



Missed Clock In/Clock Out

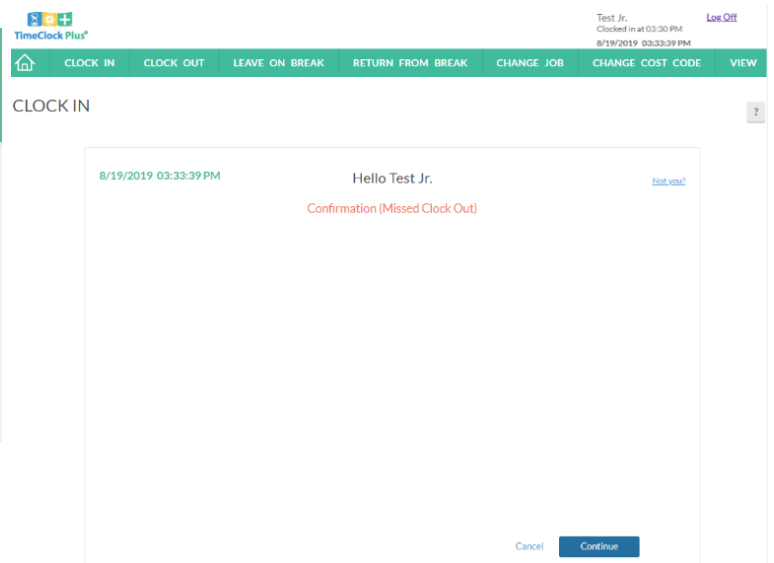
If you forgot to clock in or clock out, TimeClock Plus will allow you to put in a missed work segment. This can be done via the app or on the web client. The instructions below will be the same for either base you use.

- 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

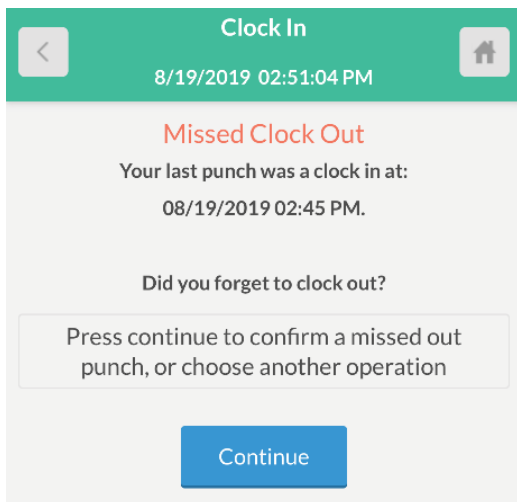


Web Client View

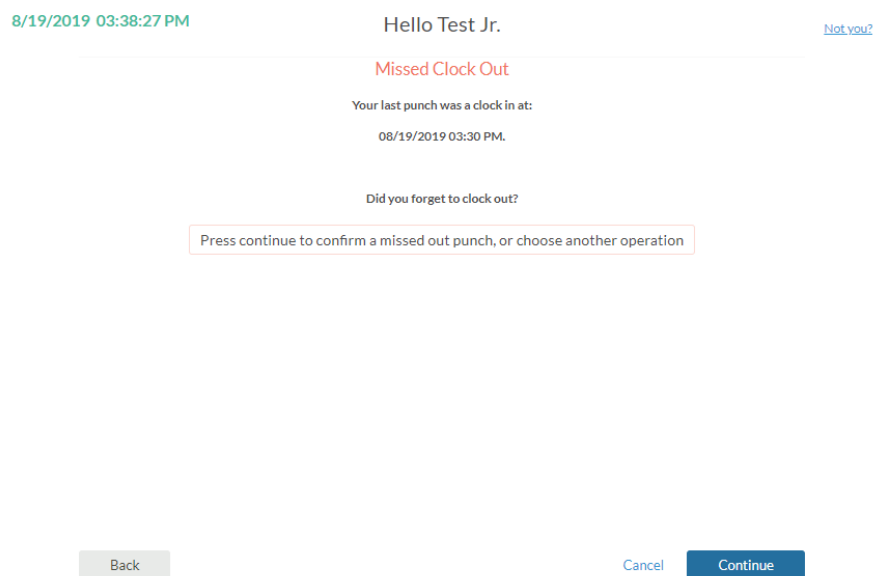


- You will be notified of your missed segment, press “Continue” to correct

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

Clock In
8/19/2019 02:51:09 PM

Time Entry (Missed Clock Out)

Date in: Aug 19, 2019 2:45 PM

Date out: Aug 19, 2019 2:45 PM

Continue

8/19/2019 03:51:15 PM Hello Test Jr. [Not you?](#)

Time Entry (Missed Clock Out)

Date in: 8/19/2019 03:30 PM

Date out: 8/19/2019 03:30 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

Clock In
8/19/2019 02:51:19 PM

Summary (Missed Clock Out)

Date in: 08/19/2019 02:45 PM

Date out: 08/19/2019 02:45 PM

Job: Student Worker

Press continue to finish clocking out and save this information

Continue

Web Client View

8/19/2019 03:56:48 PM Hello Test Jr. [Not you?](#)

Summary (Missed Clock Out)

Date in: 08/19/2019 03:30 PM

Date out: 08/19/2019 03:30 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.