ONEUMMS

Missed Punch Request

Incorrect Date Displayed on Timecard Approval Screen

If a team member forgets to punch IN or OUT of a shift that crosses the 7:30 a.m. Day Divide, the date of the missed punch may not be reflected on the Timecard Approval screen. It is likely that a manager/approver will see the date prior to the missed punch. The following scenario outlines the steps needed for corrective action for a missed IN or OUT punch.

Scenario: Team Member A was scheduled to work a 6:45 a.m.-3:15 p.m. shift on Monday, 8/16/2021. They forgot to clock IN to their shift but clocked OUT at 3:04 p.m. When Team Member A attempted to submit a Missed Punch Request using the Timecard Approval process, the missed punch was dated Sunday, 8/15/2021 (image 1), even though it is correctly dated for 8/16/2021 on the timecard (image 2).

Image 1 (Time clock show Missing Punch on 8/15)

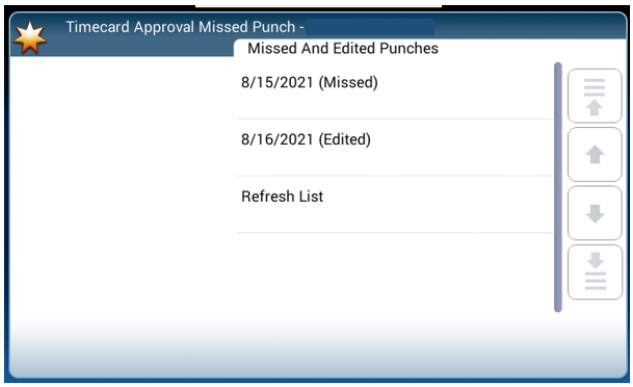
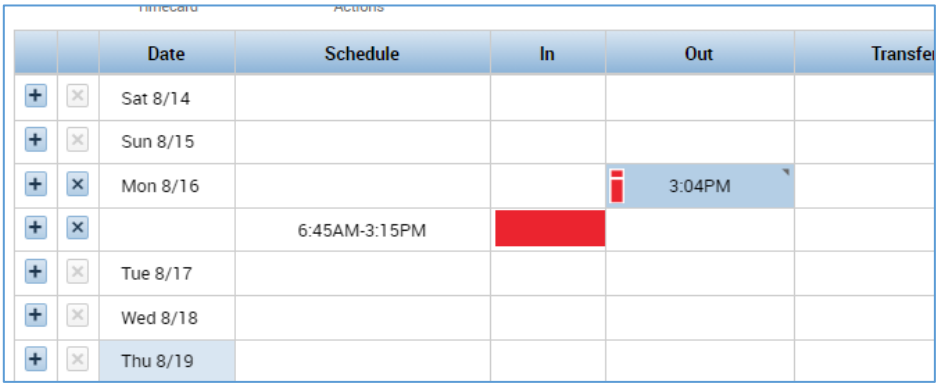


Image 2 (8/16 scheduled 6:45a-3:15p)



		Date	Schedule	In	Out	Transfer
+	×	Sat 8/14				
+	×	Sun 8/15				
+	×	Mon 8/16			3:04PM	
+	×		6:45AM-3:15PM			
+	×	Tue 8/17				
+	×	Wed 8/18				
+	×	Thu 8/19				

Corrective Action: Unfortunately, this is a consequence of the 7:30 a.m. Day Divide configuration, and the date displayed on the Timecard Approval screen cannot be changed. In this situation, team members should submit a Missed Punch Request to enter the correct date that they did not clock IN (images 3 and 4). The missed punch will be corrected once approved (images 5-7).

Image 3 (Missing Punch submission for 8/16)

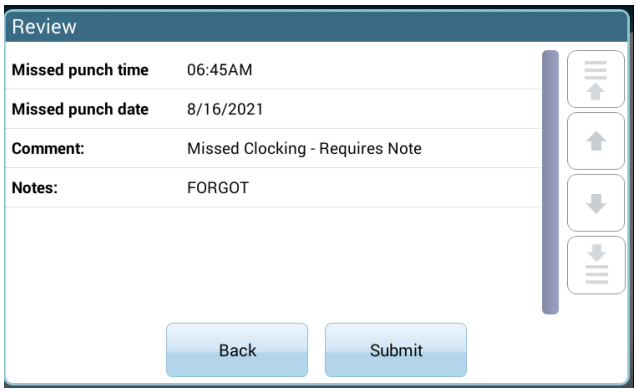


Image 4 (Missed Punch submission notification)

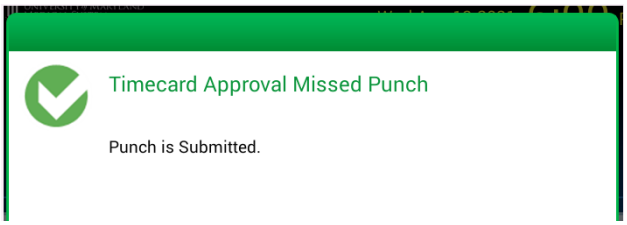


Image 5 (Manager/Timekeeper Approves Missed Punch for 8/16)

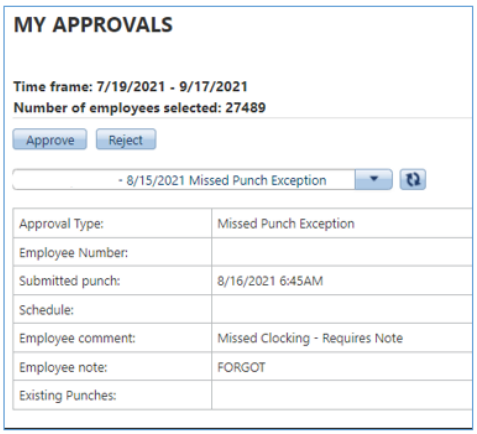


Image 6 (Approval notification)

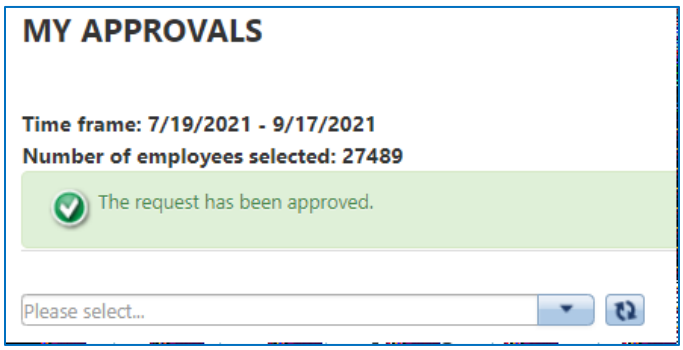


Image 7 (Timecard View after correction of Missed Punch on 8/16)

		Date	Schedule	In	Out	
+	×	Sat 8/14				
+	×	Sun 8/15				
+	×	Mon 8/16-	6:45AM-3:15PM	6:45AM	7:30AM	
+	×			7:30AM	3:04PM	
+	×	Tue 8/17				
+	×	Wed 8/18				