



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)



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



Web Client View

K 8	Clock In /19/2019 02:51:04 PM	Ħ	8/19/2019 03:38:27 PM	1		Hello Test Jr.		Not you?
Your	Missed Clock Out Your last punch was a clock in at:				Y	Missed Clock Out four last punch was a clock 08/19/2019 03:30 PM.	t in at:	
Dic	08/19/2019 02:45 PM. I you forget to clock out?			Press	Press continue to confirm	Did you forget to clock ou m a missed out punch, o	ut? or choose another operation	
Press cont punch, o	tinue to confirm a missed o r choose another operatior	ut 1						
	Continue							

Back

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

< 8	Clock In 8/19/2019 02:51:09 PM		8/19/2019 03:51:15 PM	Hello Test Jr. Time Entry (Missed Clock Out) Date in (8/19/2019) (03:30 PM) (C)		Not you?	
Time Entry (Missed Clock Out)Date inAug 19, 20192:45 PM				Date out 8/19/2019 🛅 03:30 PM 🧿			
Date out	Aug 19, 2019	2:45 PM					
	Continue			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	8/19/2019 03:56:48 PM	Hello Test Jr.		Not you?
<	8/19/2019 02:51:19 PM		Summary (Missed Clock Out)		
	Summary (Missed Clock Out)		Date out 08/19/2019/03:30 PM Job Student Worker		
	Date out 08/19/2019 02:45 PM		Press continue to finish clocking out and save this information		
	Job Student Worker				
Pr	ress continue to finish clocking out and save this information				
	Continue				
		Back	Cano	el Continue	

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