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 the previous day, select clock in like normal and TCP will recognized you failed to clock out (same for missed clock in)

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

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.