

Show Me How

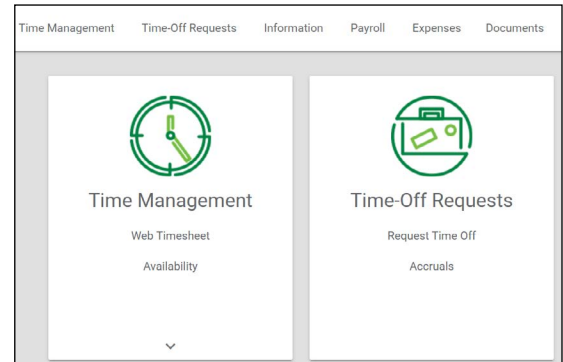
to Add Punches with Web Timesheet

TIME AND ATTENDANCE

STEP 1

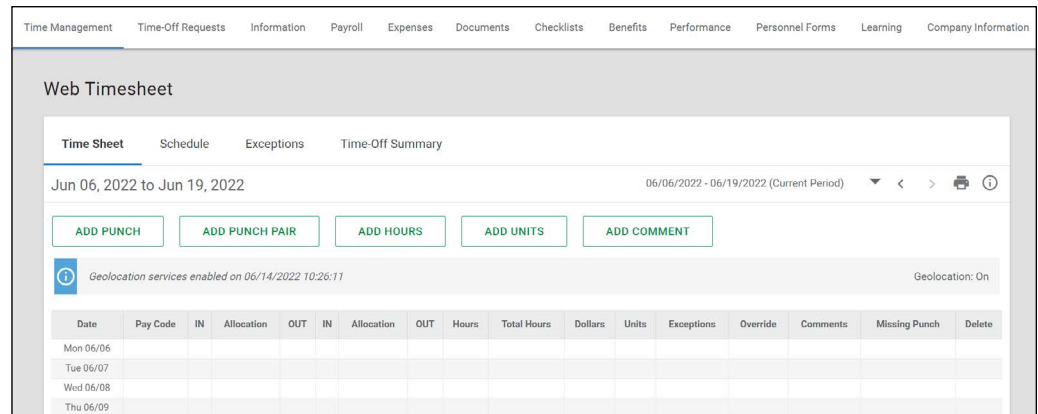
From the Time Management tile, click "Web Timesheet."

Skip to Step 5 to add a punch pair to a timecard.



STEP 2

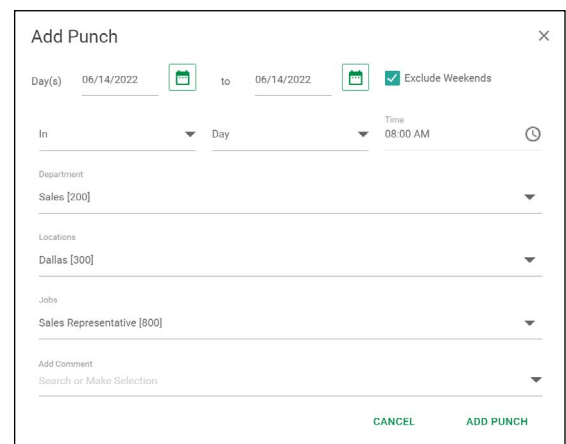
Click "Add Punch."



STEP 3

From the pop-up window, input your punch information. Then, click "Add Punch."

If you need to allocate your time, make the appropriate selection(s) from the drop-down menus.



EMPLOYEES

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

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STEP 4

Review your timecard to verify the punch was entered correctly.

Missing punches appear as red "??" symbols. You will be unable to approve by day with pending or missing punches.

The screenshot shows the 'Web Timesheet' interface for the period 'Jun 06, 2022 to Jun 19, 2022'. The current period is '06/06/2022 - 06/19/2022 (Current Period)'. The interface includes navigation tabs for 'Time Sheet', 'Schedule', 'Exceptions', and 'Time-Off Summary'. Below the navigation are buttons for 'ADD PUNCH', 'ADD PUNCH PAIR', 'ADD HOURS', 'ADD UNITS', and 'ADD COMMENT'. A notification indicates 'Geolocation services enabled on 06/14/2022 10:26:11'. The main table has columns for Date, Pay Code, IN, Allocation, OUT, IN, Allocation, OUT, Hours, Total Hours, Dollars, Units, Exceptions, Override, Comments, Missing Punch, and Delete. The table shows data for dates from Mon 06/06 to Sun 06/12, followed by a 'Weekly Totals' row with values of \$0.00 and 0.00. The next row is for Mon 06/13. The row for Tue 06/14 shows an IN punch at 08:00:00 AM for '200-Dallas-Sa...' and a red '??' symbol in the Missing Punch column, indicating a missing punch. The table continues with dates up to Sun 06/19, followed by another 'Weekly Totals' row with values of \$0.00 and 0.00. At the bottom, there are buttons for 'APPROVE BY DATE' and 'APPROVE PAY PERIOD', and a note: 'Approval not allowed on days with pending requests or missing punches.'

STEP 5

You may also add an in punch and an out punch simultaneously by clicking "Add Punch Pair."

This screenshot shows the same 'Web Timesheet' interface as the previous one, but with the 'ADD PUNCH PAIR' button highlighted. The rest of the interface, including the navigation tabs, notification, and table, is identical to the previous screenshot.

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TIME AND ATTENDANCE

STEP 6

From the pop-up window, input your punch information. Then, click "Add Punch Pair."

Add Punch Pair ×

Day(s) 06/14/2022  to 06/14/2022  Exclude Weekends

Day ▼ In 08:00 AM  Out 05:00 PM 

Department
Search or Make Selection ▼

Locations
Search or Make Selection ▼

Jobs
Search or Make Selection ▼

Add Comment

CANCEL **ADD PUNCH PAIR**