Missed Clock In/Clock Out
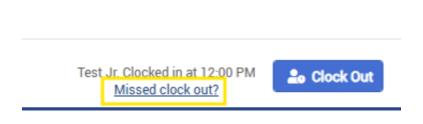
If you forgot to clock in or clock out, TimeClock Plus will allow you to put in a missed work segment. This can be done via the app or on the web client. The instructions below will be the same for either base you use.
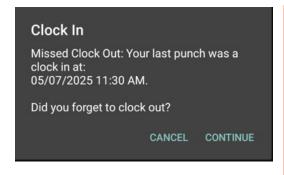
- Select the new operation you wish to do
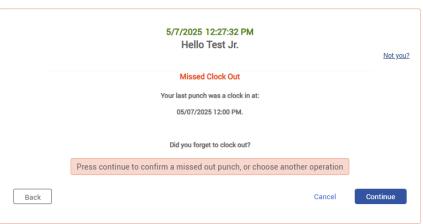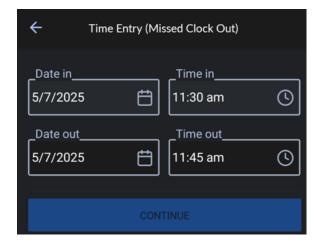   - i.e. if you forgot to clock out, there will be a "Missed clock out?" option you may select.

App View   Web Client View

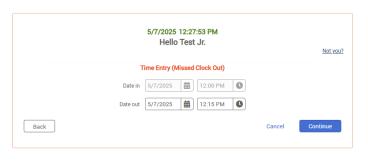- You will be notified of your missed segment, press "Continue" to correct

App View   Web Client View
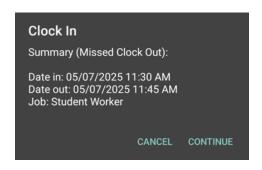

1

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

App View   Web Client View
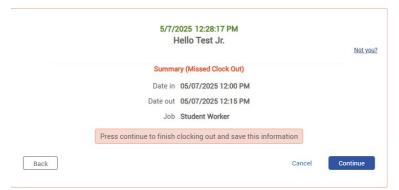

- You will receive a summary of the corrected missed segment and it will be recorded for supervisor approval once you hit "Continue".

App View   Web Client View

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