

Employee Time Card Correction (Add/Remove Punch) Guide

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Article ID: PCTY-112787

Time Card Corrections Employee Dashboard

With Time Card Corrections enabled, employees have the ability to add, edit, and delete entries. The Employee Dashboard displays the **Activity** section with different functions to view/edit. The same options are available within the Kiosk.

Under the Activity section the headers are:

- **Errors**
- **Recent Activity**
- **Information**
- **Corrections**

Errors

By default, employees see the most recent 10 missing punches in an open pay period. To view additional missed punches, select **View All Errors**.

The columns display the missing punch information through the following columns:

- **Date** - Date that the missed punch occurred.
- **Error Type** - The type of punch that is missing.
- **Information** - The action needed to address the error. The **Fill in Missing Punch** link displays a drawer that allows the employee to submit a request to correct the below fields:
 - **Date**
 - **Punch Time**
 - **Reason for Correction**

- Cost Centers
- Punch Note

Activity

Errors 3 Recent Activity Information Correct

Date	Error Type	Information
03/27/2022	Clock Out	Fill in Missing Punch
03/09/2022	Clock Out	Fill in Missing Punch
03/03/2022	Clock Out	Fill in Missing Punch

View All Errors

Close

Date	Error Type	Information
03/27/2022	Clock Out	Fill in Missing Punch
03/09/2022	Clock Out	Fill in Missing Punch
03/03/2022	Clock Out	Fill in Missing Punch

1 - 3 of 3 items

< Fill in Missing Punch Submit Request

Punch Occurrence
03/27/2022 - Clock Out - Missing Time

Request Details

Date **Time**

Reason for Correction (optional)

Forgot to clock out sorry

1975/2000 Characters Remaining

Cost Center (2/CS/CSrv/199) ^

Department

Job

Position

Location

Punch Note ^

Add a Note

2000/2000 Characters Remaining

This note is specific to your Correction. Be aware that this will be stored for company record.

Recent Activity

By default, employees will see the most recent 10 punches or punches for the past 5 days (10 punches total).

View All Activity lists all the punches for the specified date range. The back arrow allows employees to navigate to past dates.

- **Date** - Date the punch occurred.
- **Punch** - The type of punch.
- **Time** - When the punch occurred.
- **Note** - Text applied at the time of punch.
- **Adj.** - Dollar amount for any adjustments the employee entered at the time of clock out on a kiosk.
- **Actions** - A drawer allowing the employee the ability to edit or remove a specific punch.

- **Edit** - A drawer with the respective punch details where the employee can request an update for: **Time, Date, Punch Type, Reason for Correction, Cost Centers, and Punch Note.**
- **Remove** - A drawer with the respective punch details where the employee requests punch removal.
- **X** - A drawer where the employee can request punch removal for future punch dates and times.

< Remove a Punch
Submit Request

Punch Occurrence
03/27/2022 - Clock In - 09:00 AM

Reason for Correction (optional)

Please remove this punch Joey added it in error

1953/2000 Characters Remaining

- **Add a Punch** - Drawer where the employee can add a punch for a past or current date if the time has passed (employees are prevented from pre-populating punches in the future). Employees are prevented from adding a punch in a closed pay period.

Activity Add a Punch

Errors 1
Recent Activity
Information
Corrections

Date ▼	Punch	Time	Note	Actions
05/04/2022	Clocked In	07:29 AM		...
05/03/2022	Clocked Out	02:35 PM		...
05/03/2022	Clocked In	07:14 AM		...
05/02/2022	Clocked Out	02:59 PM		...
05/02/2022	Clocked In	07:14 AM		...
04/29/2022	Clocked Out	02:19 PM		...

View All Activity

View Punch Activity Close Add a Punch

03/20/2022 - 04/02/2022 < > Today

Current
49.25h
[How is this calculated?](#)

Collapse All

Monday, March 28, 2022			
Clocked Out	05:07 PM	\$45.00	...
Clocked In	08:45 AM		...
Sunday, March 27, 2022			
Clocked In	09:00 AM		...
Clocked Out	⚠ Fill in Missing Punch		...
Friday, March 25, 2022			
Clocked Out	07:00 PM		...
Clocked In	02:00 PM		...
Thursday, March 24, 2022			
Clocked Out	08:00 PM		...
Clocked In	11:00 AM		...
Wednesday, March 23, 2022			
Clocked Out	07:06 PM		...
Clocked In	09:00 AM		...

Information

Paylocity recommends employees view hours from the **Activity** drawer. The **Information** section includes:

- Employee's week to date total hours worked (decimal format).
- Employee's current Attendance Points balance.
- Ability to Email My Timesheet.

Corrections

By default, users will see the most recent 10 corrections.

- **Request Type** - Correction type.
- **Request Date** - Date the request was submitted.
- **Punch Date** - Date the punch occurred.
- **Status** - Current status of the request. When selected the request details display.
- **View All Requests** - Displays all the correction requests. Employees can see the status of requests and additional details by selecting the date.

Activity Add a Punch

Errors 3 Recent Activity Information **Corrections**

Request Type	Request Date	Punch Date	Status
Fill Punch	03/28/2022	03/11/2022	Pending
Edit Punch	03/28/2022	03/28/2022	Approved
Add Punch	03/28/2022	03/27/2022	Approved
Edit Punch	03/23/2022	03/17/2022	Pending
Remove Punch	03/17/2022	03/17/2022	Approved
Add Punch	03/17/2022	03/17/2022	Approved
Edit Punch	03/17/2022	03/17/2022	Approved
Edit Punch	03/17/2022	03/14/2022	Pending
Fill Punch	03/17/2022	03/09/2022	Denied
Edit Punch	03/14/2022	03/09/2022	Approved

View All Requests

View Correction Details

[Cancel Request](#) [Close](#)

Correction request pending, - 03/23/2022, 05:13 PM

Request Details

Request Type Edit Punch	Punch Date 03/17/2022, 12:34 PM	Supervisor Monica
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Employee Comment

From **To**

Location 	Location
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Punch Record

Cost Center 	Punch Note -
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View Corrections

[Close](#)

History

< < 1 2 3 > > 1 - 50 of 144 items

Request Type	Request Date	Punch Date	Status
Edit Punch	03/28/2022	03/25/2022	Cancelled
Fill Punch	03/28/2022	03/11/2022	Pending
Edit Punch	03/28/2022	03/28/2022	Approved
Add Punch	03/28/2022	03/27/2022	Approved
Edit Punch	03/23/2022	03/17/2022	Pending
Remove Punch	03/17/2022	03/17/2022	Approved
Add Punch	03/17/2022	03/17/2022	Approved
Edit Punch	03/17/2022	03/17/2022	Approved
Edit Punch	03/17/2022	03/17/2022	Cancelled

Important Information: When approving a correction, the **Reason for Correction** will not post to the punch as an employee note. However, the text entered into the **Punch Note** field will post as an employee note.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pcty/help/agent/locale/en-US/portal/30860000001000/content-version/PCTY-112787/PCTY-863308/Time-Card-Corrections-Employee-Dashboard>