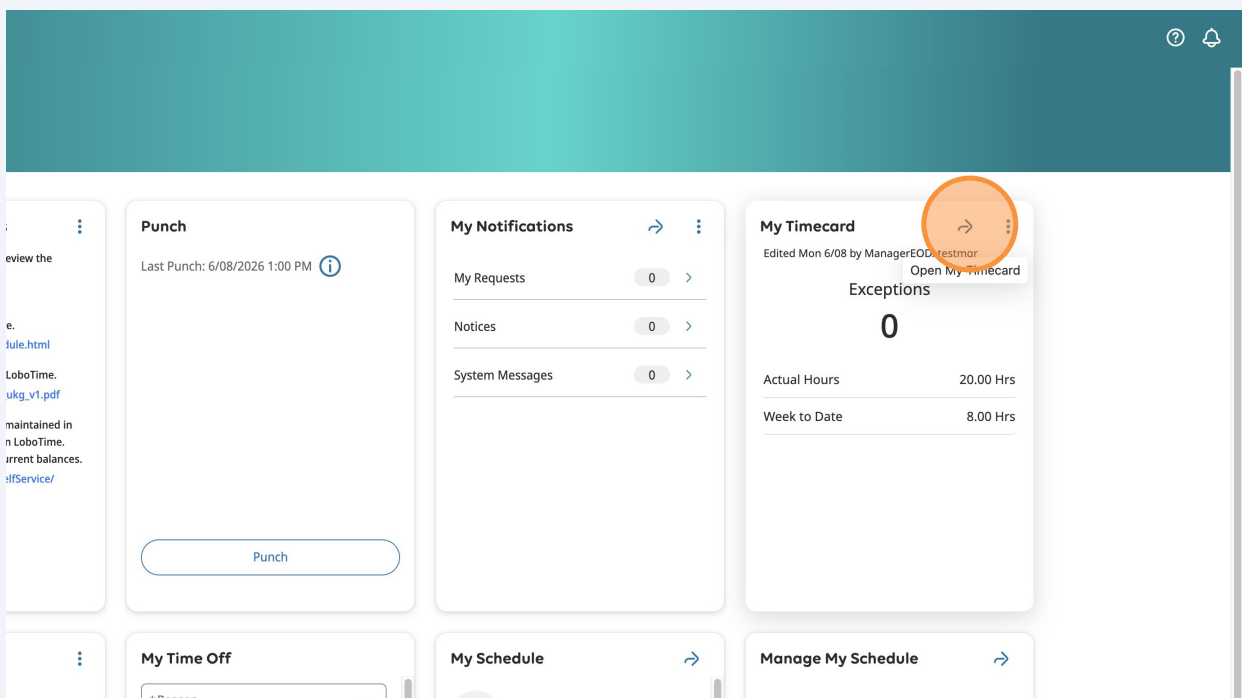


Employee – Project Your Own Final Punch

Overview: When payroll closes early, employees who normally clock out after the cutoff (for example, 5:00 p.m.) will not be able to enter their final Out punch in real time.

To ensure accurate pay, either the employee or the supervisor must project the final Out punch before the early-close deadline.

1 Click **My Timecard**



2 Navigate to the **early-close date** on your timecard. Confirm that your earlier punches (In, Lunch Out, Lunch In) are already entered for that day.

| | | Date | Schedule | Absence | In | Out | Transfer | In | Out | Transfer | Pay code | Amount | Shift | Daily | Period |
|---|---|----------|----------|---------|---------|----------|----------|---------|---------|----------|----------|--------|-------|-------|--------|
| + | ⊖ | Sat 5/30 | | | | | | | | | | | | | |
| + | ⊖ | Sun 5/31 | | | | | | | | | | | | | |
| + | ⊖ | Mon 6/01 | | | | | | | | | | | | | |
| + | ⊖ | Tue 6/02 | | | | | | | | | | | | | |
| + | ⊖ | Wed 6/03 | | | | | | | | | | | | | |
| + | ⊖ | Thu 6/04 | | | | | | | | | | | | | |
| + | ⊖ | Fri 6/05 | | | | | | | | | | | | | |
| + | ⊖ | Sat 6/06 | | | | | | | | | | | | | |
| + | ⊖ | Sun 6/07 | | | | | | | | | | | | | |
| + | ⊖ | Mon 6/08 | | | 8:00 AM | 12:00 PM | | 1:00 PM | 5:00 PM | | | | 8.00 | 8.00 | 8.00 |
| + | ⊖ | Tue 6/09 | | | 8:00 AM | 12:00 PM | | 1:00 PM | 5:00 PM | | | | 8.00 | 8.00 | 16.00 |
| + | ⊖ | Wed 6/10 | | | | | | | | | | | | | 16.00 |
| + | ⊖ | Thu 6/11 | | | | | | | | | | | | | 16.00 |
| + | ⊖ | Fri 6/12 | | | 8:00 AM | 12:00 PM | | 1:00 PM | | | | | 4.00 | 4.00 | 20.00 |



| | | |
|--------|----------|--------|
| Totals | Accruals | Audits |
|--------|----------|--------|

3

Click in the **final Out cell** for that date and type your projected end time (e.g., 5:00 PM). Click **Save**

| | Date | Schedule | Absence | In | Out | Transfer | In | Out | Transfer | Pay code | Amount | Shift | Daily | Period |
|-----|----------|----------|---------|---------|----------|----------|---------|---------|----------|----------|--------|-------|-------|--------|
| + ⊖ | Sat 5/30 | | | | | | | | | | | | | |
| + ⊖ | Sun 5/31 | | | | | | | | | | | | | |
| + ⊖ | Mon 6/01 | | | | | | | | | | | | | |
| + ⊖ | Tue 6/02 | | | | | | | | | | | | | |
| + ⊖ | Wed 6/03 | | | | | | | | | | | | | |
| + ⊖ | Thu 6/04 | | | | | | | | | | | | | |
| + ⊖ | Fri 6/05 | | | | | | | | | | | | | |
| + ⊖ | Sat 6/06 | | | | | | | | | | | | | |
| + ⊖ | Sun 6/07 | | | | | | | | | | | | | |
| + ⊖ | Mon 6/08 | | | 8:00 AM | 12:00 PM | | 1:00 PM | 5:00 PM | | | | 8.00 | 8.00 | 8.00 |
| + ⊖ | Tue 6/09 | | | 8:00 AM | 12:00 PM | | 1:00 PM | 5:00 PM | | | | 8.00 | 8.00 | 16.00 |
| + ⊖ | Wed 6/10 | | | | | | | | | | | | | 16.00 |
| + ⊖ | Thu 6/11 | | | | | | | | | | | | | 16.00 |
| + ⊖ | Fri 6/12 | | | 8:00 AM | 12:00 PM | | 1:00 PM | 5:00 PM | | | | 8.00 | 8.00 | 24.00 |



Tip! After saving, your projected punch will appear as a pending timecard edit. Your supervisor will review and approve it before the payroll cutoff.