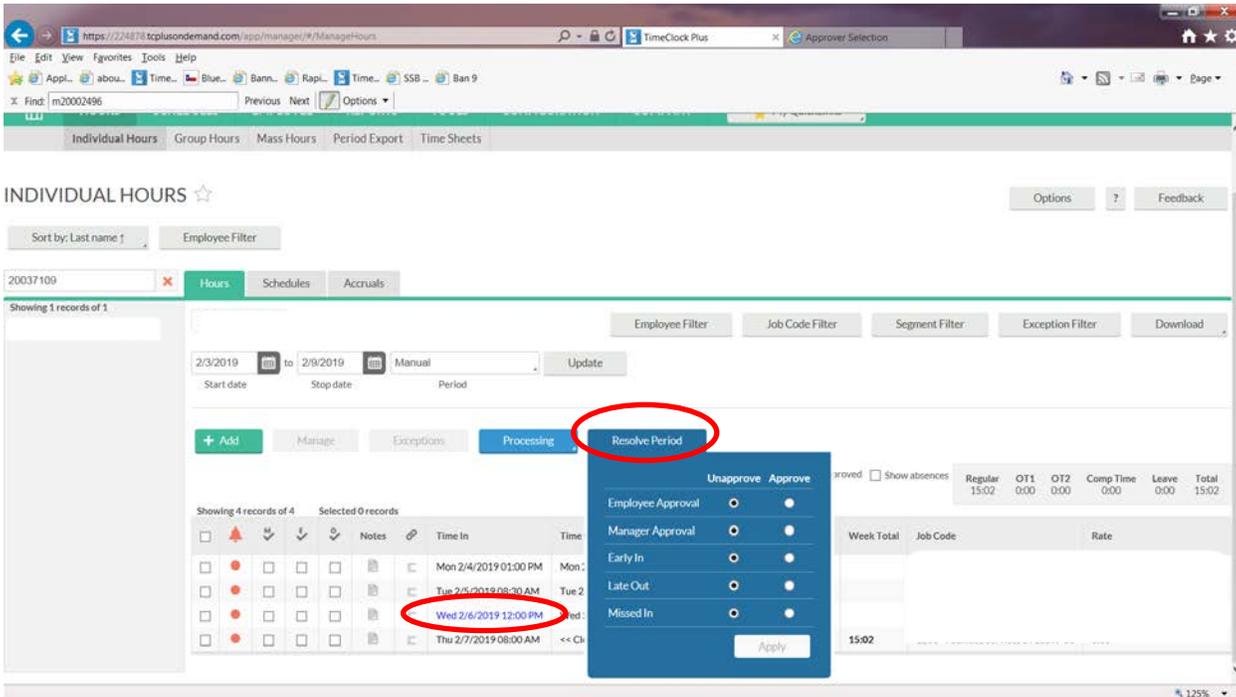


# How to resolve a missed punch

When a clock in or out appears in blue that is an indication that the employee missed a punch and the time was manually entered. Even though you approve the segment, it is still flagged as an exception. To resolve the missed punch, right click on “Resolve Period”



Click the radio button under the “Approve” column for either the “missed in” or “missed out”. At that time the “Apply” option will appear. Click “Apply” and the punch will turn green.

