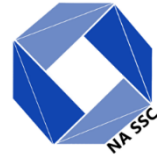


# UKG Dimensions- Add a Missed Punch



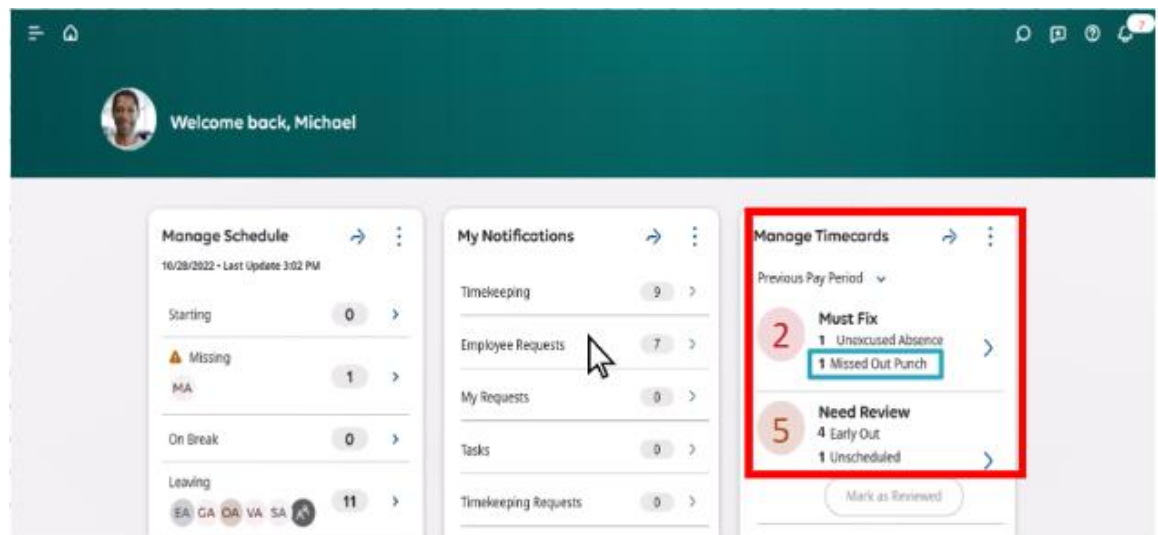
Reliable – Personal – Patient  
Respectful – Empowering – Responsive

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

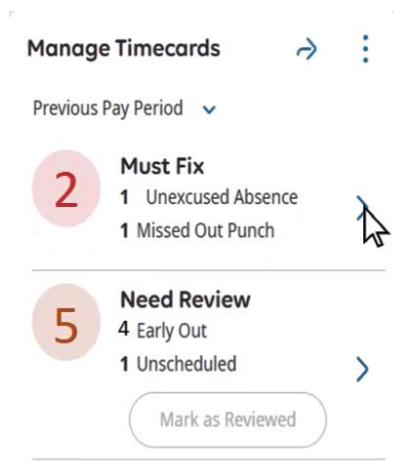
## Notes

Navigate to the “Manage Timecard” tile

- This tile will notify you of any alerts there are to your employee’s timecard



Select the arrow besides “Must Fix”



You will be redirected to the missed punch. Select the RED box.

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List View

Zoom

Approve

Remove Approval

Sign-Off

Remove Sign-Off

Analyze

View Moved ...

Accrual Actions

Go To

		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		
+		Sat 4/09					

Enter missing time and select enter on your keyboard, and select “Save”

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Previous Pay Period

5 Employee(s) Selected

Loaded: 11:20 AM

List View

Zoom

Approve

Remove Approval

Sign-Off

Remove Sign-Off

Analyze

View Moved ...

Accrual Actions

Go To

Share

View Pending

Calculate Totals

Save

		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											