



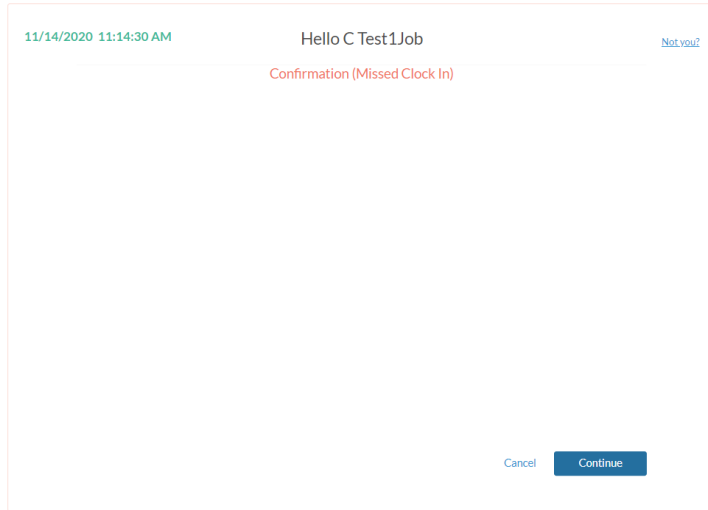
# TCP- Missed Punch

## Missed Punch

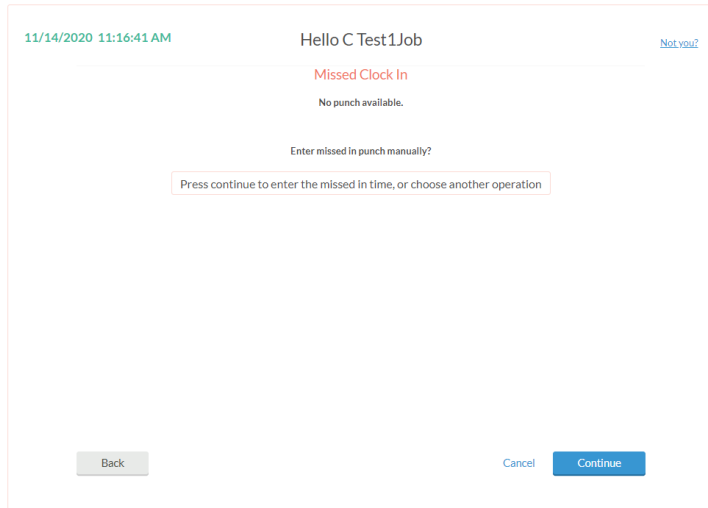
If you forget to clock in or clock out, you will be prompted to enter information for the missed punch during your next clock operation. Follow the screen prompts to enter the missed punch information.

If at any point during this process you make a mistake, you may select **Back** to return to the previous screen or **Cancel** to cancel the entire clock operation.

Select **Continue** on the missed punch confirmation screen.



Select **Continue** on the next confirmation screen.



Enter the correct date and time for the missed punch and add a note explaining the missed punch.

Select **Continue** to confirm the entry.



# TCP- Missed Punch

11/14/2020 11:48:08 AM Hello C Test1Job [Not you?](#)

**Time Entry (Missed Clock In)**

Date in 11/14/2020 08:00 AM

Date out 11/14/2020 11:47 AM

Note Missed punch

Back Cancel Continue

If you have more than one position, or if your position requires the selection of your work location, you may be prompted with additional screens asking for that information. Complete each of screen and then select **Continue**.

Review the information on the final Summary screen for accuracy and then select **Continue** to save the information for the missed punch.

11/14/2020 11:49:51 AM Hello C Test1Job [Not you?](#)

**Summary (Missed Clock In)**

Date in 11/14/2020 08:00 AM

Position Student Specialist

Note Missed punch

Press continue to finish clocking in and save this information

Back Cancel Continue

**Note:** At this point in the process, if the missed punch was clocking out, the normal clock in screens will appear allowing you to finish clocking in. Complete each screen and then select **Continue**.

Select **OK** on the final Clock operation successful screen.

Clock Out operation successful

Ok