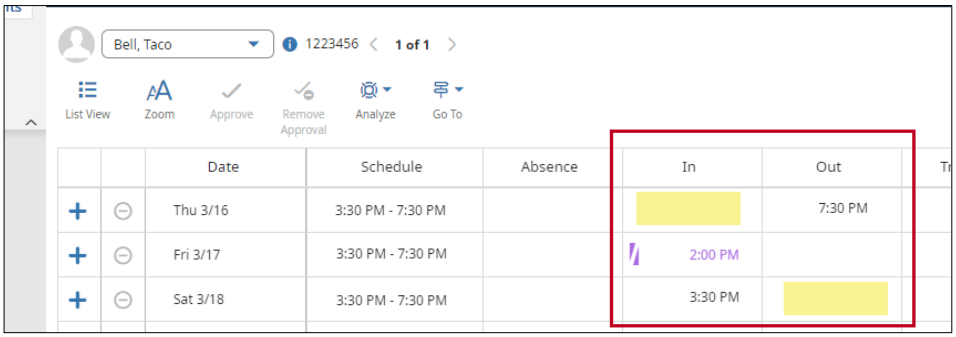
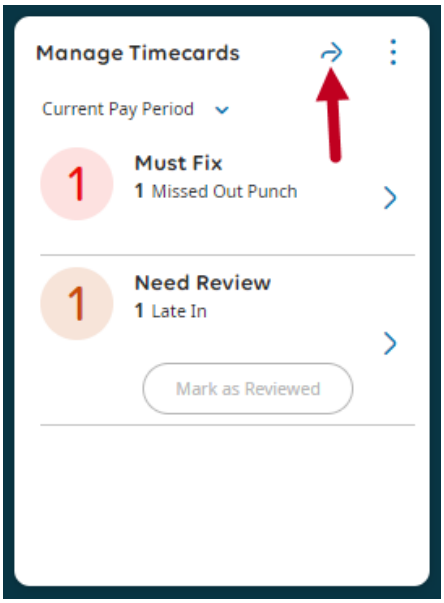
UKG – Add/Edit/Delete Punches
QRG – People Leaders

This document explains how to correct an hourly associate's timecard when a punch may be missed or incorrect. You may also add a comment to a timecard to explain why a punch was added, edited, or deleted.

Add a Punch – Managers can add a missing punch to worked time, if needed.

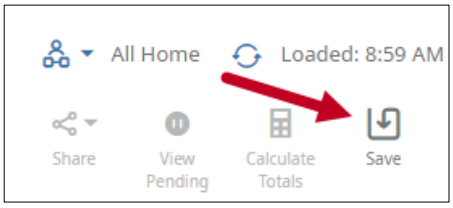
1. From the **Workforce Management Main Menu Manage Timecards** tile **click** the **All Timecards** link
2. **Select a cell** under the **In or Out column** to enter a start time for the employee's shift (In column) or enter an end time for the employee's shift
3. **Input times** in the standard time AM or PM format or the 24-hour format





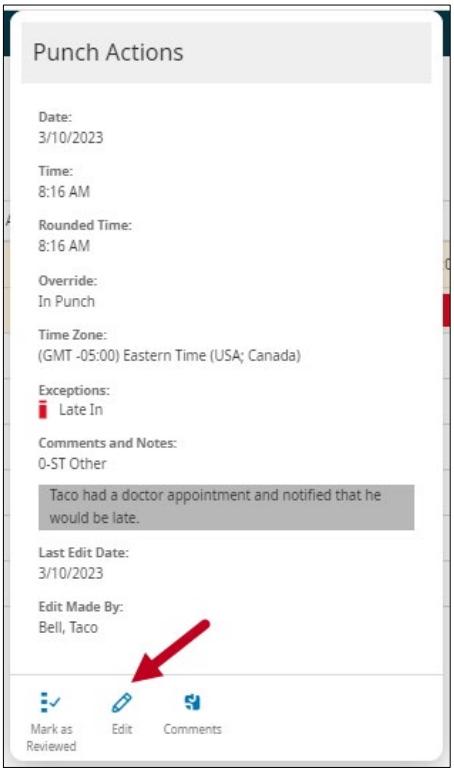
4. **Select Save** in the upper right of the screen

Tip: Manager edited punches appear with a black triangle in the upper right corner and are date and time stamped.

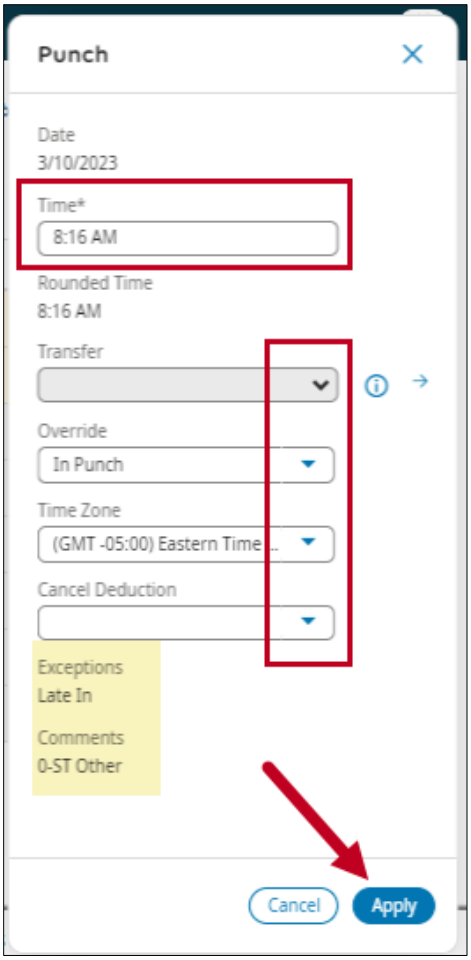


Edit a Punch with Punch Actions - When you need to apply a transfer, override a punch, or add a comment use the Punch Actions.

1. From the **Workforce Management Main Menu Manage Timecards** tile **click** the **All Timecards** link
2. **Right-click a cell** with a punch in the **In or Out** column to open the **Punch Actions** glance
3. From the **Punch Actions** glance, **select Edit** to open the **Punch panel**



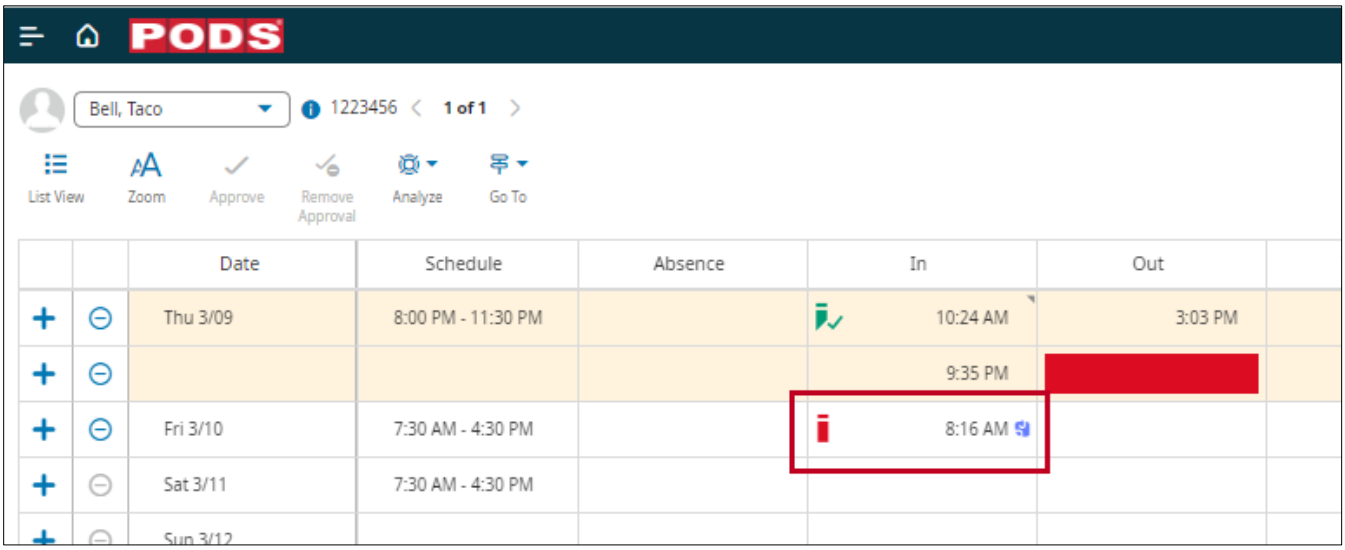
4. From the **Punch panel**, enter the following information
   a. **Time (hh:mm) *** — You cannot leave this field blank
      - Based on the time that you enter, if your company uses rounding rules, the system uses the rounded time. For example, if you enter 8:02, the rounded time might be 8:00. The rounded time is used for totals calculations, but the actual time will be displayed on the timecard
   b. **Transfer** — Select the arrow to open the Transfer slider and select the applicable transfer.
   c. **Override** — Select whether the time should be considered as an In-punch or an Out-punch by the solution.
   d. **Time Zone** — Select the applicable time zone. Use this if you have employees who work in different locations that have different time zones.
   e. **Cancel Deductions** — Select one of the listed deduction rules. This is used when the employee has an automatically deducted meal break and does not punch in/out for breaks. If the employee skips a meal, managers can cancel the deduction to pay the employee for the mealtime.
   f. **Exceptions** — If there is an exception triggered by the solution, the exception name is displayed. You cannot edit this.
   g. **Comments** — If there is a comment added to the time, the comment is displayed.
5. **Select Apply** on the **Punch Panel** and then **select Save** in the upper right of the **Employee Timecards** view to record the punch edit in the timecard with applicable indicators



Delete a Punch

If a punch is added in error, managers can delete the punch.

1. From the **Workforce Management Main Menu Manage Timecards** tile **click** the **All Timecards** link
2. **Select** the **punch**, then **press Delete on your keyboard**
3. **Select Save** to complete removing the punch from the timecard

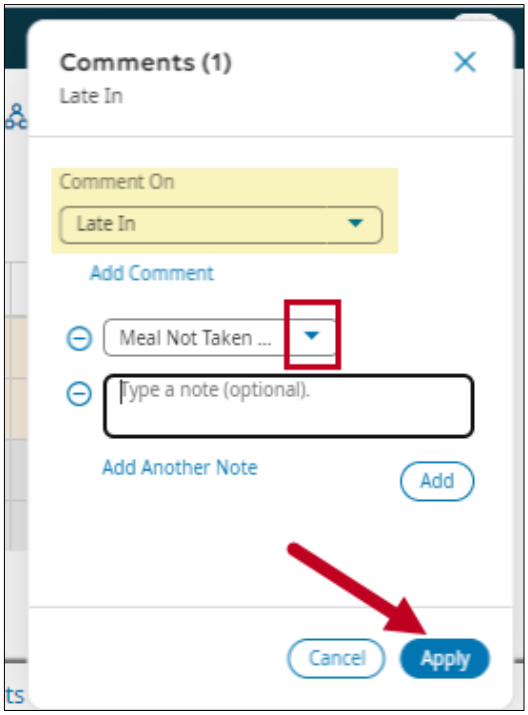


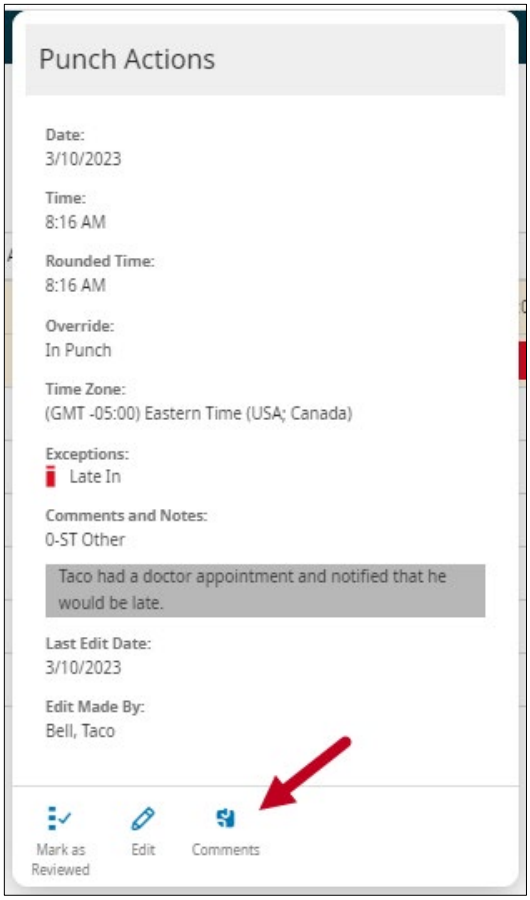
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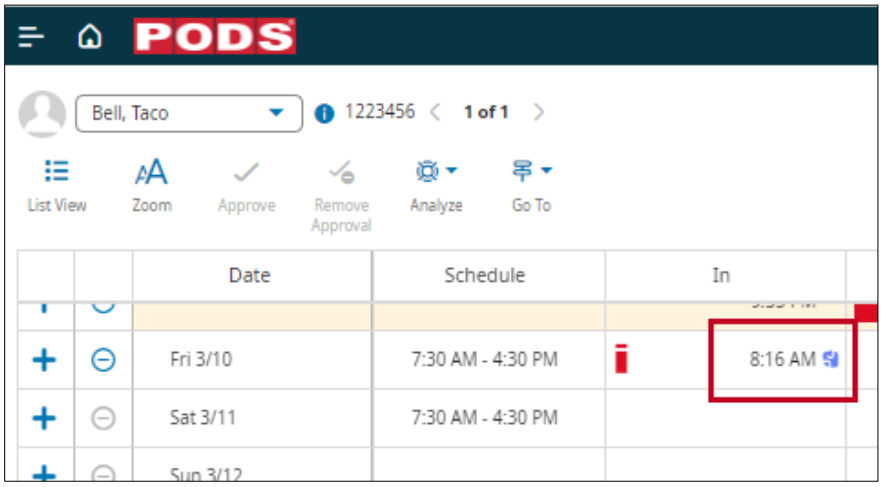
Add a Comment to the Timecard – Comments are short, predefined descriptions that you can add to punches, exceptions, or amounts within a timecard.

1. From the **Workforce Management Main Menu Manage Timecards** tile **click** the **All Timecards** link
2. **Select a timecard**
3. **Right-click** on the **punch** you wish to comment to open the **Punch Actions** glance
3. From the **Punch Actions** glance, **click** the **Comments** icon
4. From the **Select a Comment** drop-down list, **select a comment**
5. (Optional) **Enter text** to add more information in the **Type a Note** field
6. **Select Add and select Apply** once you have completed adding comments
8. **Select Save** in the upper right of the **Employee Timecard** view

- Comments are indicated on the timecard by a blue bubble after the punch.







***Tip:** If the punch has an exception, you will see the Comment On drop-down list so you can select a punch or an exception to add your comment to.*

You can add more than one comment and note to the same punch.