

# Human Capital Management

## *Time Clock Plus Operations: Step-by-Step Time Reporting*

<b>Course Summary</b>	<b>This Time Clock Plus training guide provides step by step time Time Clock Plus Operations used for Time Reporting at MDC.</b>
<b>Audience:</b>	<b>FULL-TIME NON-EXEMPT (C2) AND PART-TIME EMPLOYEES (C1), INCLUDING WORK STUDY STUDENT ASSISTANTS (N1) (WSSA's)* AND PART-TIME INSTRUCTIONAL HOURLY PERSONNEL (H1)</b>
<b>Training Material</b>	HOW DO I REPORT A MISSED PUNCH
<b>Trainer/Contact:</b>	Center for Institutional & Organizational Learning
<b>Version Date:</b>	June 2018

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# TIME CLOCK PLUS HOW DO I REPORT A MISSED PUNCH

# Basic Clock Operations – Missed Punch Screen View to Time Reporting Actions

Missed Clock Out

Jessica Howard  
Your last punch was a clock in at:  
01/08/2016 11:46 AM.

Did you forget to clock out?  
Press continue to confirm a missed out punch, or choose another operation

Cancel Continue

At clock in, the date and time shown is your **last** punch.

**If attempting another "in" punch within 12 hours of the last "in" punch.**

Press  
Continue

Confirmation (Missed Clock Out)

Jessica Howard  
Tue Jan 19, 04:56:20 pm  
Clocked in at 01/08 11:46 AM

Cancel Continue

Missed OUT

Confirm that you are clocking IN now, even though your last punch was an IN on the bottom date.

Missed IN

Confirm that you are clocking OUT now, even though your last punch was an OUT on the bottom date.

Press  
Continue

Summary (Missed Clock Out)

Jessica Howard  
Date In: 01/08/2016 11:46 AM  
Date Out: << Missed Punch >>  
Press continue to finish clocking out and save this information

Cancel Continue

The system will flag a "Missed Punch" in between now and your last clock operation so that your supervisor can work with you to record an accurate time.

Press  
Continue

**IMMEDIATELY**, notify your department Timekeeper, Department Budget Manager (Approver) and Supervisor in writing. Provide the date and time of the missed punch; identify if the punch was an "in" or "out" punch.

# Basic Clock Operations

## – Missed Punch – Blank Record Generation


### Screen View to Time Reporting Actions

#### Missed OUT

If you have multiple job codes, you will be asked which job code you are clocking into.

#### Missed IN

If you have multiple job codes, you will be asked which job code you *should have* been clocked into.

Select the job code and press 

**Meet with your supervisor** to enter the exact time.

**IMPORTANT INFORMATION:** *It is imperative that you complete your clock in/clock out transaction by following the “continue” transaction until you reach “Operation Successful” screen*

**When you see this screen, you have successfully clocked in/out.**



Operation successful

# Request for Reported Time Data Entry\_Exceptions Missed Punch or Off-Campus Workday



**Timesheet Data Entry Request**

*To be routed for approval as follows:*

**Supervisor** \_\_\_\_\_

**Budget Manager** \_\_\_\_\_

*To be routed for data entry/completion:*

**Department Timekeeper** \_\_\_\_\_

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**Exception**

*Indicate the source of the exception request:*

**WORKED OFF CAMPUS**  \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**MISSED PUNCH**  \_\_\_\_\_

Day (Monday, Tuesday...)	Date	Time In	Time Out	Time In	Time Out

*Under penalties of perjury, I declare that I have read the foregoing Timesheet Data Entry Request and the facts stated in it, including time entries, are true.*

\_\_\_\_\_  
Employee Name                      Empl\_ID                      Employee Signature                      Date

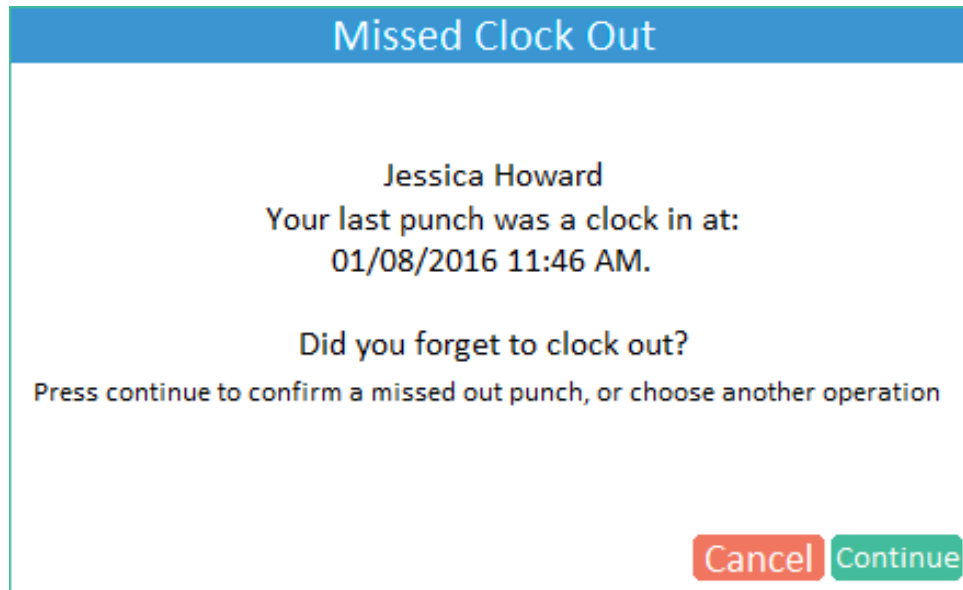
\_\_\_\_\_  
Supervisor Name                      Supervisor Signature/Approval                      Date

Created 6/21/2018

This form will be available on the CIOL resource page and/or Human Resources and Business Affairs pages.

# Basic Clock Operations – Missed Punch

## Screen View to Time Reporting Actions



Missed Clock Out

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your  
**last** punch.

**If attempting another "in" punch  
within 12 hours of the last "in" punch.**

Press 

**IMPORTANT NOTICE!**  
**MISSED PUNCH TRANSACTIONS**

That are not properly reported/documentated  
**WILL NOT**

be calculated by MDConnect's Payroll System  
Administration processes.

***\*\*\* Contact your department Timekeeper  
AND Supervisor in writing to IMMEDIATELY  
report a MISSED PUNCH.***

***Adjustments to timesheets MUST be pre-  
approved by the Supervisor.***



Thank  
You!

