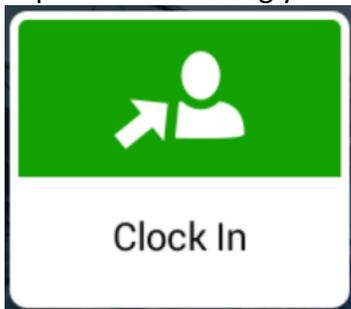




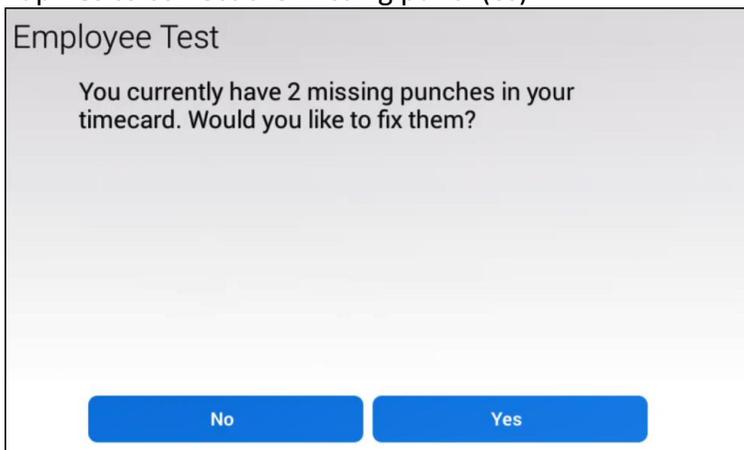
Correct a Missed Punch Using Attestation - Clock

Punch for the start and end of your shifts using the applicable buttons on the clock home screen. When you fail to punch at the start or end of a prior shift you will receive notifications to correct the missed time the next time you punch. You will specify the date, time of the missing punch(es), and a reason for the correction in the notes field. A Confirm message appears for each missing punch, if you miss multiple punches, you will be prompted for each missing punch. Once you have submitted your corrections your manager will review and respond to your corrections before the punches appear in your timecard.

1. Tap Clock In to begin your shift.

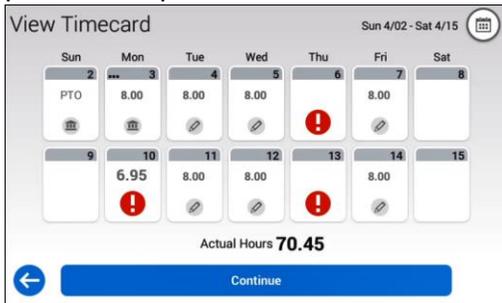


2. Hold your badge within one inch of the timeclock. A prompt appears with the missed punch details.
3. Tap **Yes** to correct the missing punch(es).

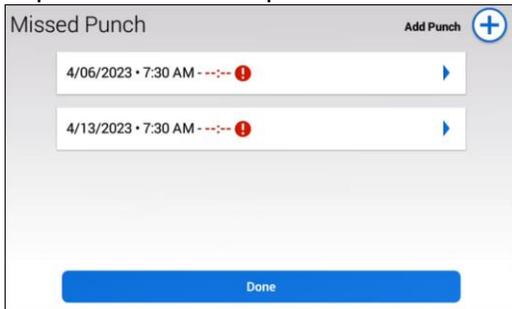


Note: Select No to fix the missed punch at a later time. You will receive an accepted message and your punch will be recorded.

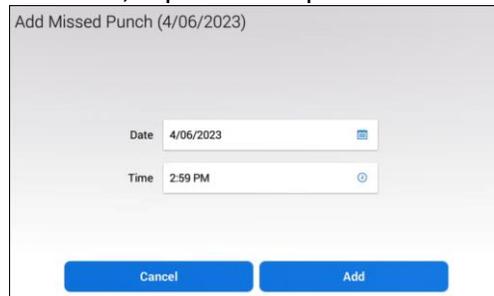
- The View Timecard screen appears providing visibility to hours worked and missed punches. Tap **Continue**.



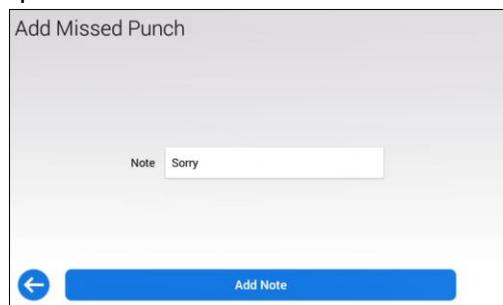
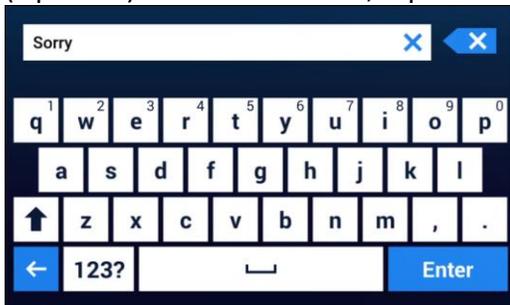
- Tap the first missed punch to correct.



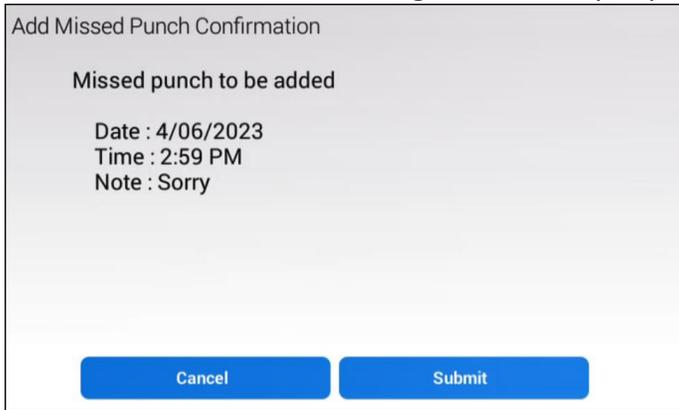
- Tap the **Time** field. Enter the missing punch time, tap **Enter**. Tap **Add**.



- (Optional) Enter a comment, tap **Enter**. Tap **Add Note**.



8. Review the confirmation message for accuracy, tap **Submit**.



9. If additional missed punches exist, repeat steps 5-8.
10. Tap **Done**. An acceptance message appears.

