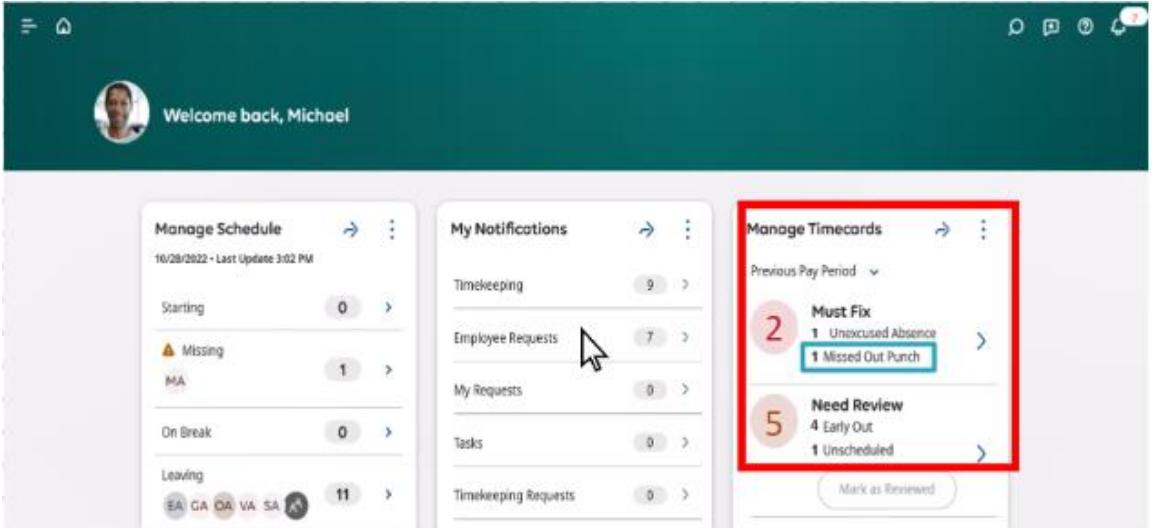
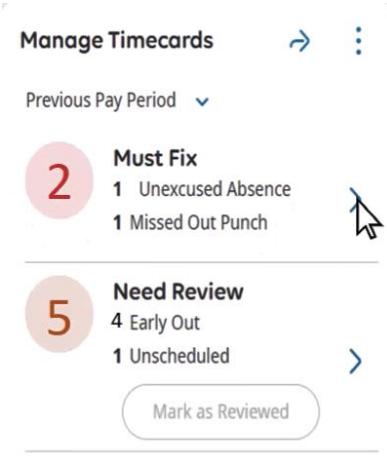


UKG Dimensions- Add a Missed Punch

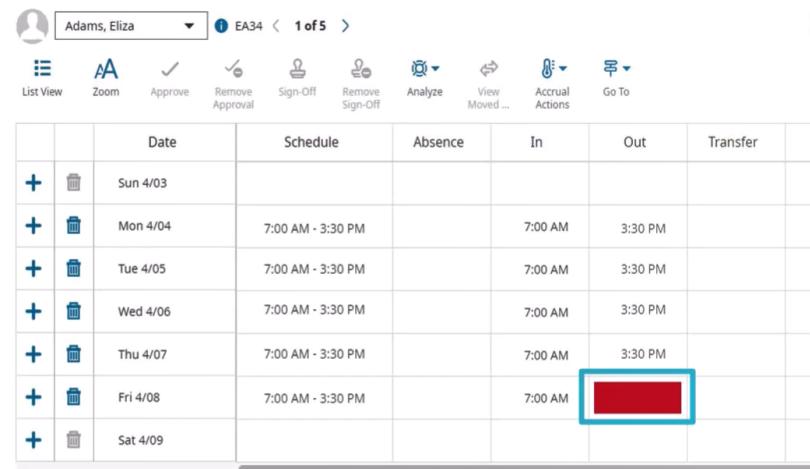


Reliable – Personal – Patient
Respectful – Empowering – Responsive

Tools/Systems	UKG Dimensions
Notes:	Please review the following guide that will assist you with adding a missed punch to a timecard

Notes	<p>Navigate to the “Manage Timecard” tile</p> <ul style="list-style-type: none">This tile will notify you of any alerts there are to your employee’s timecard  <p>Select the arrow besides “Must Fix”</p> 
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You will be redirected to the missed punch. Select the RED box.

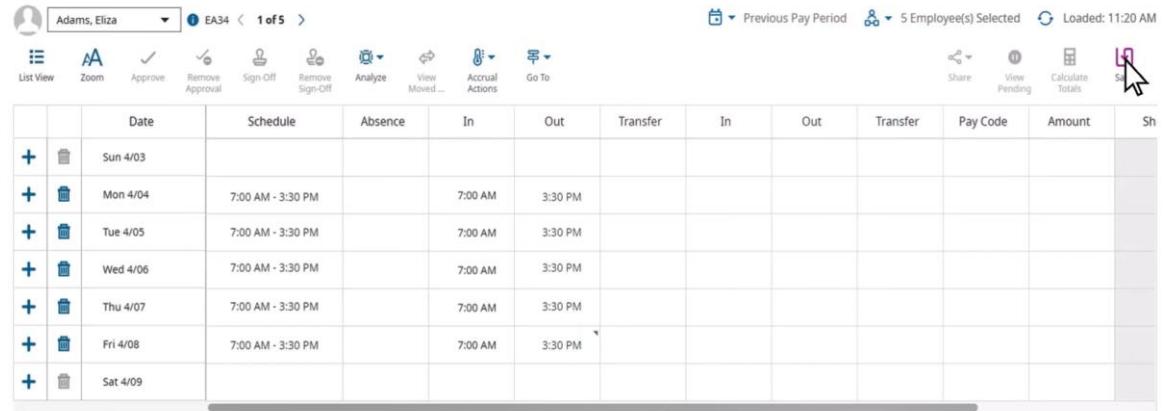


Adams, Eliza EA34 1 of 5

Date Schedule Absence In Out Transfer

+ Sun 4/03					
+ Mon 4/04	7:00 AM - 3:30 PM		7:00 AM	3:30 PM	
+ Tue 4/05	7:00 AM - 3:30 PM		7:00 AM	3:30 PM	
+ Wed 4/06	7:00 AM - 3:30 PM		7:00 AM	3:30 PM	
+ Thu 4/07	7:00 AM - 3:30 PM		7:00 AM	3:30 PM	
+ Fri 4/08	7:00 AM - 3:30 PM		7:00 AM	[Red Box]	
+ Sat 4/09					

Enter missing time and select enter on your keyboard, and select "Save"



Adams, Eliza EA34 1 of 5

Date Schedule Absence In Out Transfer In Out Transfer Pay Code Amount Sh

+ Sun 4/03											
+ Mon 4/04	7:00 AM - 3:30 PM		7:00 AM	3:30 PM							
+ Tue 4/05	7:00 AM - 3:30 PM		7:00 AM	3:30 PM							
+ Wed 4/06	7:00 AM - 3:30 PM		7:00 AM	3:30 PM							
+ Thu 4/07	7:00 AM - 3:30 PM		7:00 AM	3:30 PM							
+ Fri 4/08	7:00 AM - 3:30 PM		7:00 AM	3:30 PM							
+ Sat 4/09											

Contact NA SSC | 8:00 am—8:00 pm CST | (855) 557-3247 | [Submit a Ticket](#)