

1.4. Supervisor Job Aid: How to Correct a Timecard Punch and Add a Missed Punch (Non-Exempt)

1

To correct an incorrect punch: Navigate to the correct employee's timecard and find the punch that needs to be corrected. In this example, it is the "Out" punch of Wednesday, December 17. Once located, click on the punch, and you can directly change the time here, or right-click and a menu will pop up. Click on 'Edit' at the bottom of the menu.

Note: To add a missed punch, skip to **Step 3**.

The screenshot displays a timecard management interface. On the left, a table shows punch data for dates 12/13 through 12/27. The entry for 12/17 shows an 'In' time of 8:00 AM and an 'Out' time of 12:00 PM. A context menu is open over the 12:00 PM 'Out' punch, displaying the following details: Date: 12/17/2025, Time: 5:30 PM, Rounded time: 5:30 PM, Override: Out punch, Time zone: (GMT -07:00) Mountain Time (USA; Canada), Last edit date: 12/18/2025, and Edit made by: TestManager, Melanietest1. The menu includes options for 'Mark as reviewed', 'Edit', 'Comments', and 'Justify exception'. On the right, a summary table shows pay codes and amounts for the selected period, with a total of 8.50 for the shift and 8.50 for the daily total.

Date	Schedule	Absence	In	Out	Transfer
12/13					
12/14					
12/15					
12/16					
12/17			8:00 AM	12:00 PM	
12/18					
12/19					
12/20					
12/21					
12/22					
12/23					
12/24					
12/25					
12/26					
12/27					

Pay Code	Amount	Shift	Daily
		8.50	8.50
Winter Br...	8.00		8.00
Winter Br...	8.00		8.00
Winter Br...	8.00		8.00

2

Click the 'Time' text field and enter the correct time. Scroll to the bottom of the Punch menu and click 'Apply'.

The screenshot displays the UKG Employee timecards interface. The main area shows a grid for the employee 'Testnonexempt, ...' (COMPASNDTRATST) for the current pay period. The grid includes columns for Date, Schedule, Absence, In, Out, Transfer, and Pay Code. The date 12/17/2025 is selected, and the 'Out' time is set to 5:30 PM. A 'Punch' modal is open on the right, showing the date 12/17/2025, the 'Time*' field set to 5:30 PM, and the 'Apply' button highlighted at the bottom.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code
+ -	Sat 12/13									
+ -	Sun 12/14									
+ -	Mon 12/15									
+ -	Tue 12/16									
+ -	Wed 12/17			8:00 AM	12:00 PM		1:00 PM	5:30 PM		
+ -	Thu 12/18									
+ -	Fri 12/19									
+ -	Sat 12/20									
+ -	Sun 12/21									
+ -	Mon 12/22									
+ -	Tue 12/23									
+ -	Wed 12/24									Winter Br...
+ -	Thu 12/25									Winter Br...
+ -	Fri 12/26									Winter Br...
+ -	Sat 12/27									

3

To add in a missed punch: Navigate to the correct employee's timecard and locate the punch that needs to be added. In this example, it is the "Out" punch of Wednesday, December 17. It is easy to locate because the cell is highlighted red. Once located, click on the red cell and type in the missing time, or right-click and a menu will pop up. Click on 'Edit' at the bottom of the menu (as noted in Step 1).

The screenshot shows an employee timecard for 'COMPSANDRATST' (2 of 4). The interface includes a top navigation bar with a calendar icon, 'Current Pay Period', '4 Employee(s) selected', and 'Loaded: 9:48 AM'. Below the navigation are icons for 'Approve', 'Remove approval', 'Sign-off', 'Analyze', and 'Go to'. On the right, there are icons for 'Share', 'View pending', 'Calculate totals', and 'Save'. The main table has columns: Date, Schedule, Absence, In, Out, Transfer, In, Out, Transfer, Pay Code, Amount, Shift, and Daily. The row for 2/17 shows an 'Out' punch at 1:00 PM, which is highlighted in red. The 'Amount' for this punch is 4.00 and the 'Daily' total is 4.00. The bottom of the table shows 'Winter Br...' entries for 2/24, 2/25, and 2/26, each with an amount of 8.00.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily
2/13												
2/14												
2/15												
2/16												
2/17			8:00 AM	12:00 PM		1:00 PM					4.00	4.00
2/18												
2/19												
2/20												
2/21												
2/22												
2/23												
2/24									Winter Br...	8.00		8.00
2/25									Winter Br...	8.00		8.00
2/26									Winter Br...	8.00		8.00

4

Once the missing time is entered, it will show in the cell with a little red mark to indicate it was a missed punch that has been manually entered.

The screenshot shows the same employee timecard interface as above. The 'Out' punch cell for 2/17 now contains the time '5:00 PM' and a dropdown menu with a search bar. The 'Amount' for this punch is 4.00 and the 'Daily' total is 4.00. The rest of the table remains the same as in the previous screenshot.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily
2/13												
2/14												
2/15												
2/16												
2/17			8:00 AM	12:00 PM		1:00 PM	5:00 PM				4.00	4.00
2/18												
2/19												
2/20												
2/21												
2/22												
2/23												
2/24									Winter Br...	8.00		8.00
2/25									Winter Br...	8.00		8.00
2/26									Winter Br...	8.00		8.00

5

To add a comment regarding the changed punch or entered time, right click on the appropriate punch and select 'Comments'.

The screenshot shows an employee timecard interface. At the top, there are navigation and action buttons: 'Approve', 'Remove approval', 'Sign-off', 'Analyze', and 'Go to'. Below this is a table with columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, and Daily. A right-click context menu is open over the 'Out' time '12:00 PM' on 2/17. The menu contains the following information: Date: 12/17/2025, Time: 5:00 PM, Rounded time: 5:00 PM, Override: Out punch, Time zone: (GMT-07:00) Mountain Time (USA; Canada), Last edit date: 12/18/2025, and Edit made by: TestManager, Melanietest1. At the bottom of the menu are four options: 'Mark as reviewed', 'Edit', 'Comments' (highlighted with an orange circle), and 'Justify exception'.

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The 'Select a comment' menu will drop down to show a number of options. To add a specific comment, select 'See Note Below'.

The screenshot shows the same employee timecard interface as in step 5. A 'Comments (0)' dropdown menu is open over the 'Out' time '5:00 PM' on 2/17. The menu has a search bar and a list of comment options: '0-ST Other', 'Call Back', 'Double Punch', 'Move Hours to Comp Time', and 'See Note Below' (highlighted with an orange circle). The background table shows the timecard data for dates 2/13 to 2/25, with punch times for 2/17 and 2/24-2/25.

7

Click the "Type a note (optional)" field and type in the necessary comment. Click 'Add' and then 'Apply' to save the comment.

The screenshot shows the UKG Employee timecards interface. The main area is a table with columns for Date, Schedule, Absence, In, Out, Transfer, In, Out, Transfer, and Pay Code. The table shows dates from Sat 12/13 to Sat 12/27. On Wed 12/17, there are in/out times: 8:00 AM, 12:00 PM, 1:00 PM, and 5:00 PM. From Wed 12/24 to Fri 12/26, there are 'Winter Br...' entries. A 'Comments (1)' modal is open on the right, with a text input field containing 'Type a note (optional)'. The 'Add' button in the modal is highlighted with an orange box. At the bottom of the modal, the 'Apply' button is also highlighted with an orange box.

	Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code
+ -	Sat 12/13									
+ -	Sun 12/14									
+ -	Mon 12/15									
+ -	Tue 12/16									
+ -	Wed 12/17			8:00 AM	12:00 PM		1:00 PM	5:00 PM		
+ -	Thu 12/18									
+ -	Fri 12/19									
+ -	Sat 12/20									
+ -	Sun 12/21									
+ -	Mon 12/22									
+ -	Tue 12/23									
+ -	Wed 12/24									Winter Br...
+ -	Thu 12/25									Winter Br...
+ -	Fri 12/26									Winter Br...
+ -	Sat 12/27									

8

Once all punch changes are complete and comments added, click 'Save' in the upper right corner.

--End--

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily
2/13												
2/14												
2/15												
2/16												
2/17			8:00 AM	12:00 PM		1:00 PM	5:00 PM				8.00	8.00
2/18												
2/19												
2/20												
2/21												
2/22												
2/23												
2/24									Winter Br...	8.00		8.00
2/25									Winter Br...	8.00		8.00