

Correcting Missed Punches

This document will walk you through the process of correcting missed punches on those rare occasions when you miss clocking in or out. There are two different sections: one for correcting missed punches on a computer and the other on correcting missed punches on kiosk.

For more information, go to <https://www.k12northstar.org/Page/5818>.

Employee Responsibilities

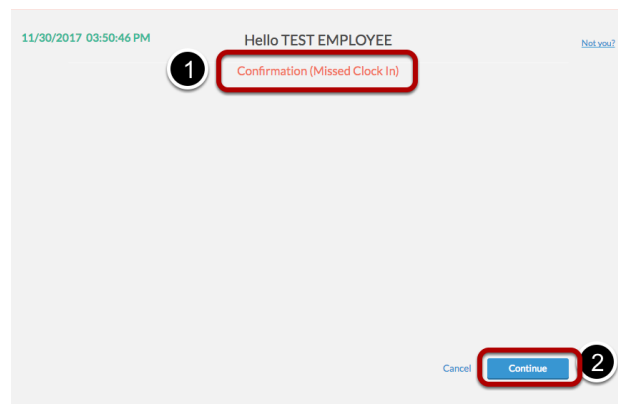
1. **Clock in and out each day on time. Do not clock in or out more than 8 minutes BEFORE or AFTER scheduled start and end times unless approved by your supervisor.**
2. **Clock in and out each day for lunch.**
3. **Work only hours allotted per contract. Any variance (+ / -) must be approved by your supervisor. Employees MUST add a note to explain any variance.**
4. **Request leave in either AESOP or TimeClock Plus as determined by your supervisor.**
5. **Review and approve your time in TCP at the end of each week or as determined by your supervisor.**

Reasons Why You may have a Missed Punch

There are occasions when you might miss clocking in and out. Some of these reasons include:

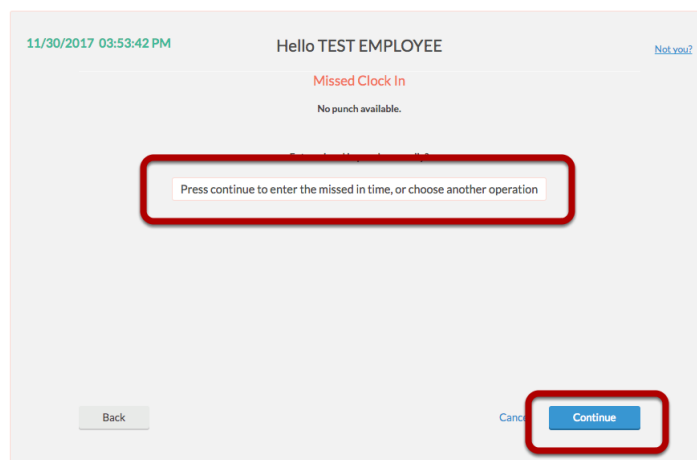
- You are getting in the habit of clocking in and out during the implementation phase of TimeClock Plus and simply forgot. Don't make this a habit as it might result in disciplinary action.
- You were scheduled at the beginning or end of the day to be at a location that is not on the district network
- Or for other reasons that will be determined to be acceptable by your supervisor.

Discovery of a Missed Punch - Computer



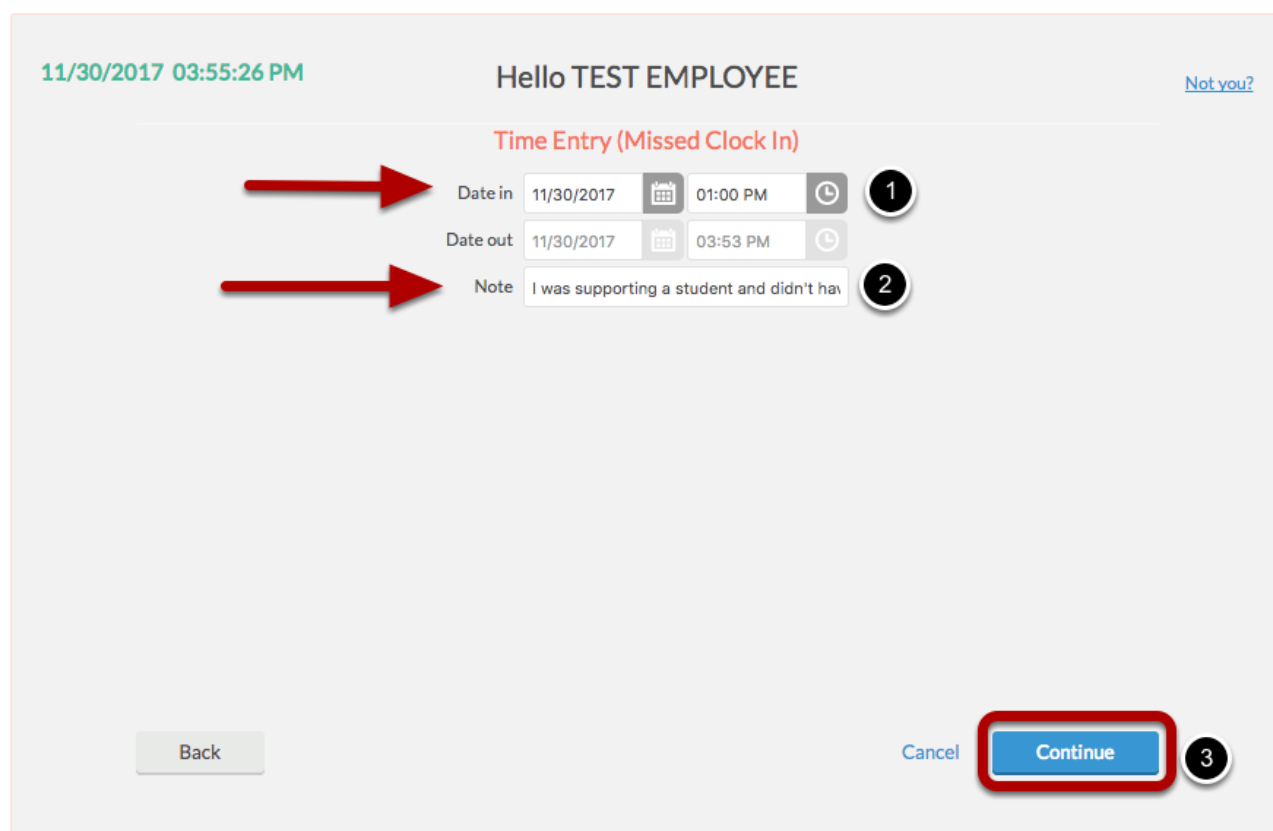
1. After beginning the process of clocking in or out, if you have missed a clock in or out - also known as a missed punch - TCP will notify you.
2. When you see the message, select *Continue*.

Acknowledging the Missed Punch



This screen lets you acknowledge the missed punch and tells you to *Press Continue* to correct this mistake.

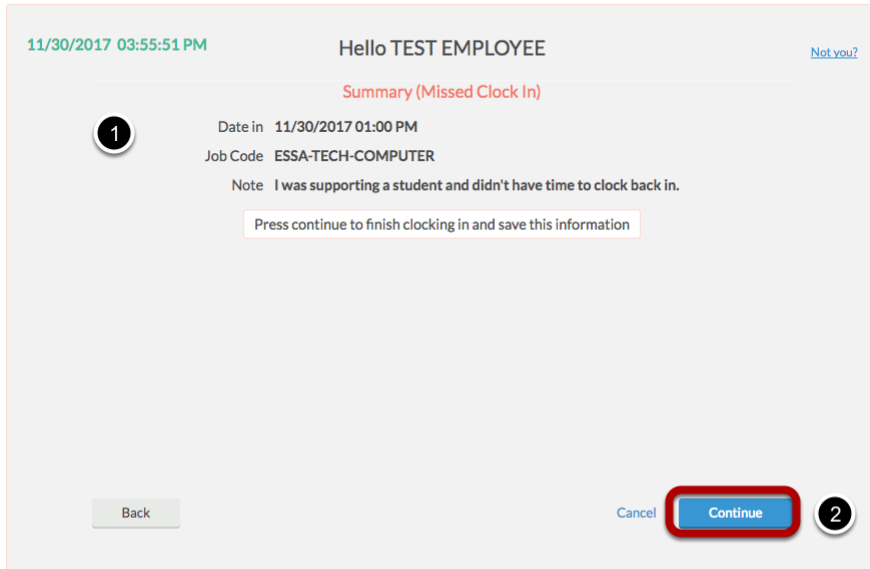
Enter Correct Time and a Note



1. Manually enter the time you should have clocked in (or out).
2. Add a note as to why your missed the punch. Missed punches **MUST ALWAYS** be accompanied by a note.

3. Select *Continue*.

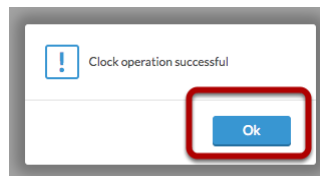
Review Your Information



The screenshot shows a web interface for reviewing a missed clock in. At the top left, the date and time are 11/30/2017 03:55:51 PM. The title is 'Hello TEST EMPLOYEE'. There is a link 'Not you?'. Below this is a section titled 'Summary (Missed Clock In)' with a circled '1' icon. The summary includes: 'Date in 11/30/2017 01:00 PM', 'Job Code ESSA-TECH-COMPUTER', and a 'Note' stating 'I was supporting a student and didn't have time to clock back in.' Below the note is a button that says 'Press continue to finish clocking in and save this information'. At the bottom, there are three buttons: 'Back', 'Cancel', and 'Continue'. The 'Continue' button is highlighted with a red rectangle and has a circled '2' icon next to it.

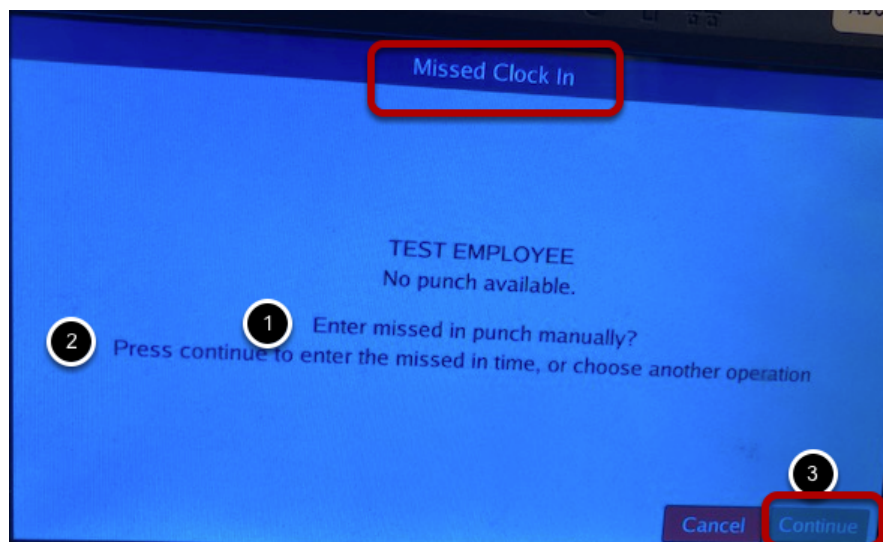
1. Review the information that you entered. This action fixes the missed clock in and lets you clock out.
2. Select *Continue* if this information is correct.

Missed Punch Corrected



Select *OK* to complete the process.

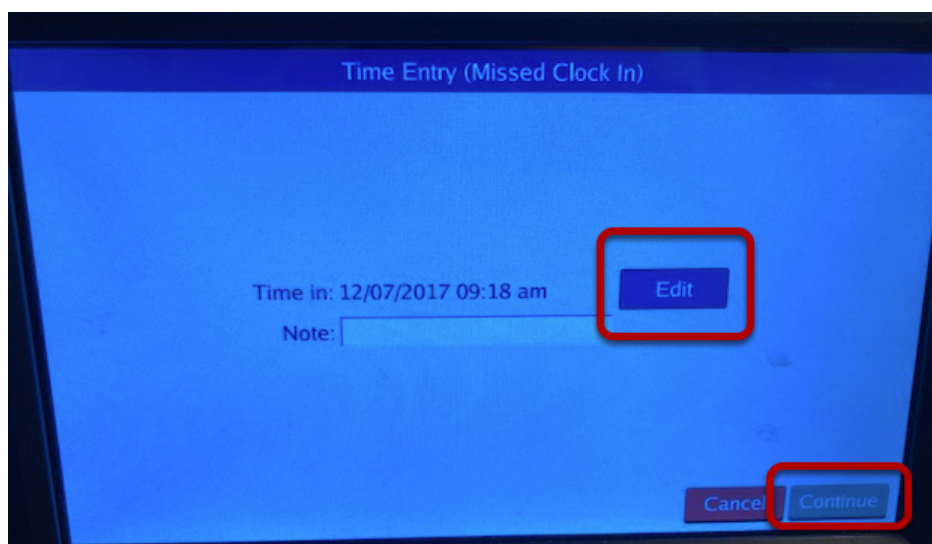
Discovery of a Missed Punch - Kiosk



1. On a kiosk, if you have missed a clock in/out, the above screen will indicate that you have a Missed Clock In/Out.
2. The dialogue on the screen tells you to press continue.
3. Press *Continue*.

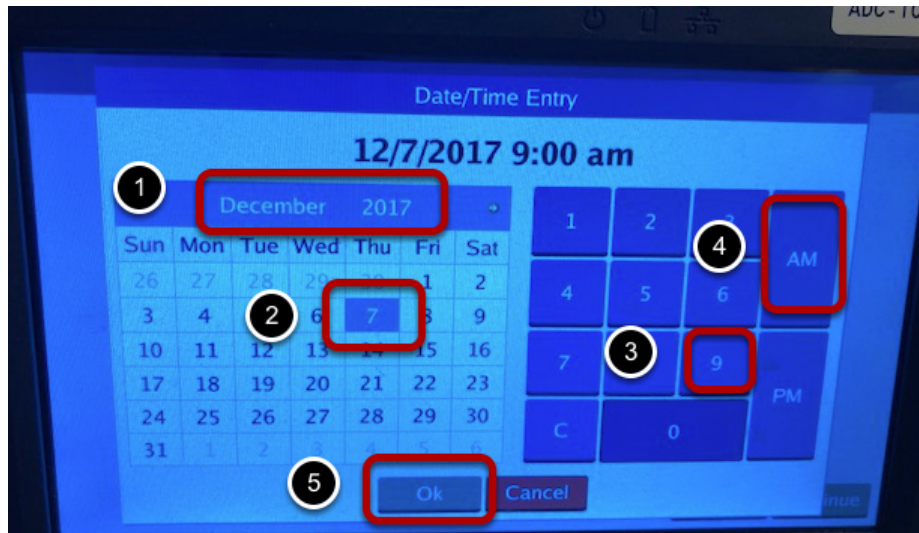
Note: If using a FOB, you do not get the Missed Clock In/Out screen.

Time Entry



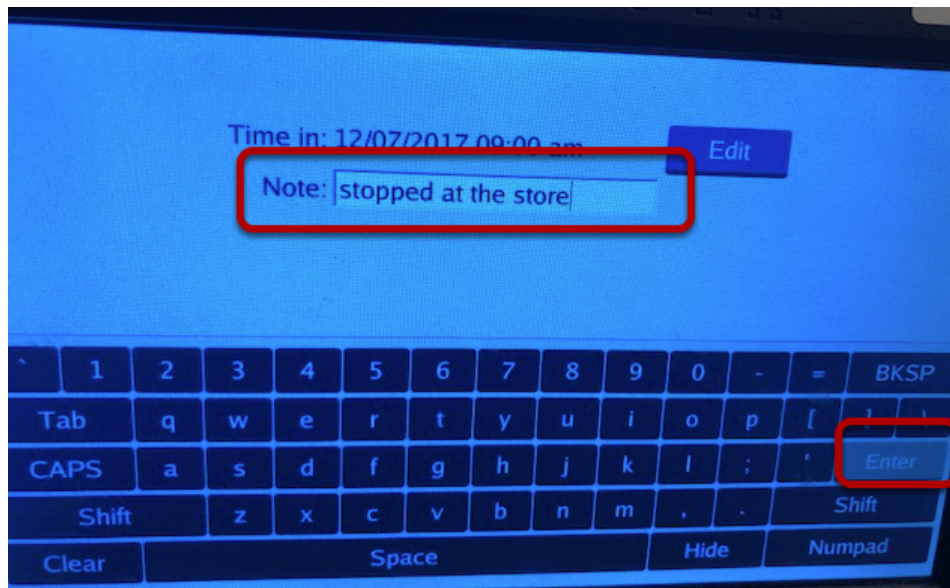
Select *Edit* and then *Continue*.

Manually Enter the Time



1. Verify the month.
2. Click on the date of the month.
3. Manually enter the time you should have clocked in/out.
4. Be sure to select AM or PM.
5. Then click on OK.

Enter a Note

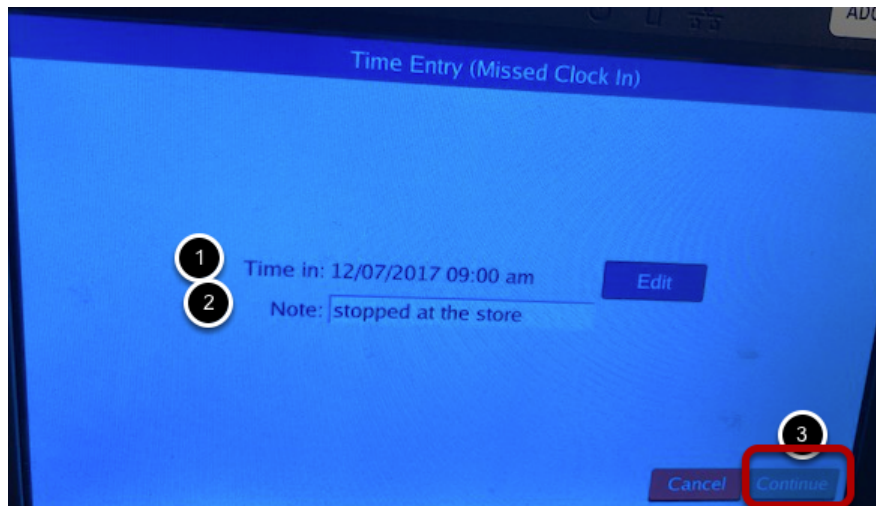


Missed punches **MUST ALWAYS** be accompanied by a note. Once you have entered your note, click on *Enter*.

Entering a note on a kiosk can be time consuming. Be aware of other employees who are waiting

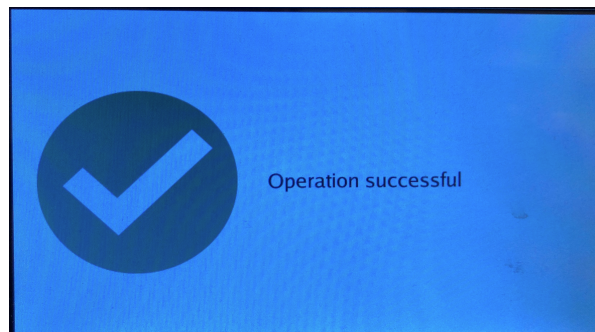
to clock in. If you have issues with entering a note, you can skip entering a note on the kiosk. However, you must then log onto the TCP Dashboard > View > Hours. Find the missed punch segment and add a note.

Verify the Information



1. Verify the time you manually entered.
2. Verify the reason.
3. Select *Continue*.

Operation Successful



Make sure that you **always** see the *Operation successful* screen at the end of your clock in/out.

Don't Make Missing a Punch a Habit.

Don't make missing clocking in or out a habit. It is the employee's responsibility to clock in at their normal start time, clock out and in for lunch, and then clock out at the end of the day.