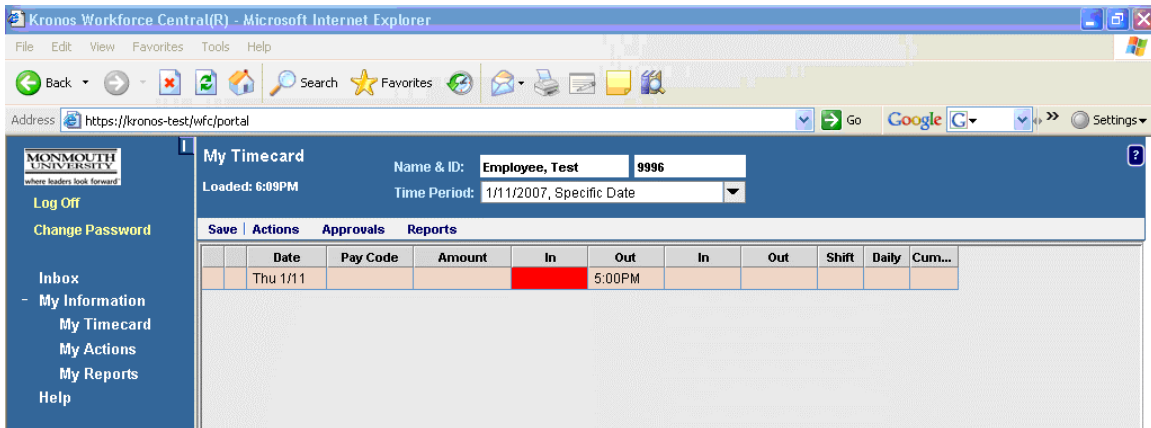


Monmouth University Office of Human Resources Time and Attendance – Attachment C

Correcting a Missed Punch

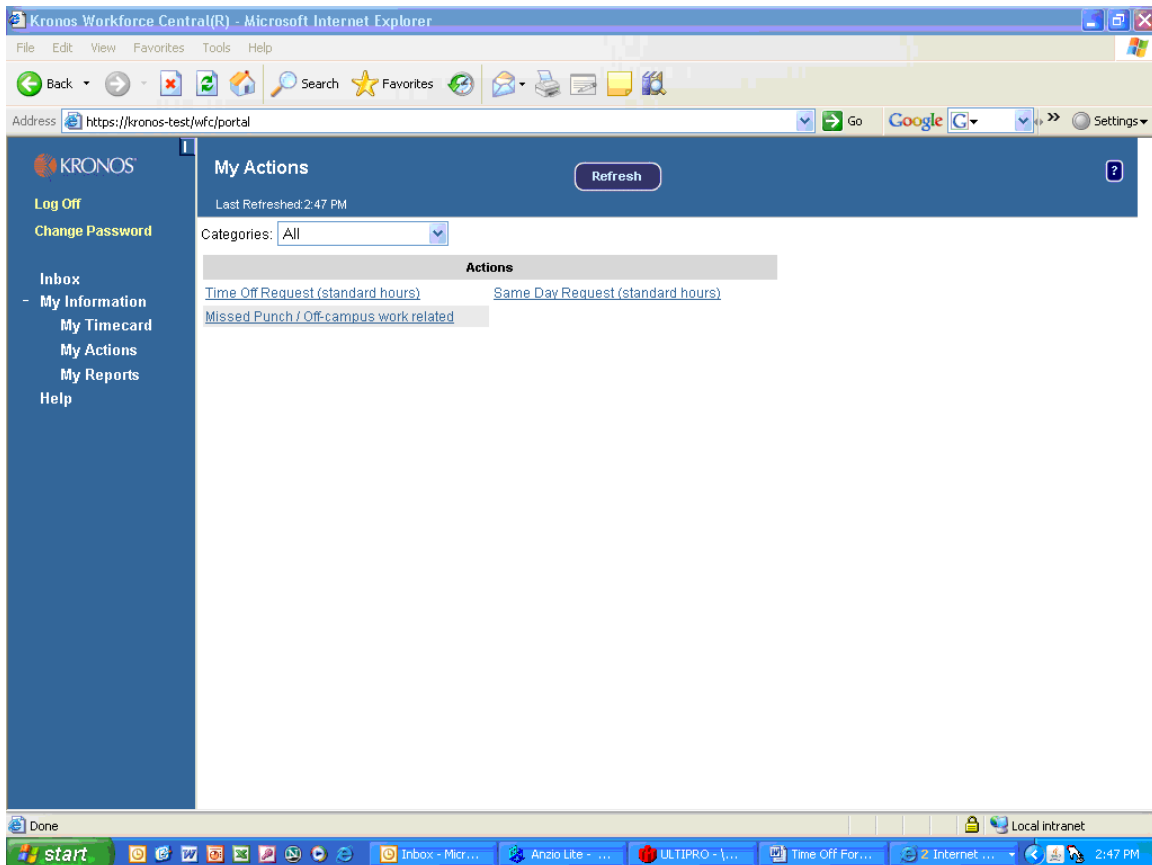
These directions should be used for notifying the Timekeeper when you missed a punch.

A solid red box on your timecard indicates a Missed Punch.

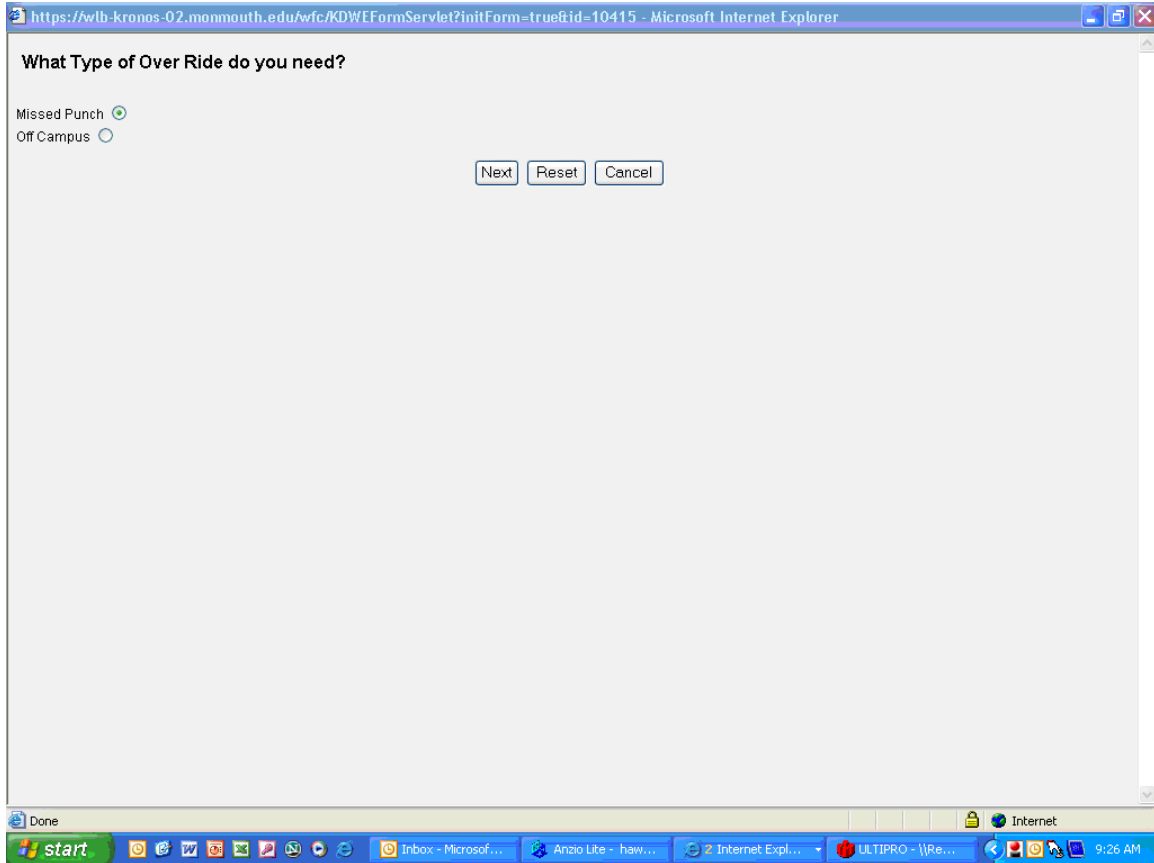


Note: Your personal information (name, department, etc.) are derived from your login. You do not need to enter this information on any of the forms.

Select My Actions from the menus on the left side of your screen, and you will see any forms that apply to your employee classification.



Select **Missed Punch / Off-campus work related** and the form will open:



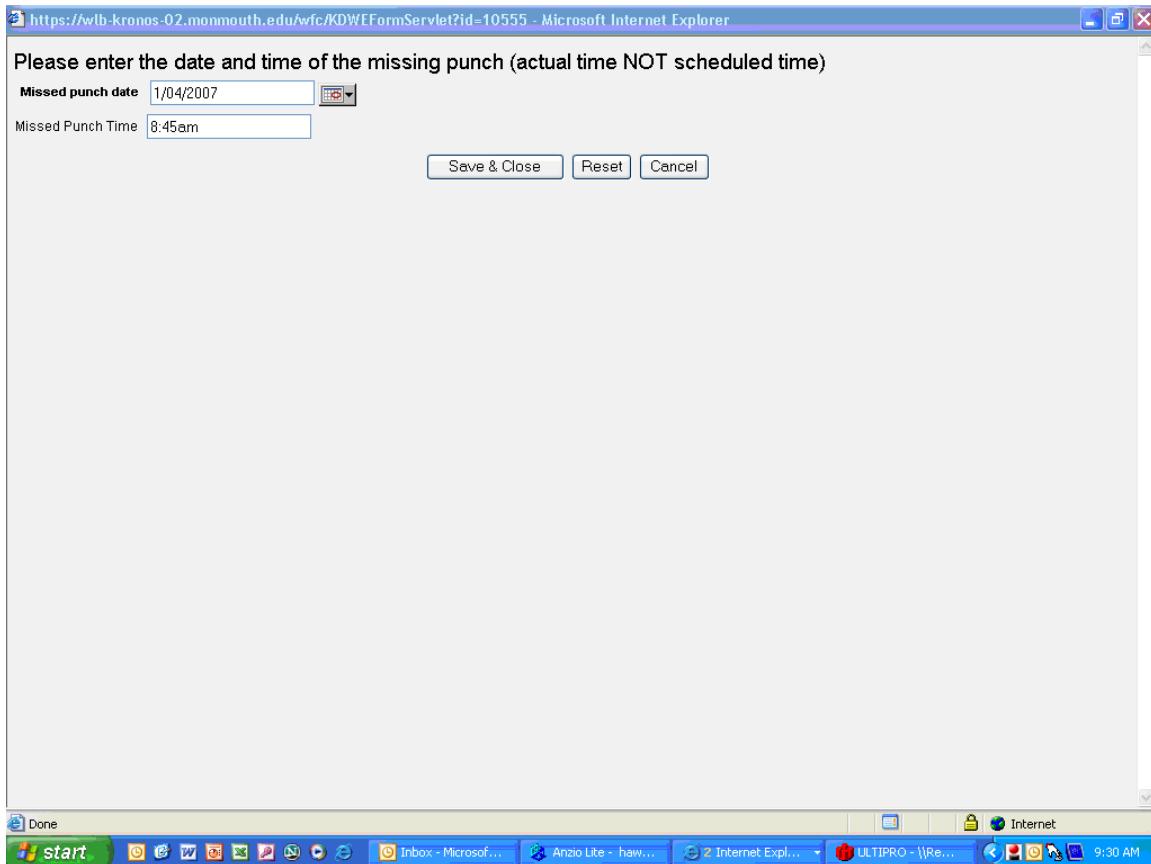
The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: <https://wlb-kronos-02.monmouth.edu/wfc/KDWEFormServlet?initForm=true&id=10415>. The main content area of the browser displays a form with the title "What Type of Over Ride do you need?". Below the title, there are two radio button options: "Missed Punch" (which is selected, indicated by a small green circle) and "Off Campus". At the bottom center of the form, there are three buttons: "Next", "Reset", and "Cancel". The browser's taskbar at the bottom shows the Windows Start button, several application icons, and the system tray with the time 9:26 AM.

Select **Missed Punch**.

Click **Next**.

On the next page of the form, enter the **Missed Punch Date** by using the calendar drop-down arrow to the right of the first box. This will avoid any accidental typographical errors that could delay your request.

Then enter the **Missed Punch Time** (i.e. the time you actually arrived or left, not your schedule time). Be sure to type am or pm so the system will know which one you mean.



The screenshot shows a web browser window with the address bar displaying "https://wlb-kronos-02.monmouth.edu/wfc/KDWEFormServlet?id=10555 - Microsoft Internet Explorer". The main content area contains the following text and form elements:

Please enter the date and time of the missing punch (actual time NOT scheduled time)

Missed punch date: 1/04/2007 [calendar icon]

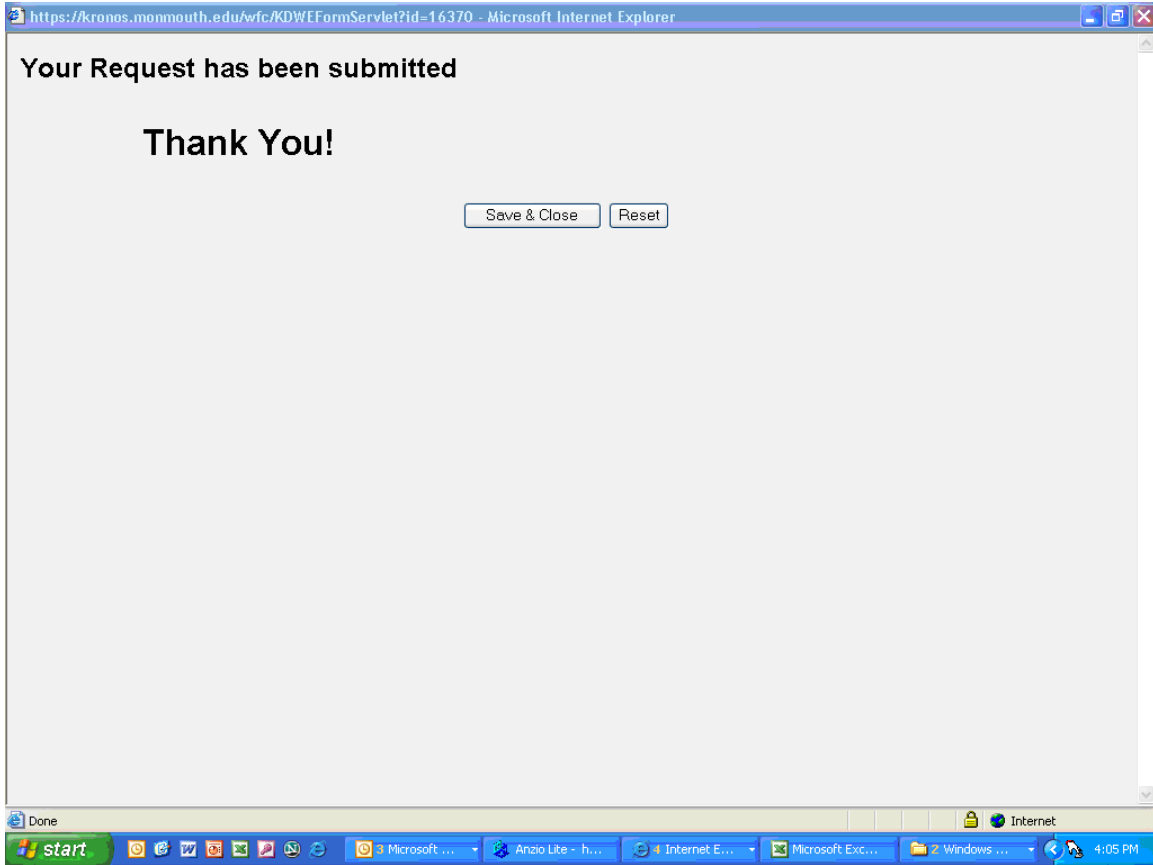
Missed Punch Time: 8:45am

Buttons: Save & Close, Reset, Cancel

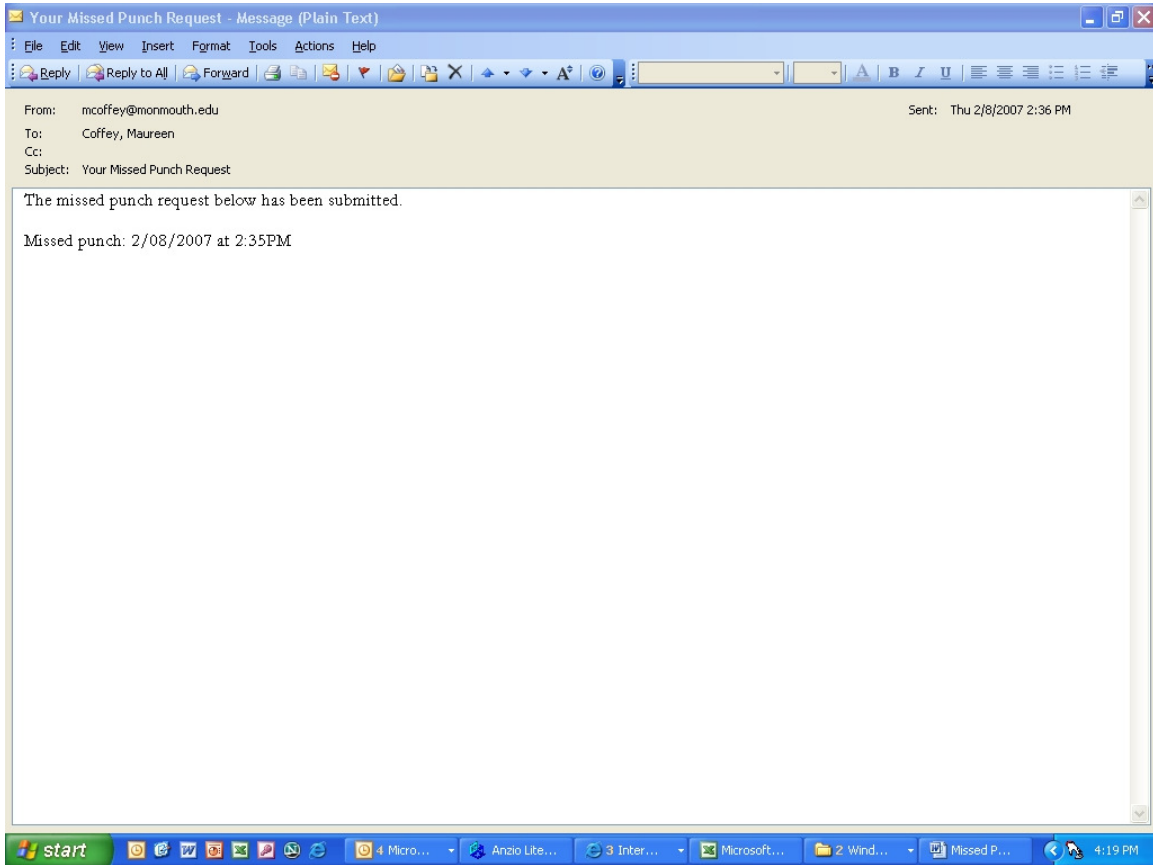
The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 9:30 AM.

Then click on **Save & Close**.

You will see a confirmation:

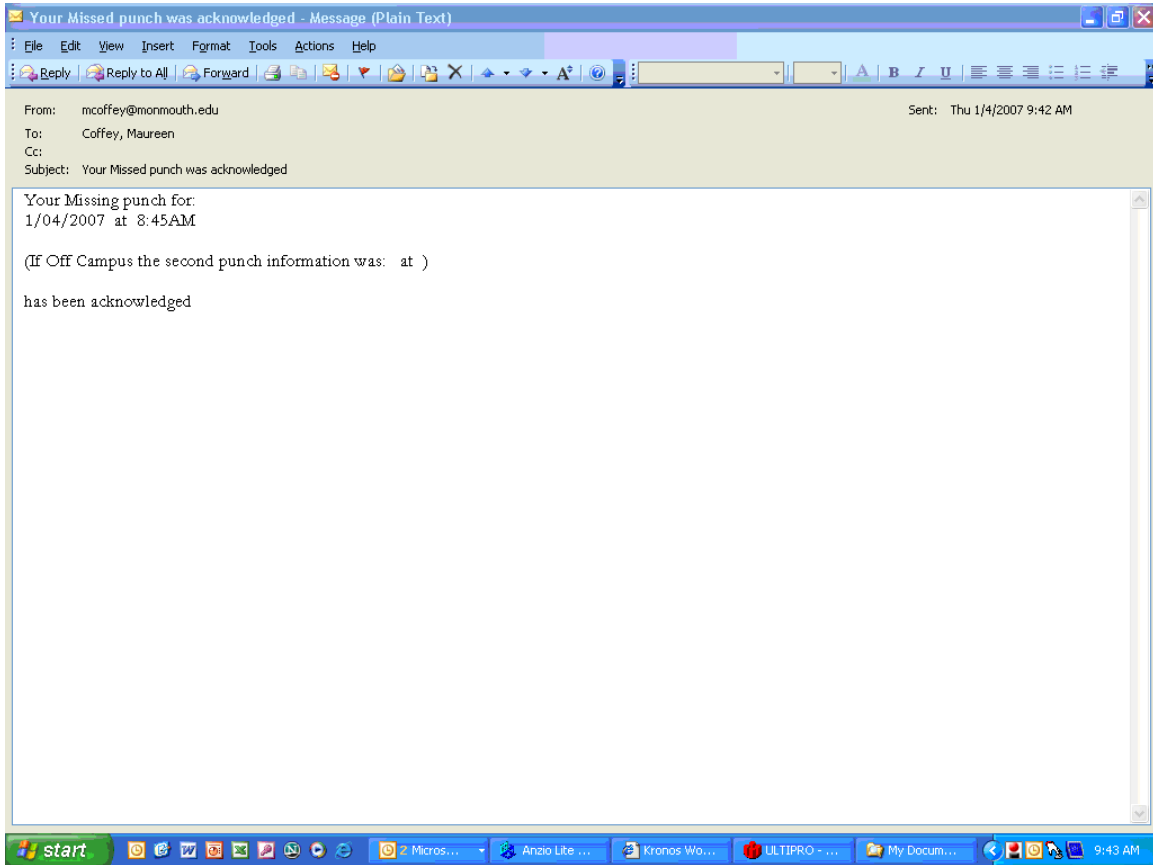


You will receive an e-mail in your Outlook mailbox, confirming the receipt of your request.



Your manager will receive a copy as well.

Once the Timekeeper has processed your request, you will receive an acknowledgement:



And the transaction will appear in your timecard:

My Timecard
 Name & ID: **Employee, Test** 9996
 Loaded: 6:10PM
 Time Period: 1/11/2007, Specific Date

Save | Actions | Approvals | Reports

Date	Pay Code	Amount	In	Out	In	Out	Shift	Daily	Cum...
Thu 1/11			8:43AM	5:00PM				7.25	7.25

Totals & Schedule | Accruals | Audits

Account	Pay Code	Amount
...SVCS.J00/605403/10000/S1/ASST2AVP	REGULAR	7.25
...SVCS.J00/605403/10000/S1/ASST2AVP	Grand Total	7.25

Accrual Code	Bal. on Selec...	Units
Brvmt	0.0	Hour
Pers	14.83	Hour

Date	Start Time	End Time	Pay Code	An
Thu 1/11	8:45AM	5:00PM		

If the Timekeeper rejects your request, you will receive this message, with further information added as necessary in the message area:

