

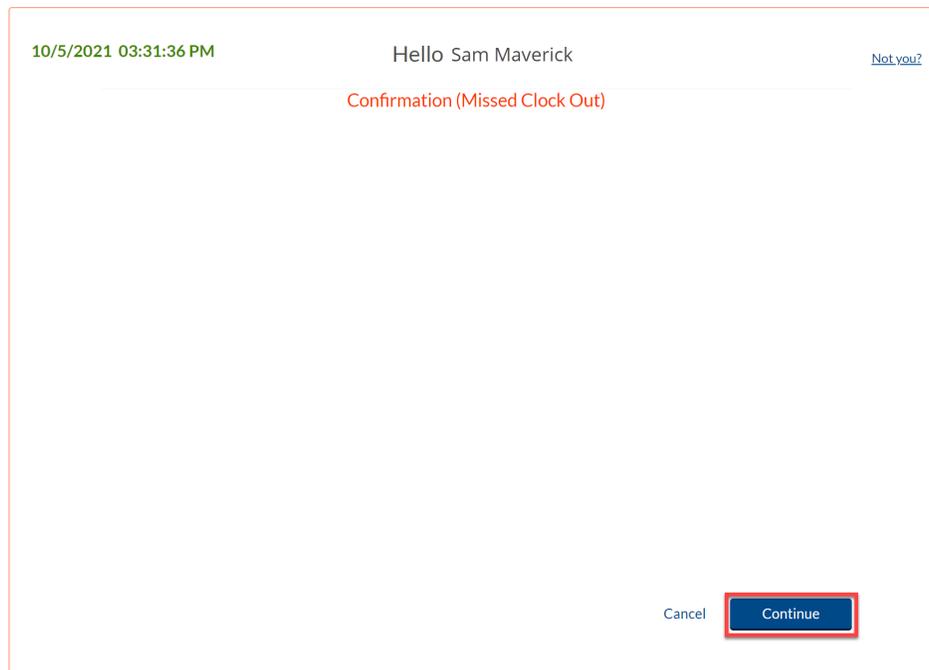
### Missed Punches in TCP Job Aid

The purpose of this job aid is to explain how employees can correct a Missed Punch in TCP, using any of the three following methods: WebClock, Remote Data Terminal (RTD), or MobileClock.

Occasionally employees may forget to perform a clocking operation. **TCP allows an employee to correct one missed punch, from the last time segment.** Upon the employee's login for the next clocking operation, TCP will display a screen requesting confirmation of the missed punch. The employee can either confirm the missed punch by selecting "Continue" to correct, or "Cancel" if a punch was not missed.

#### WebClock

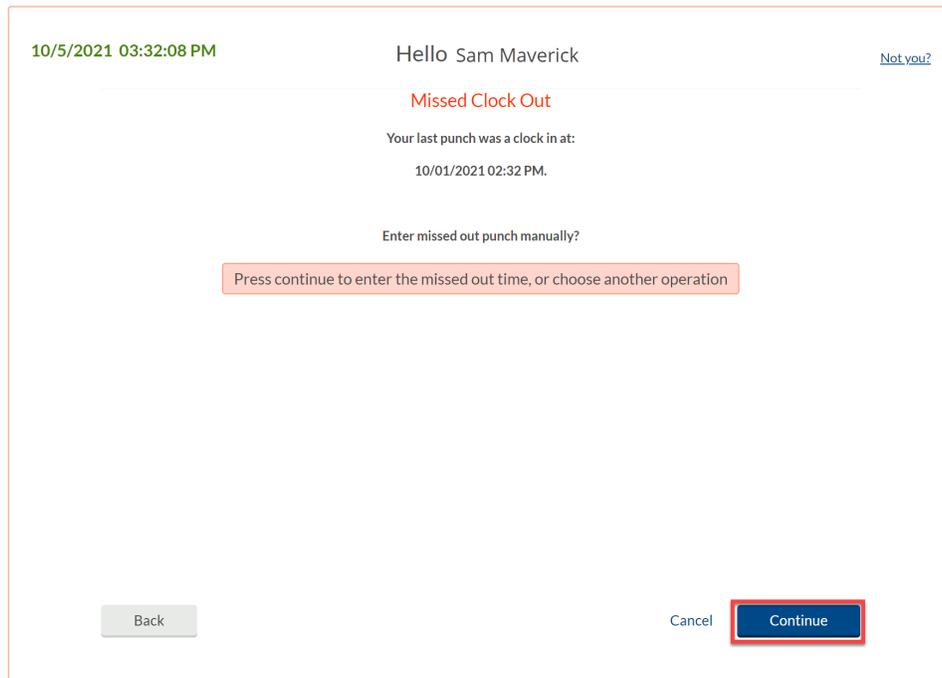
1. Open TCP WebClock using the "Time-Employee" icon located on the UTA Apps page.
2. Select the appropriate clocking function.
3. A notification will display indicating a missed punch.
4. Click "Continue" to edit the missed punch time.



**Note:** Clicking "Cancel" will cancel the clocking operation.

5. A confirmation of the missed punch will populate. Click "Continue" to enter the time manually.

## Correcting Missed Punch in TCP Job Aid



10/5/2021 03:32:08 PM Hello Sam Maverick [Not you?](#)

**Missed Clock Out**

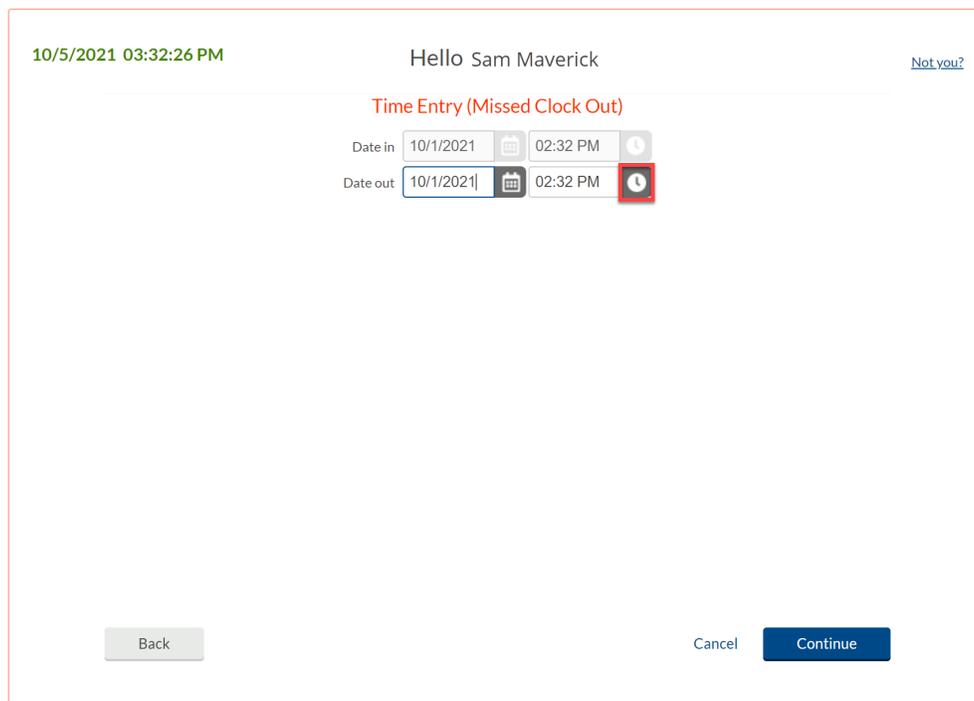
Your last punch was a clock in at:  
10/01/2021 02:32 PM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

Back Cancel **Continue**

6. Select the clock icon to the right of the incorrect punch time to input the correct punch time.



10/5/2021 03:32:26 PM Hello Sam Maverick [Not you?](#)

**Time Entry (Missed Clock Out)**

Date in	10/1/2021	02:32 PM	
Date out	10/1/2021	02:32 PM	

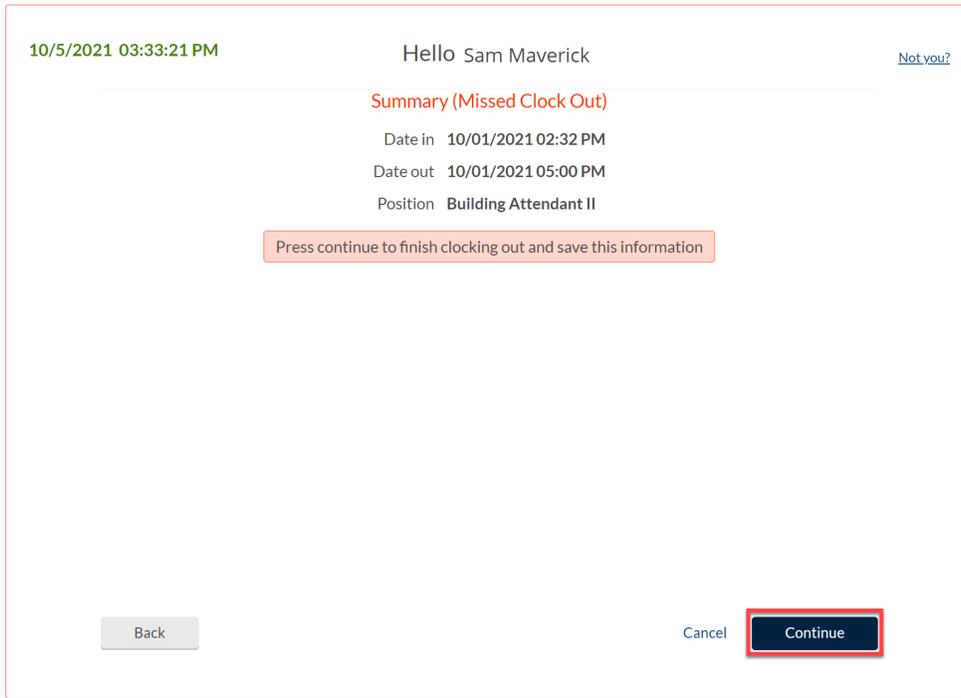
Back Cancel **Continue**

7. Once the correct time has been input, click "Ok". Then click "Continue".

## Correcting Missed Punch in TCP Job Aid

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8. A confirmation of the change will populate to confirm the new time entry. Click “Continue”.



10/5/2021 03:33:21 PM

Hello Sam Maverick [Not you?](#)

**Summary (Missed Clock Out)**

Date in 10/01/2021 02:32 PM

Date out 10/01/2021 05:00 PM

Position Building Attendant II

Press continue to finish clocking out and save this information

Back Cancel **Continue**

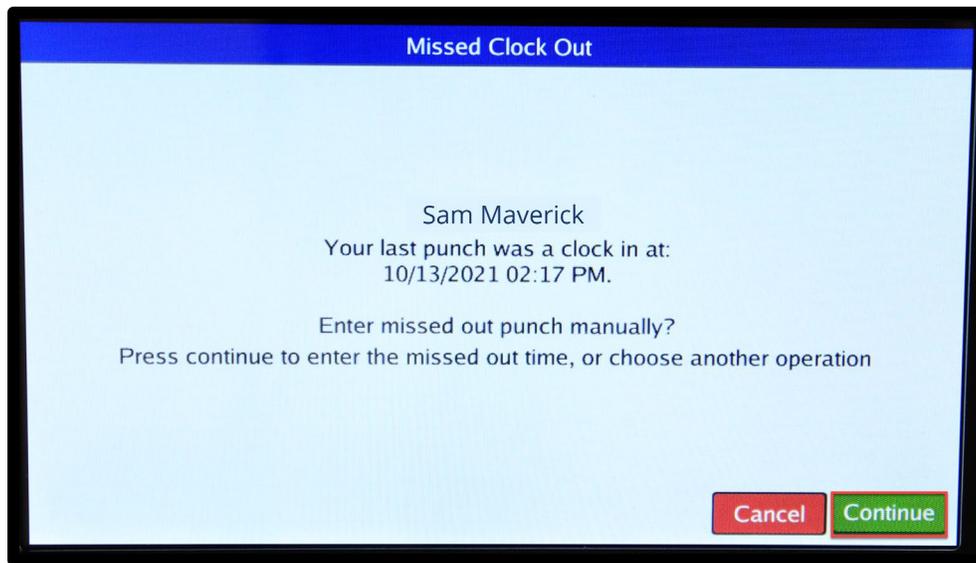
9. A notification will populate indicating the clock operation was successful. Click “Ok”.

## Correcting Missed Punch in TCP Job Aid

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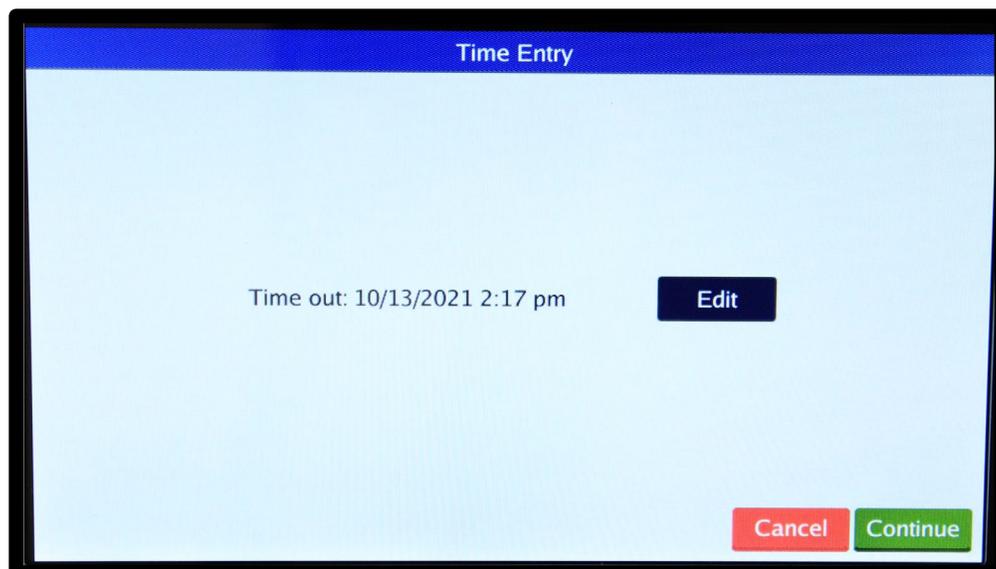
### Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.
2. Enter your PIN.
3. Select the appropriate clocking function.
4. A notification will display indicating a missed punch.
5. Click “Continue” to edit the missed punch time.



**Note:** Clicking “Cancel” will cancel the clocking operation.

6. A confirmation of the missed punch will populate. Click “Edit” to enter the time manually.



## Correcting Missed Punch in TCP Job Aid

7. Input the correct punch time.

**Date/Time Entry**

**10/13/2021 2:17 pm**

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

1 2 3 AM  
4 5 6  
7 8 9 PM  
C 0

Ok Cancel Continue

8. Once the correct time has been input, click "Ok". Then click "Continue".
9. A confirmation of the change will populate to confirm time entry. Click "Continue".

**Summary (Missed Clock Out)**

Sam Maverick  
Date in: 10/13/2021 02:17 PM  
Date out: 10/13/2021 07:15 PM  
Position: CASUAL EMPLOYEE (NON-EXEMPT)  
Press continue to finish clocking out and save this information

Cancel Continue

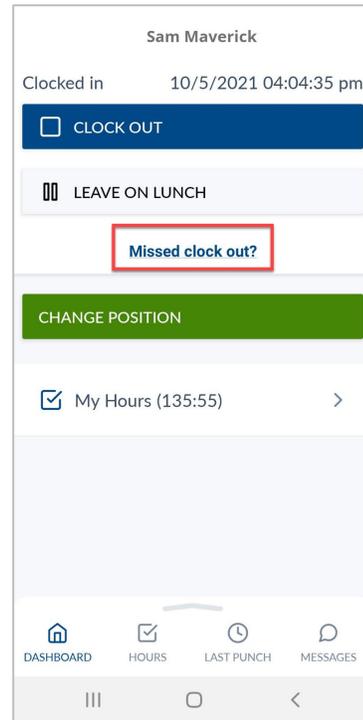
10. A notification will populate indicating the clock operation was successful. Click "Ok".

## Correcting Missed Punch in TCP Job Aid

### MobileClock

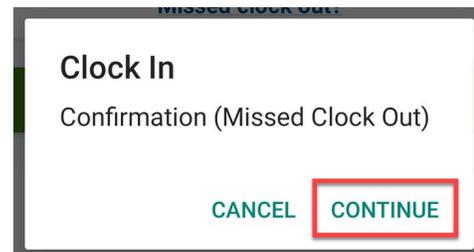
1. Select the blue “Missed clock out?” link.

**Note:** When correcting a missed punch, the next clocking operation will be performed. Only correct the missed punch upon your next clocking operation.

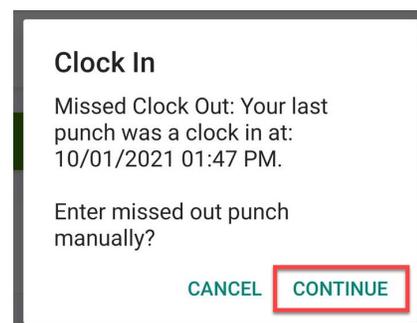


2. A notification will display indicating a missed punch. Click “Continue” to edit the missed punch time.

**Note:** Clicking “Cancel” will cancel the clocking operation.

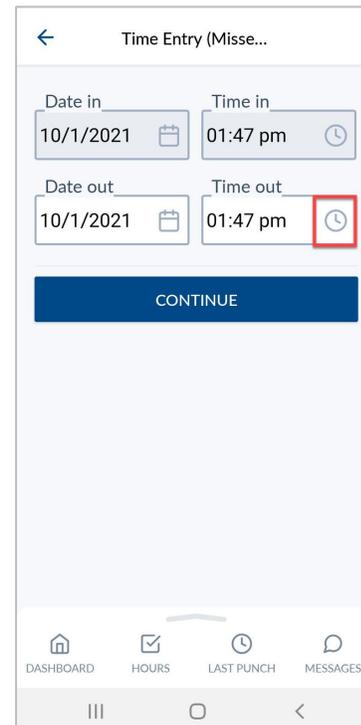


3. A confirmation of the missed punch, along with the last punch time, will populate. Click “Continue” to enter the time manually.

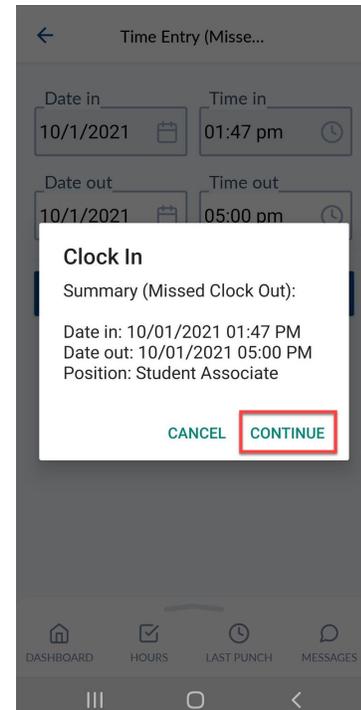


## Correcting Missed Punch in TCP Job Aid

4. Select the clock icon to the right of the incorrect punch time to input the correct punch time.



5. Once the correct time has been input, click “Ok”. Then click “Continue”.
6. A confirmation of the change will populate to confirm time entry. Click “Continue”.



7. A notification will populate indicating the clock operation was successful.