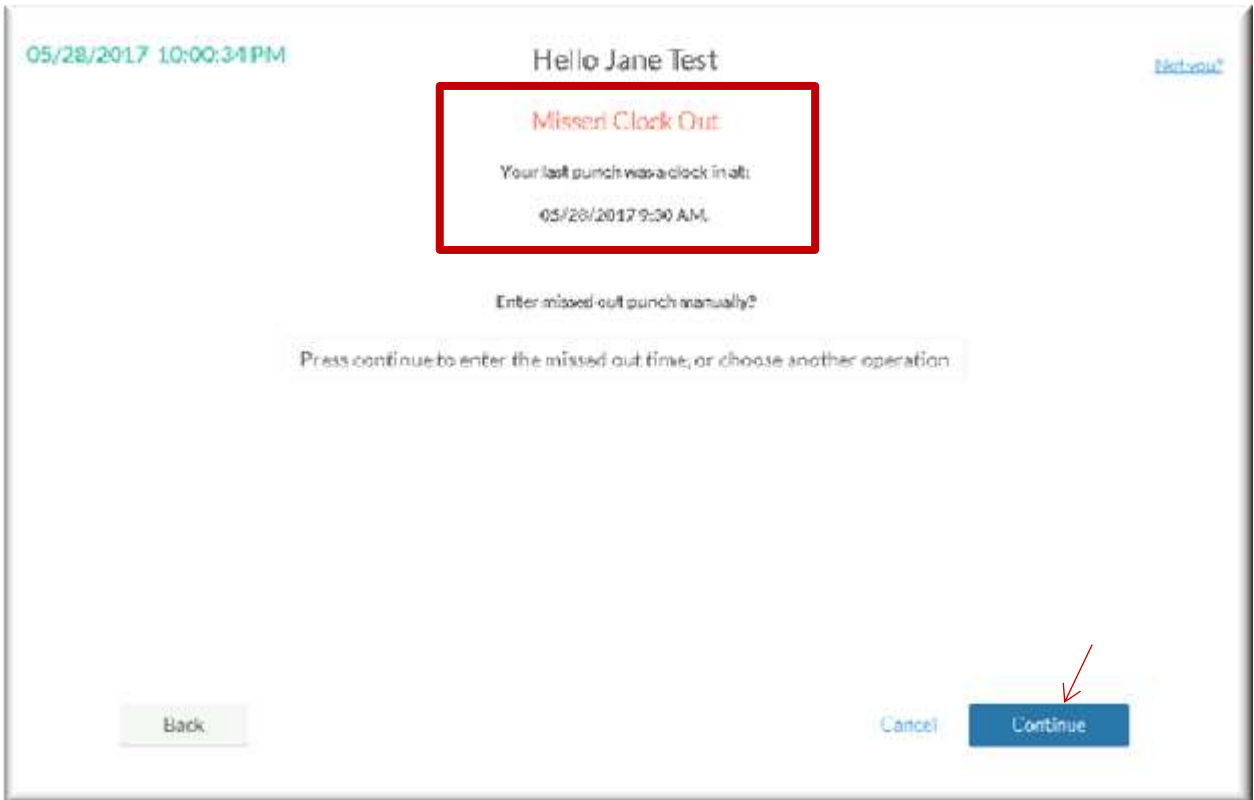


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Step 3



05/28/2017 10:00:34PM

Hello Jane Test [Not you?](#)

Missed Clock Out

Your last punch was a clock in at:
05/28/2017 9:00 AM.

Enter missed-out punch manually?

Press continue to enter the missed out time, or choose another operation.

Back Cancel Continue

- 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

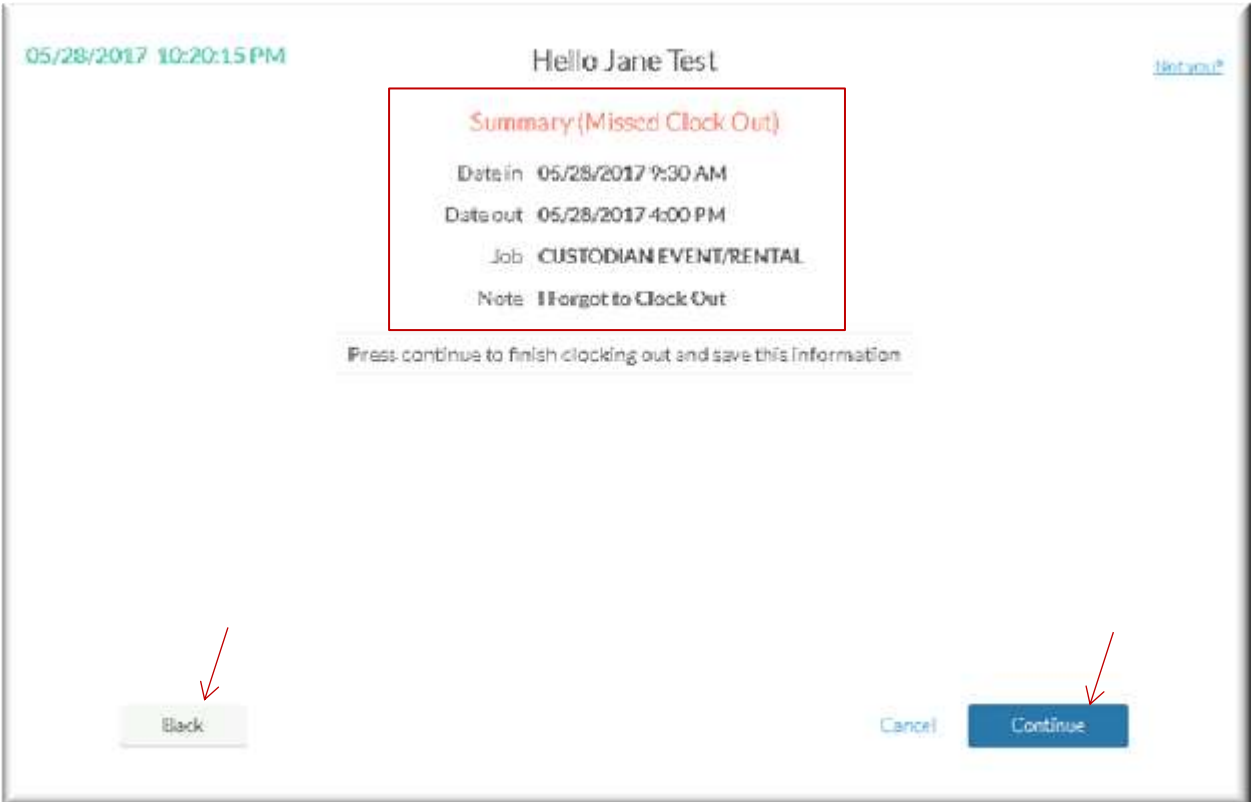
- Verify the date of your missed punch. Correct if needed.
- Choose the Clock In/Out time that you missed previously
- Enter a note explaining your missed punch
- Click Continue

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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

- 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.

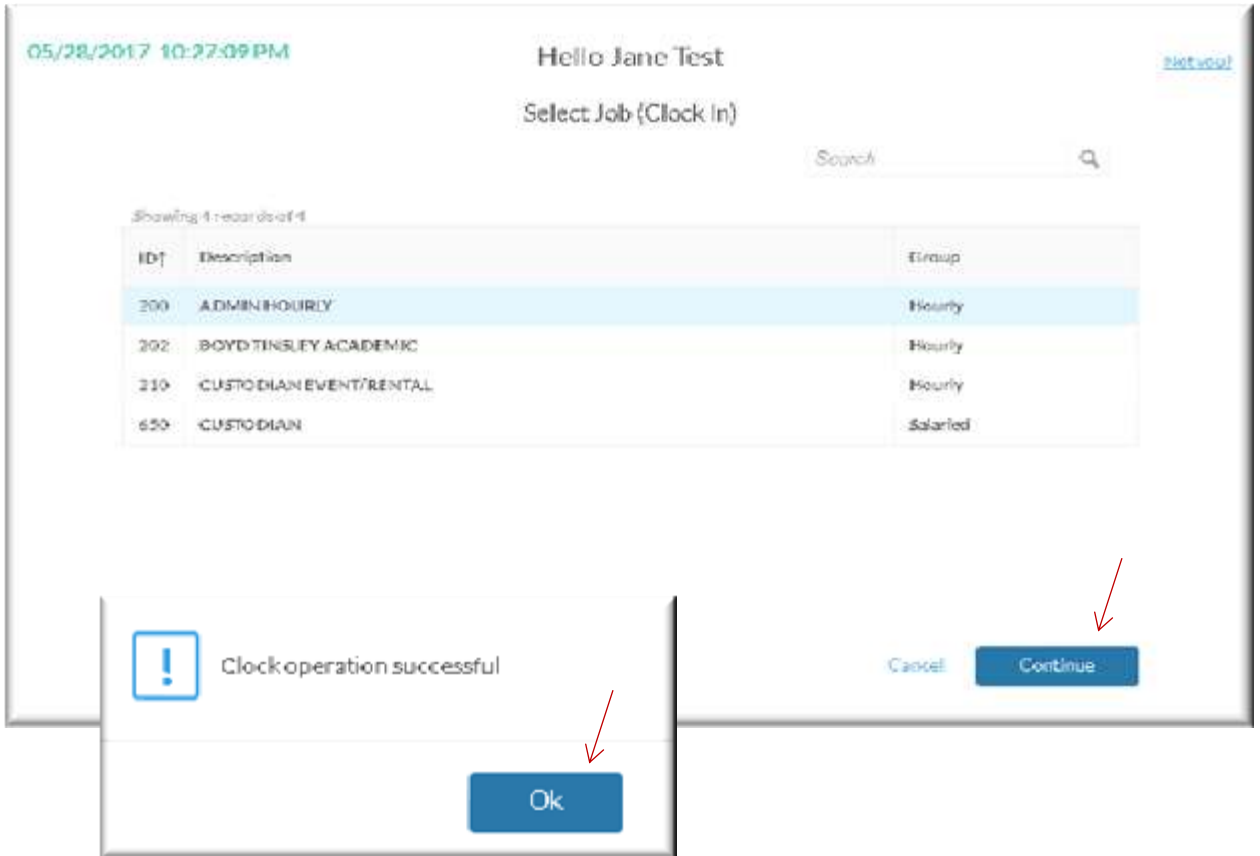


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Step 6



05/28/2017 10:27:09 PM 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!