

Missed Clock In/Clock Out

If you forgot to clock in or clock out, TimeClock Plus will allow you to put in a missed work segment. This can be done via the app or on the web client. The instructions below will be the same for either base you use.

- Select the new operation you wish to do
 - i.e. if you forgot to clock out, there will be a “Missed clock out?” option you may select.

App View

Web Client View

- You will be notified of your missed segment, press “Continue” to correct

App View

Web Client View

- On the following page you will be asked to enter your corrected missed punch (Clock out for this example)

App View

Web Client View

Time Entry (Missed Clock Out)

Date in: 5/7/2025 Time in: 11:30 am

Date out: 5/7/2025 Time out: 11:45 am

CONTINUE

5/7/2025 12:27:53 PM
Hello Test Jr.

Time Entry (Missed Clock Out)

Date in: 5/7/2025 12:00 PM Date out: 5/7/2025 12:15 PM

Back Cancel Continue

- You will receive a summary of the corrected missed segment and it will be recorded for supervisor approval once you hit "Continue".

App View

Web Client View

Clock In

Summary (Missed Clock Out):

Date in: 05/07/2025 11:30 AM
Date out: 05/07/2025 11:45 AM
Job: Student Worker

CANCEL CONTINUE

5/7/2025 12:28:17 PM
Hello Test Jr.

Summary (Missed Clock Out)

Date in: 05/07/2025 12:00 PM Date out: 05/07/2025 12:15 PM
Job: Student Worker

Press continue to finish clocking out and save this information

Back Cancel Continue

Once completed, you may resume clocking in/out normally for your new work segment.