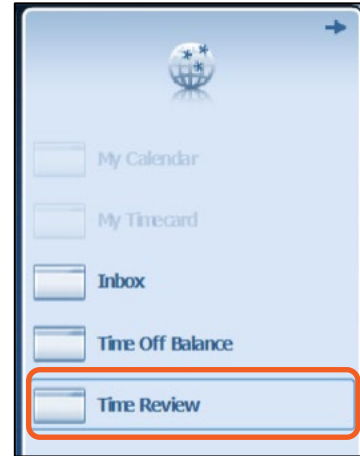


Self-Service: Submitting A Missed Punch Request

Submitting a Missed Punch Request

- 1 In the **Related Items** pane, select the **Time Review** widget.
- 2 Click the cell with the missed punch (The cell will contain horizontal red bars).



- 3 Click **Fix Missing Punch**.



- 4 Verify the **Date**.
- 5 Enter the **Time** of the punch and a **Comment** from the drop-down list..

- 6 Click **Submit**.

- 7 Verify the punch has been submitted.

