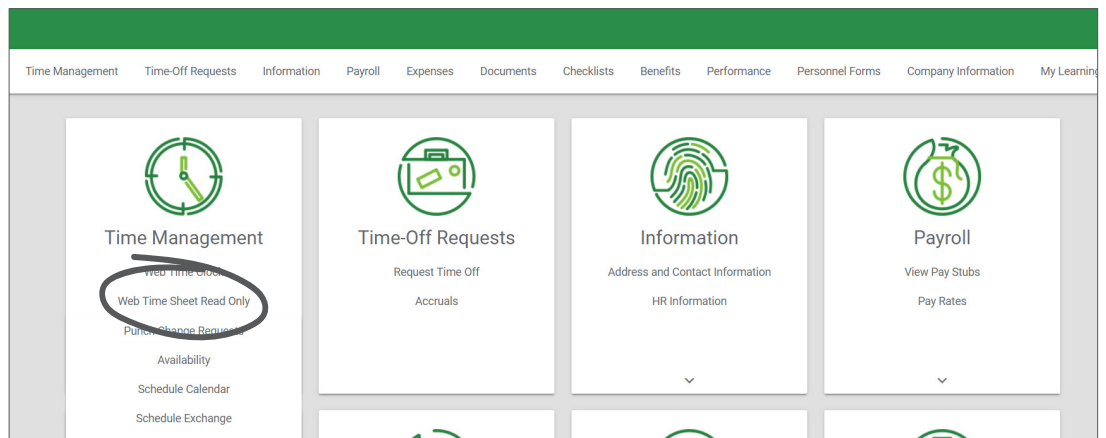# SHOW ME HOW

to Request a Punch Change
Time and Attendance
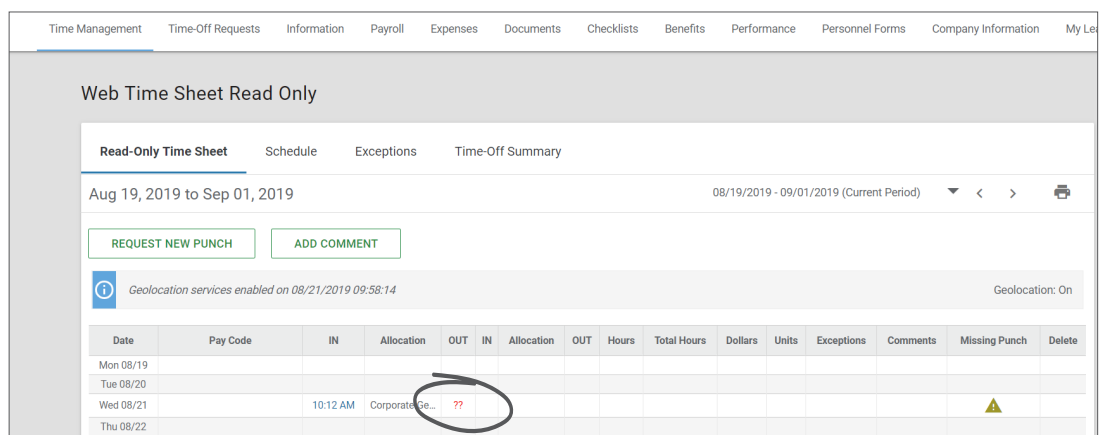
STEP 1

From the Time Management tile, click "Web Time Sheet Read Only."

| Time Management | Time-Off Requests | Information | Payroll | Expenses | Documents | Checklists | Benefits | Performance | Personnel Forms | Company Information | My Learning |

Time Management
- Web Time Sheet Read Only
- Punch Change Request
- Availability
- Schedule Calendar
- Schedule Exchange

Time-Off Requests
- Request Time Off
- Accruals

Information
- Address and Contact Information
- HR Information

Payroll
- View Pay Stubs
- Pay Rates

STEP 2

Any missing punches will be indicated with two question marks (??). To correct a missed punch, click "??."

| Time Management | Time-Off Requests | Information | Payroll | Expenses | Documents | Checklists | Benefits | Performance | Personnel Forms | Company Information | My Le... |

Web Time Sheet Read Only

| Read-Only Time Sheet | Schedule | Exceptions | Time-Off Summary |

Aug 19, 2019 to Sep 01, 2019   08/19/2019 - 09/01/2019 (Current Period)

REQUEST NEW PUNCH   **ADD COMMENT**

ⓘ *Geolocation services enabled on 08/21/2019 09:58:14*   Geolocation: On

Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Units	Exceptions	Comments	Missing Punch	Delete
Mon 08/19															
Tue 08/20															
Wed 08/21		10:12 AM	Corporate Ge...	??											⚠	
Thu 08/22															

EMPLOYEES

Visit the Help Menu for the most up-to-date version of this guide.

SHOW ME HOW

to Request a Punch Change
Time and Attendance

⊘ **STEP 3**

On the Request New Punch pop-up window, enter the date and time of your missed punch. Then, click "Add Request."

Request New Punch   ✕

Date
08/21/2019   📅

OUT DAY   ▼

Punch Time
05:02 PM

Allocation
Corporate-General-600
Reason for Punch Change Request
Clocking out for the day.

Tax Profile   ▼

                                                        CANCEL   ⬭ ADD REQUEST ⬭

⊘ **STEP 4**

A confirmation message will appear letting you know your punch request was saved.

                                                                   Approve Timecard ▼

                     ┌──┐
Totals   Approvals │ Saved punch request. All requests can be seen in the dashboard. │
                     └──┘

EMPLOYEES

🔲 **paycom**®