



Editing a Timesheet – Correcting a Missed Punch

When an employee misses a punch, later punches may be reflected incorrectly on the timesheet. This job aid covers how to change the interpretation of a punch (i.e., changing an In punch to an Out punch) on a time entry.

Correcting a missing punch using Change Punch Interpretation

- 1 Click **Show Menu** , click the **Team**  tab, then navigate to **Time > Timesheets > All Timesheets > Manage Timesheets** and select **Current**.
Note: Other menu options can be selected to edit past or future timesheets.
- 2 Click the **Edit Timesheet**  icon for the employee you wish to edit.
- 3 Next to the punched time, click the **Change Punch In/Out Interpretation**  icon.
- 4 Verify that later punches have been adjusted correctly.
- 5 In the **From** or **To** field, enter the time for the missed punch.
- 6 Click **Save**.

				Employee Id	First Name	Last Name
<input type="checkbox"/>				1000	Alan	Edwards
<input type="checkbox"/>				1001	Adil	Wilcox
<input type="checkbox"/>				1002	Anel	Harrell
<input type="checkbox"/>				1003	Amy	Decker

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In Date	From	To
Mon 3 	 e 7:54a	e 12:32p 
Mon 3 	 e 5:07p	<input type="text"/> 

3

In Date	From	To
Mon 3 	 e 7:54a	<input type="text"/> 
Mon 3 	 e 12:32p	e 5:07p 

4

In Date	From	To
Mon 3 	 e 7:54a	12:00p 
Mon 3 	 e 12:32p	e 5:07p 

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