

Updated process to find Missed punches

Step 1. You can no longer uncheck the missed punches check box. Please correct the missed punches based on the forms submitted by employees or based on scheduled hours.

Edit the missed punch time segment. See the Check Box for missed punches is greyed out.

Edit Segment ?

Segment Length: 0.00

Work Profile
Primary-4

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in: 10/2/2024 02:15 PM

Time out: 10/2/2024 02:15 PM

Break type: << NONE >>

Attendance Type: 25 - REG-Regular Time

Profile\Org Unit: CATSHR\10001120\POLICE Select

Labor Codes 0 Manage

Substitute for: << NONE >> Select

Note:

Custom Cancel Save

After the edit, the corrected date and time will appear in blue.

+ Add			
es	Break length	Time in	Time out
		10/1/2024 09:15 AM	<< Missed >>
+ Add			
es	Break length	Time in	Time out
		<< Missed >>	10/2/2024 02:15 PM

+ Add			
s	Break length	Time in	Time out
		10/1/2024 09:15 AM	10/1/2024 12:00 PM
+ Add			
s	Break length	Time in	Time out
		10/2/2024 10:30 AM	10/2/2024 02:15 PM

Step 2. Please continue to use the Exception Filter to find Missed Punches.

Exception Filter ?

Required for close week
 Required for payroll exports and reports

miss ✖

<input checked="" type="checkbox"/>	Exception	Category
<input checked="" type="checkbox"/>	Missed Punches	Shift

NOTE: Only segments with the selected exceptions will be shown

Restore default Save as default Cancel Filter

Look for “Missed” on the time segment in the either the Time in /or Time out Column.

+ Add			
es	Break length	Time in	Time out
		10/1/2024 09:15 AM	<< Missed >>
+ Add			
es	Break length	Time in	Time out
		<< Missed >>	10/2/2024 02:15 PM

Remember to disable / remove your Exception Filter when you want to see your regular CATSHR or CATSBORR employee clock-ins.