

Human Capital Management

Time Clock Plus Operations: Amending A Missed Punch

Course Summary	This Time Clock Plus training guide provides Time Clock Plus Operations used for Amending a Missed Punch at MDC.
Audience:	Management/ Supervisors
Training Material	Amending A Missed Punch
Trainer/Contact:	Center for Institutional & Organizational Learning
Version Date:	June 2018

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Change Management: Amending a Missed Punch

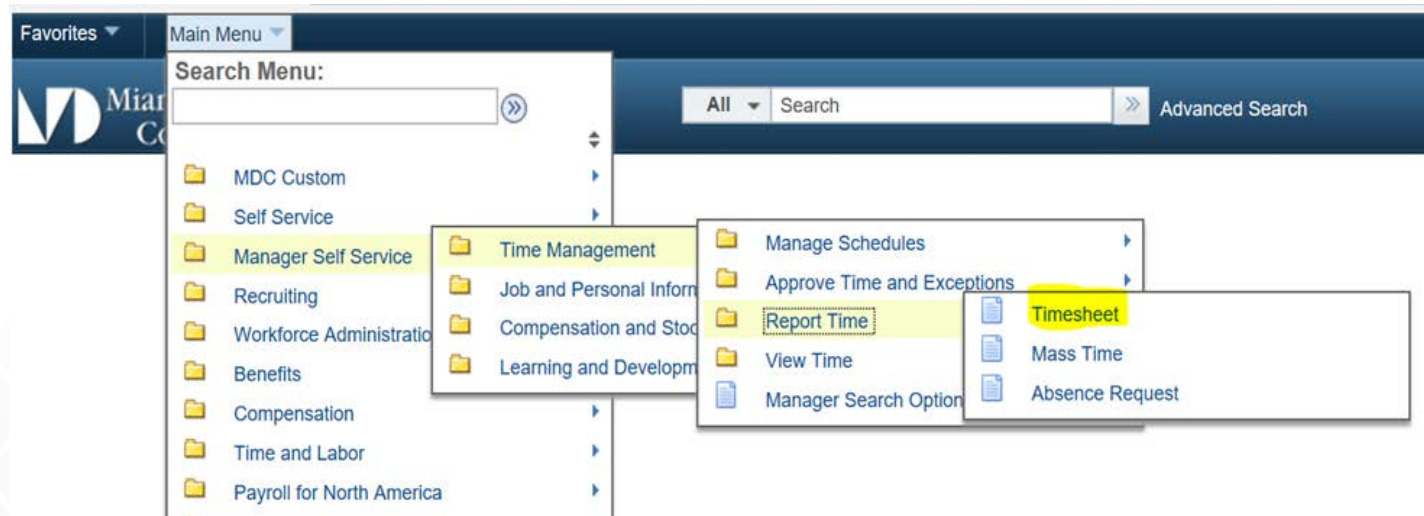
Time & Labor Weekly Timekeeper Entry Process Amend Blank Record (Missed Punch)



Accessing Employee Timesheets

NAVIGATE:

MAIN MENU>HCM>MANAGER SELF SERVICE>TIME MANAGEMENT>REPORT TIME>TIMESHEET




Time & Labor Weekly Timekeeper Entry Process

Amend Blank Record

Click on Timesheet and begin to enter search criteria used to identify the employee you wish to enter or update (See Below Examples of **Time Reporter Group**, **Empl_ID**, and **Date**)

Click Get Employees

[Favorites](#) > [Main Menu](#) > [Manager Self Service](#) > [Time Management](#) > [Report Time](#) > [Timesheet](#)


 [Advanced](#)

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	1000001910
Empl Record	<input type="text"/>

[Get Employees](#)
[Clear Criteria](#)
[Save Criteria](#)

Change View

*View By Show Schedule Information

Date [Previous Week](#) [Next Week](#)

Employees For YtbkhrG,Jyvzla, Totals From 03/19/2018 - 03/25/2018 [Personalize](#) | [Find](#) | 1 of 1

Time Summary		Demographics								
Last Name	First Name	Employee ID	Empl Record	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
Last Name			0	0.000000	0.000000	0.000000			0.000000	0.000000

Time & Labor Weekly Timekeeper Entry Process

Amend Blank Record

In circumstances where **Missed Punches are reported and approved**, proceed to correct the punch by entering the end or the beginning time of the employee's schedule to the correct in/out entry to ensure that the employee will be paid correctly. **Submit.**

In this example:

- The timesheet reflects:
 - 2nd shift employee clocks in at the start of the workday
 - Does not take a meal break
 - Clocks out at 8:00 am the following day

Timesheet

Mayte Brito Testing Employee ID 1000002450
 Student Svcs Asst I Adm Reg Empl Record 0
 Actions ▾ Earliest Change Date 02/19/2018

Select Another Timesheet

*View By Week Previous Week Next Week
 *Date 03/19/2018 Next Employee
 Scheduled Hours 37.50 Reported Hours 0.00 Print Timesheet

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	*Tz
	Mon	3/19	New						7.50	PS
	Tue	3/20	Approval In Process	3:10:00PM			01 REG - Regular Hours		7.50	PS
	Wed	3/21	Approval In Process	8:08:00AM			01 REG - Regular Hours		7.50	PS
	Thu	3/22	New						7.50	PS
	Fri	3/23	New						7.50	PS
	Sat	3/24	New						0.00	PS
	Sun	3/25	New						0.00	PS

Save for Later Submit Clear

ROLES OF THE TIMEKEEPER/EMPLOYEE/SUPERVISOR AND/OR APPROVER:

- The department timekeeper contacts the employee to verify the activity

POSSIBLE OUTCOME (A)

- The employee reports: (1) an error in transaction... which should have been an 'out' punch at 8:00 am, (2) verifies the total number of (uninterrupted; no breaks) hours worked starting 3/20 at 3:10 pm. The 8:00 am punch is amended and correctly recorded on 3/21 in the **OUT** punch field, **OR (next slide)**

Time & Labor Weekly Timekeeper Entry Process

Amend Blank Record

If **Missed Punches**, proceed to enter the end or the beginning of the employee's schedule to ensure that the employee will be paid correctly. **Submit**.

In this example:

- **The timesheet reflects:**

- 2nd shift employee clocks in at the start of the workday
- Does not take a meal break
- Clocks in at 8:00 am the following day

Timesheet

Mayte Brito Testing
Student Svcs Asst I Adm Reg
Employee ID 1000002450
Empl Record 0
Earliest Change Date 02/19/2018

Actions

Select Another Timesheet

*View By Week
*Date 03/19/2018
Scheduled Hours 37.50
Reported Hours 0.00

From 03/19/2018 to 03/25/2018

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	*Tr
	Mon	3/19	New						7.50	PS
	Tue	3/20	Approval In Process	3:10:00PM	11:30		01 REG - Regular Hours		7.50	PS
	Wed	3/21	Approval In Process	12:30 M	8:00		01 REG - Regular Hours		7.50	PS
	Thu	3/22	New						7.50	PS
	Fri	3/23	New						7.50	PS
	Sat	3/24	New						0.00	PS
	Sun	3/25	New						0.00	PS

Save for Later Submit Clear

ROLES OF THE TIMEKEEPER /EMPLOYEE /SUPERVISOR AND/OR APPROVER:

- The department timekeeper contacts the employee to verify the activity

POSSIBLE OUTCOME (B)

The employee states: **(1)** initial error in the 8:00 punch, which was actually an "out" punch and **(2)** that a meal break was taken between 11:30 pm (3/20) and 12:30 am (3/21).

The timekeeper requests this information from the employee via an email to include the supervisor and timekeeper with the following information:

- Employee Name, Empl_ID
- Date of missed punch(es)

The appropriate amendment to TL record in this instance **(B)** – Meal break out time is entered in 3/20 **OUT**; Return from meal break time is entered in 3/21 **IN**; 8:00 am (end of workday) is entered on 3/21 **OUT**

MISSED PUNCH AND THE TIMESHEET WORKFLOW

LIVE WORKFLOW LINK

- In this scenario, the 4 days with full/combo punches (in/out) will move to be approved in the TL workflow. The one day (May 4th) will not.
- Without Employee/Timekeeper/Approver intervention **NO HOURS FOR THIS DAY** will be processed.***

Wysqyr Pysq
Public Safety Officer I

Employee ID: 1000002036
Empl Record: 0
Earliest Change Date: 04/16/2018

Actions =

Select Another Timesheet

*View By: Week
*Date: 04/30/2018

Scheduled Hours: 37.50 Reported Hours: 30.11

Print Timesheet

From 04/30/2018 to 05/05/2018 (7)

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Time Reporting Code
	Mon	4/30	Approval In Process				06 DSP - Disaster Pay Hours
	Tue	5/1	Approval In Process	7:00 00AM		0.11	01 REG - Regular Hours
			Approval In Process		1:25 00PM		01 REG - Regular Hours
			Approval In Process	2:51 00PM	3:01 00PM	0.16	01 REG - Regular Hours
	Wed	5/2	Approval In Process	7:00 00AM	12:00 00PM	5.00	01 REG - Regular Hours
			Approval In Process	1:00 00PM	3:00 00PM	2.00	01 REG - Regular Hours
	Thu	5/3	Approval In Process	7:00 00AM		9.03	01 REG - Regular Hours
			Approval In Process		4:02 00PM		01 REG - Regular Hours
	Fri	5/4	Approval In Process		3:01 00PM		01 REG - Regular Hours

GRAY - APPROVAL WORKFLOW IS NOT A "LIVE" LINK

Amending historical timesheets to record missed punches only for a specific date may be done... ***a day with a "missed punch" does not follow the workflow to approval and processing; therefore, the date is open for editing for the same four (4) pay periods as in the current environment.

Disaster Pay – The College’s Payroll Department will communicate the appropriate process to be followed to report time for a disaster-related event.

Thank
You!

