Add or Edit a Punch for an Employee

Description: In this topic, the user will learn how to add or edit employee punches for those they supervise. The best practice is for employees to enter and edit their own punches, however, there are some situations that require the assistance of a supervisor (i.e., missed punches for Residential or Day Programs, or approved punches that require editing).

Role Required: Supervisor

Permission Required: N/A

Add a New Punch for an Employee

1. Log in to personal profile
2. Click **Home** on the main menu
3. Click **Employees** on the submenu
4. Enter the employee's name in the Employee Name search box, then click the blue **Search** button.
   a. The results table, located below the search box, will update based upon the search.
5. Click anywhere in the row to select it
   a. The Employee Details page will open
6. Click **Actions**
7. Select **New Entry** from the drop-down menu
8. Complete the Entry Form
   a. A reason code may be required when adding a punch for an employee
9. Click **Save** to continue and **Yes** to confirm
   a. The added punch has a status of unverified

Edit a Punch for an Employee

1. Log in to personal profile
2. Click **Home** on the main menu
3. Click **Employees** on the submenu
4. Enter the employee's name in the Employee Name search box, then click the **Search** button.
   a. The results table, located below the search box, will update based upon the search.
5. Click anywhere in the row to select it
   a. The Employee Details page will open
6. Click the **Entries** tab located below the demographics box
7. Click the punch row to edit
   a. The Punch Detail page will open
8. Click **Actions**
9. Select **Edit Entry** from the drop-down menu
10. Make the necessary changes on the Entry Form wizard
    a. A reason code may be required when editing a punch for an employee
11. Click **Save** to continue and **Yes** to confirm
12. Please note:
    a. An edited pending punch will change to the status of rejected and the new punch will be generated with the corrections and a status of unverified
    b. An edited approved punch will keep a status of approved with a flag that reads compensated. Two new punches will be generated with the status of approved - one with the corrections and one zeroing out the original punch.
    c. All edited punches will have a reference number linking them to the original/edited punch (the reference number is the original/edited punch Id number)

Related articles

- Group Service - Supervisor Guide
- Enter a Punch - Web Portal
- Managing Entries - Guide
- Entries Restriction - Day(s) of Week and Holidays
- Add or Edit a Punch for an Employee