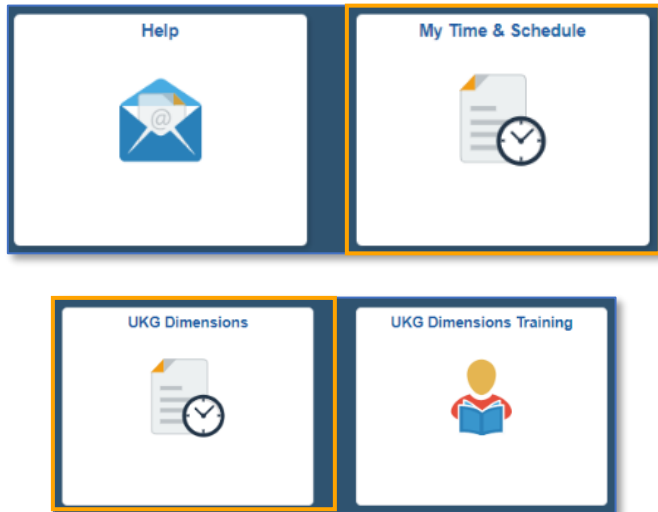
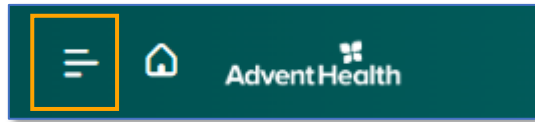
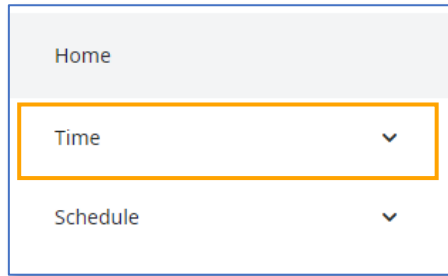
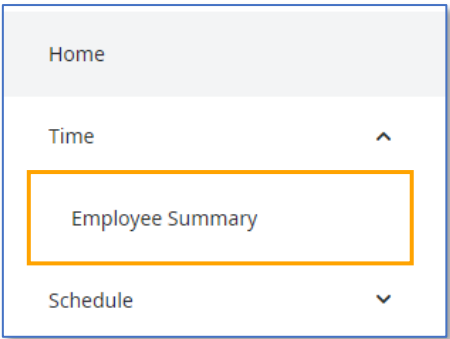
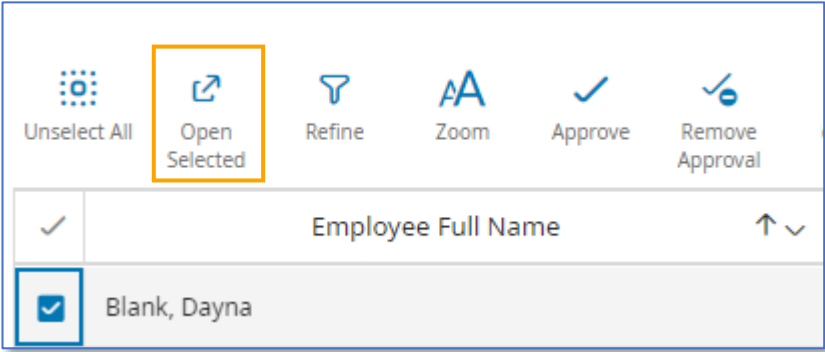
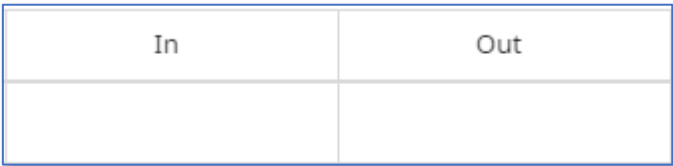


Adding Missing Punches to a Timecard

Reference Guide

Purpose: This guide will show Managers and Timekeepers how to add missing punches to a team member's timecard when they're unable to submit the Missing Punch Correction in UKG Dimensions.

Action	Screenshot
About Adding Missing Punches <ul style="list-style-type: none"> Team members must enter their missing punches in the timecard for manager approval. Missing punches for a previous pay period require a Timecard Correction Form (TCF). Manually entering missing punches in a team member's timecard is not a standard process that should be reserved for emergency situations. 	
<p>Navigate: My Hub > My Time & Schedule tile > UKG Dimensions tile</p>	
<p>1. Click the Main Menu icon.</p>	
<p>2. Click to expand the Time category.</p>	

<p>3. Click the Employee Summary sub-category.</p>	
<p>4. Mark the checkbox of the team member then, click Open Selected.</p>	
<p>5. In the In or Out cell that is missing the punch, type the actual punch time, and then press Enter.</p>	
<p>6. Click the Save icon.</p>	