Correct Missed Punch

Web Clock

Correct missed clock out on the WebClock

1. Access the WebClock via **myPascoConnect**
2. Click **CLOCK IN** or **RETURN FROM BREAK**
3. A confirmation screen appears stating **Confirmation (Missed Clock Out)** – click **Continue**
4. A screen appears displaying the last punch and prompting entry of missed clock out – click **Continue**
5. Input the date and time of the missed clock out and click **Continue**
6. A summary screen appears displaying the corrected punch – click **Continue** to finish clock out and save the corrected punch
    a. Users with multiple jobs must select the appropriate job and click **Continue**
7. The confirmation message **Clock operation successful** appears – click **Ok**
8. User is now clocked in and the missed punch is corrected – *no additional operations are needed*

Correct missed clock in on the WebClock

1. Access the WebClock via **myPascoConnect**
2. Click **CLOCK OUT** or **LEAVE FOR BREAK**
3. A confirmation screen appears stating **Confirmation (Missed Clock In)** – click **Continue**
4. A screen appears displaying the last punch and prompting entry of missed clock out – click **Continue**
5. Input the date and time of the missed clock out and click **Continue**
6. A summary screen appears displaying the corrected punch – click **Continue** to finish clock in and save the corrected punch
    a. Users with multiple jobs must select the appropriate job and click **Continue**
7. The confirmation message **Clock operation successful** appears – click **Ok**
8. User is now clocked out and the missed punch is corrected – *no additional operations are needed*

Time Clock

Correct missed clock out on the Time Clock

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Click **CLOCK IN** or **RETURN FROM BREAK**
4. A notification appears stating that there is a missed punch out – press **Continue**
5. A screen appears displaying the last punch appears – press **Continue**
6. Press **Edit** to input the date and time of the missed punch, then press **Ok**
7. Press **Continue** to finish clock out and save the corrected punch
    a. Users with multiple jobs must select the appropriate job and press **Continue**
8. The confirmation message O**peration successful** appears
9. User is now clocked in and the missed punch is corrected – *no additional operations are needed*

Correct missed clock in on the Time Clock

1. Input employee ID number in the **ID/Badge Number** field and press **Continue**
2. Input PIN number (user PIN number is the last four digits of SSN) and press **Continue**
3. Click **CLOCK OUT** or **LEAVE FOR BREAK**
4. A notification appears stating that there is a missed punch in – press **Continue**
5. A screen appears displaying the last punch appears – press **Continue**
6. Press **Edit** to input the date and time of the missed punch, then press **Ok**
7. Press **Continue** to finish clock out and save the corrected punch
    a. Users with multiple jobs must select the appropriate job and press **Continue**
8. The confirmation message **Operation successful** appears
9. User is now clocked out and the missed punch is corrected – *no additional operations are needed*

TimeClock Plus 2/19/2019