

Punches

User Guide

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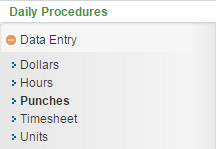
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# Introduction

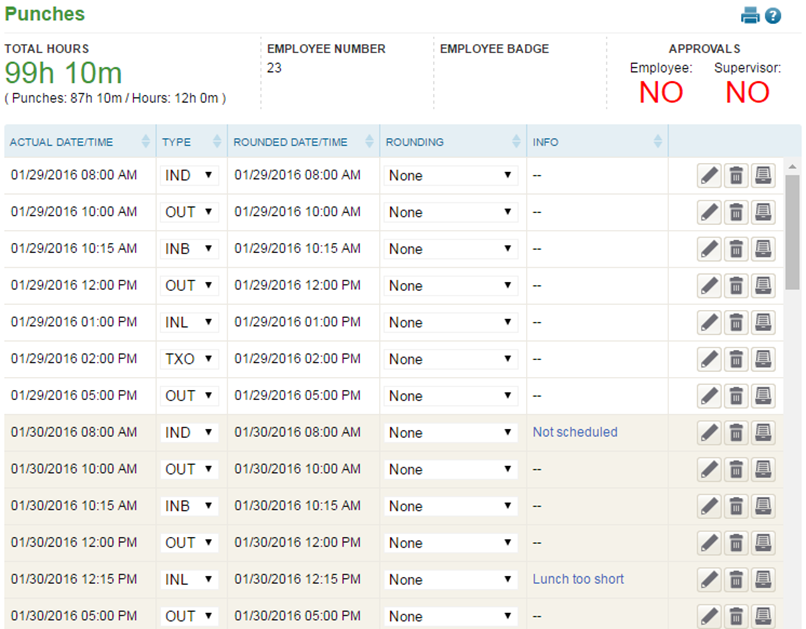
The Punches page in Time and Attendance is used to track an employee’s recorded punches. Access is dependent on company set up and individual security.

# Navigating to the Punches Page

1. In the **Main Navigation** menu, open the **Daily Procedures** folder.
2. Open **Data Entry** subfolder.
3. Click on the **Punches** page.



# Reviewing the Punches Page



**4**

**2**

**1**

**3**

1. Summary Bar
   1. **Total Hours** – Total recorded time from the Punches and Hours pages
   2. **Employee Number** – Assigned employee number
   3. **Badge Number** – Employee’s badge number if hardware clocks are in use
   4. **Approvals** – Status of employee and supervisor approvals
2. Punches – Each punch from the employee. For definitions of each field, see the section titled “[Punch Detail Definitions](#_Punch_Detail_Definitions).”
3. *Unnamed Column*– Buttons that allow additional interaction with the punch, including:
   1.  **Edit** – Edit details of the punch
   2.  **Delete** – Delete the punch
   3.  **Audit Log** – View details of the audit log associated with the punch
   4.  **Missing Punch Request** – Send a Missing Punch Request to a supervisor
4. Additional Tools
   1.  **Print** – Prints the data displayed on the page
   2.  **Online Help** – Launches Time and Attendance online help for the Punches page

# Punch Detail Definitions

Below is a list of the fields in alphabetical order that may be seen on the main Punches page or within the Punch Detail pop-up window when editing or adding a punch. Access to these fields is dependent on company set up and individual security.

1. **Actual Date/Time** – Date and time the employee punched in or out
2. **Device Number –** Device from which the punch originated
3. **Comment** – Comment (to be) associated with the punch record
4. **Info** – Additional information on the punch including:
5. “Comment”– Displays if the punch has a comment associated with it
6. Other – Displays if an attendance transaction exists for the punch (ex. Late Out). Clicking on this message will take the user to the attendance record detail.
7. **Org Level Transfer** – Forces employee’s home organization level items when box is checked
8. **Organization Level drop downs** – Organization level items assigned to the punch record
9. **Pay Type** – Pay Type associated with the punch record
   * 1. “Default” – Typically records time to the Pay Type of “Regular”
     2. Other – Pay Types can vary greatly between companies. Please contact your System Administrator for additional information.
10. **Punch Category** – Type of punch
11. **IND** – In For Day
    * 1. Used at the start of the work day
12. **INL** – In From Lunch
    * 1. Used when coming back from a lunch break
13. **INB** – In From Break
    * 1. Used when coming back from a break
14. **IDA** – In For Day Again
    * 1. Used when coming back from something else (ex. A doctor’s appointment)
15. **INS** – In From Split
    * 1. An automatic punch that appears when worked hours are split at midnight
16. **TXO** – Transfer Punch
    * 1. Used to allocate worked hours to specific organization level items
17. **ALO** – Auto Lunch Override
    * 1. Used to override an automatic lunch
18. **CBI** – Call Back In
    * 1. Used when called back in from work
19. **OUT** – Out
    * 1. Used any time work is stopped
20. **Round Date/Time** – Rounded date and time of the punch based on company rules
21. Employees are paid from the dates and times in the round date/time field
22. **Rounded Date/Time** – Rounded date and time of the punch based on company rules
23. Employees are paid from the dates and times in the round date/time field
24. **Rounding** – Rounding type in effect for the punch
25. **Rounding Source** – Rounding type in effect for the punch
26. **Send Request To** – Supervisor for whom to send the Missing Punch request
27. **Shift –** Shift code associated with the punch record
28. **Type** – Type of punch
29. **IND** – In For Day
    * 1. Used at the start of the work day
30. **INL** – In From Lunch
    * 1. Used when coming back from a lunch break
31. **INB** – In From Break
    * 1. Used when coming back from a break
32. **IDA** – In For Day Again
    * 1. Used when coming back from something else (ex. A doctor’s appointment)
33. **INS** – In From Split
    * 1. An automatic punch that appears when worked hours are split at midnight
34. **TXO** – Transfer Punch
    * 1. Used to allocate worked hours to specific organization level items
35. **ALO** – Auto Lunch Override
    * 1. Used to override an automatic lunch
36. **CBI** – Call Back In
    * 1. Used when called back in from work
37. **OUT** – Out
    * 1. Used any time work is stopped

# Editing a Punch

With the appropriate security, any item that displays on the main portion of the Punches page can be edited simply by selecting and overwriting the data within the appropriate field. When finished, click **Save**.

Additional punch information can be edited using the following steps:

1. Click the **Edit** button to on the punch to be edited.



*The Punch Detail pop-up window opens.*

1. Adjust the field(s) as needed. At minimum, the **Actual Date/Time** and **Punch Category** fields must be completed. For definitions of each field, see the section titled “[Punch Detail Definitions](#_Punch_Detail_Definitions).”
2. Click **Save**.

# Deleting a Punch

A punch can be deleted using the following steps:

1. Click the **Delete** button to the right of the punch to be removed.



*A warning message will appear to confirm the deletion of the punch.*

1. Click **OK**.

# Adding a Punch

To add a single punch, follow the steps below:

1. Click the **Add** button, located at the bottom left of the page.



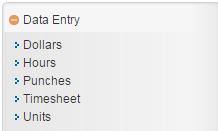
*The Punch Detail pop-up window opens.*

1. At minimum, the **Actual Date/Time** and **Punch Category** fields must be completed. For definitions of each field, see the section titled “[Punch Detail Definitions](#_Punch_Detail_Definitions).”
2. Click **Save.**

# Adding Many Punches

To add many punch records at once, it is best to use the Timesheet option.

1. In the **Main Navigation** menu, open the **Daily Procedures** folder.
2. Open **Data Entry** subfolder.
3. Click on the **Timesheet** page.



*A new window/tab opens in the browser containing the Timesheet.*

1. Use the drop down located on the second row of the Timesheet to select the worksheet to use. These are created and customized for each install, but will typically have a separate timesheet for punches.
2. Find the date of the punch record, and fill in the applicable fields. For definitions of each field, see the section titled “[Punch Detail Definitions](#_Punch_Detail_Definitions).”
   1. To add an additional record to the same day, use the **Plus** button located on the punches block.



* 1. For more detailed information about using the Timesheet, see the “[Timesheet](User%20Guide%20-%20Timesheet.docx)” User Guide.

1. Click **Save**.

# Fixing a Missing Punch

A missing punch appears when an employee punches in but does not punch out, or vice versa. These errors are critical to fix as the Total Hours will be incorrect for an employee with a missing punch. The Time and Attendance system will automatically put in a placeholder punch in red when this occurs, marked with “Missing Punch” in the **Info** column.



Depending on security, a user can either send a Missing Punch Request to a supervisor, or fix the missing punch directly on the Punches page.

## Fixing a Missing Punch Using the Missing Punch Request

1. Click on the Missing Punch Request button located to the right of the Missing Punch.



*The Detail View pop-up window opens.*

1. Adjust the fields as needed. At minimum, the Actual Date/Time and Punch Type fields must be completed. For definitions of each field, see the section titled “[Punch Detail Definitions](#_Punch_Detail_Definitions).”
2. Click **Submit Request**.

## Fixing a Missing Punch on the Punches Page

To correct a missing punch directly, one of three things must occur, depending on the situation:

1. If the punch either before or after the Missing Punch should not exist, the punch before or after the Missing Punch should be deleted. To do so, follow the steps under the section titled “[Deleting a Punch](#_Deleting_a_Punch).”
2. If the Punch Type on the punch before or after the Missing Punch is incorrect, the punch before or after the Missing Punch should be changed. To do so, adjust the punch’s **Type** column, and click **Save**.
3. If the employee has truly missed a punch, the Missing Punch must be edited directly to have the correct information. To do so, follow the steps under the section titled “[Editing a Punch](#_Editing_a_Punch).”