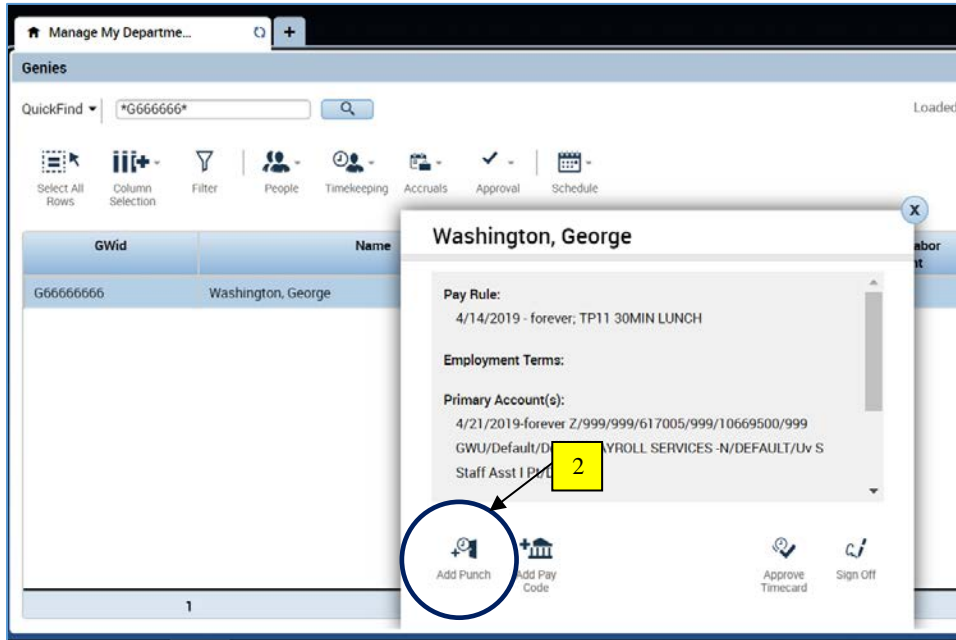


Add Missed Punch by Genie

When an employee has a missed punch it is recommended to add the missed punch from the Genie following the steps below. By doing this it will replicate adding a punch using the TRS system and let the system decide where to place the punch.

- 1) Right click on the employee's name from your Genie
- 2) A box will appear with a +Add Punch button at the bottom of the box



- 3) Enter in the day the missed punch happened
- 4) Enter in the time the missed punch happened
- 5) Enter in a transfer code if needed for a job two
- 6) Enter in a comment code
- 7) Select apply

A screenshot of the 'Add Punch' form. The form has several input fields: 'Date' (8/26/2019), 'Time (H:mm)' (17:30), 'Override', 'Cancel Deduction', and 'Transfer'. Below these is a 'Comments (1)' section with a dropdown menu showing 'Employee Forgot to Clock...' and a text area with a note: 'Employee emailed missed clock time on 8/26 saying they forgot to clock out at 5:30 pm'. At the bottom are 'Cancel' and 'Apply' buttons. Yellow boxes with numbers 3 through 7 point to the Date, Time, Transfer, Comments dropdown, and Apply buttons respectively.

- 8) Once applied open the time card and confirm the punch has been added. To add another punch follow the steps again.