

GW|Payroll

Editing a Missed Placed Punch in Employee Time Card

If an employee forgets to time stamp or works odd shifts, the next time stamp will be posted to the next available slot.

- **Example1**: If an employee forgets to punch in, when they punch out that out punch will be posted as the In Punch. If not corrected, this will cause all the subsequent punches to be out of alignment
- **Example 2**: If an employee works different shifts, normally with less than 12 hours apart, the shift punches can fall into the wrong time slot.

The timekeeper can resolve this by selecting the last punch that was posted incorrectly and execute an "**Edit Punch**" command that will move it to the correct in or out punch position. It will also cause all the previous punches to be shifted accordingly. Follow the instructions below to execute the "**Edit Punch**" feature.

- Log into <u>go.gwu.edu/trs</u>
- Navigate to employee's timecard
 - Right click on punch that is incorrect
 - Select Edit
 - Select the arrow on the **Override** box to bring up the selections
 - In Punch will move punch to start of shift
 - Out Punch will move punch to end of shift
 - New Shift will move punch to start of shift. This is helpful if it's for the next day.
 - Select OK
 - You will be returned to the time card and punches should fall into correct spots leaving any missed punches
 - o Click SAVE button or a blank cell to see the changes

