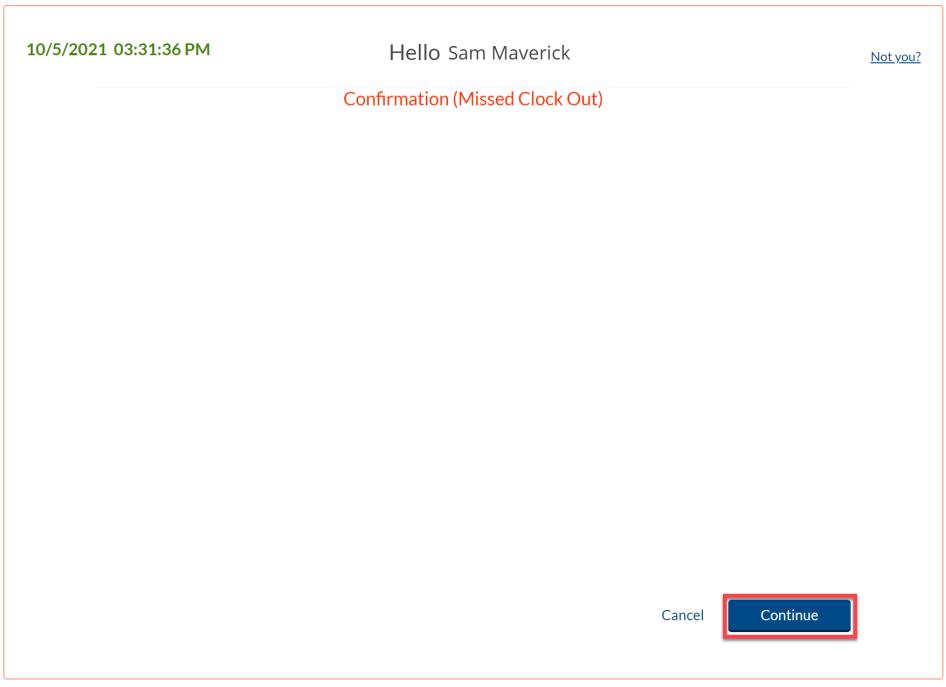
Missed Punches in TCP Job Aid

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.

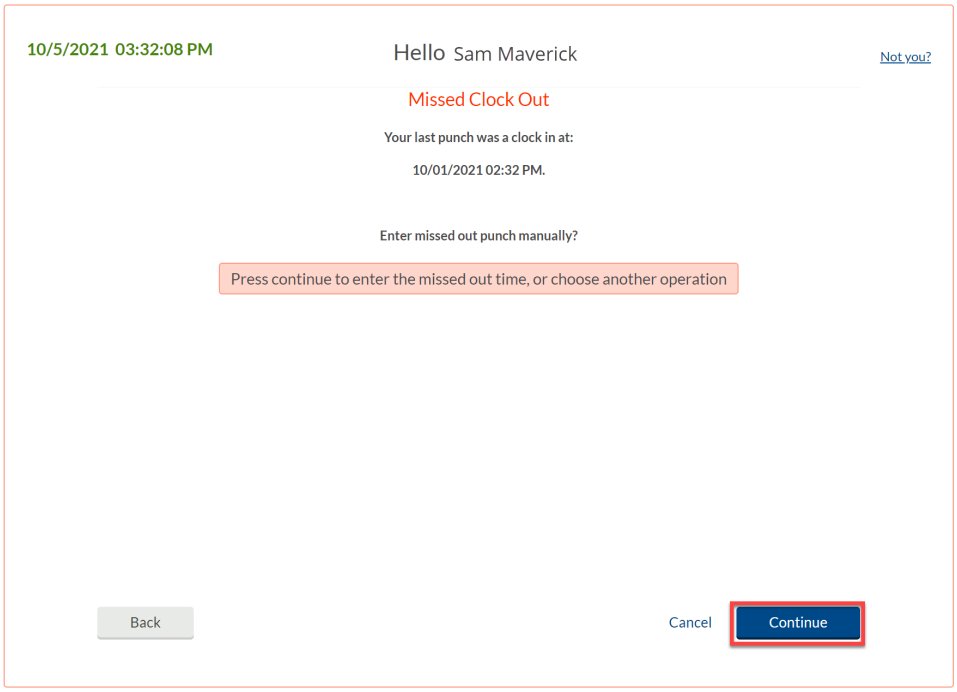
WebClock

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.

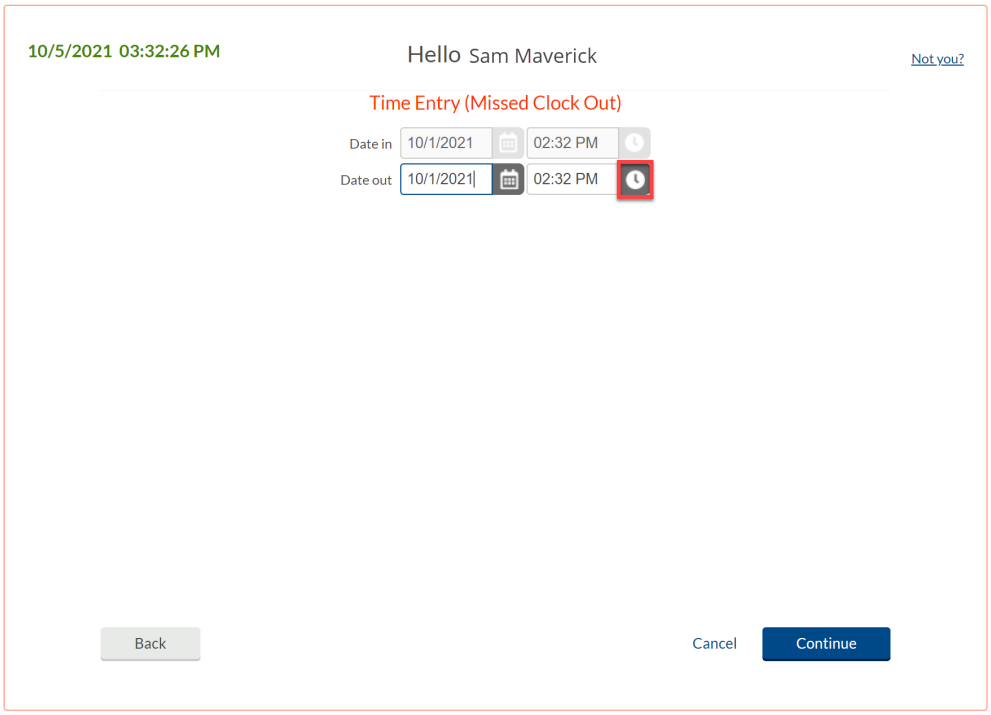


Note: *Clicking "Cancel" will cancel the clocking operation.*

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

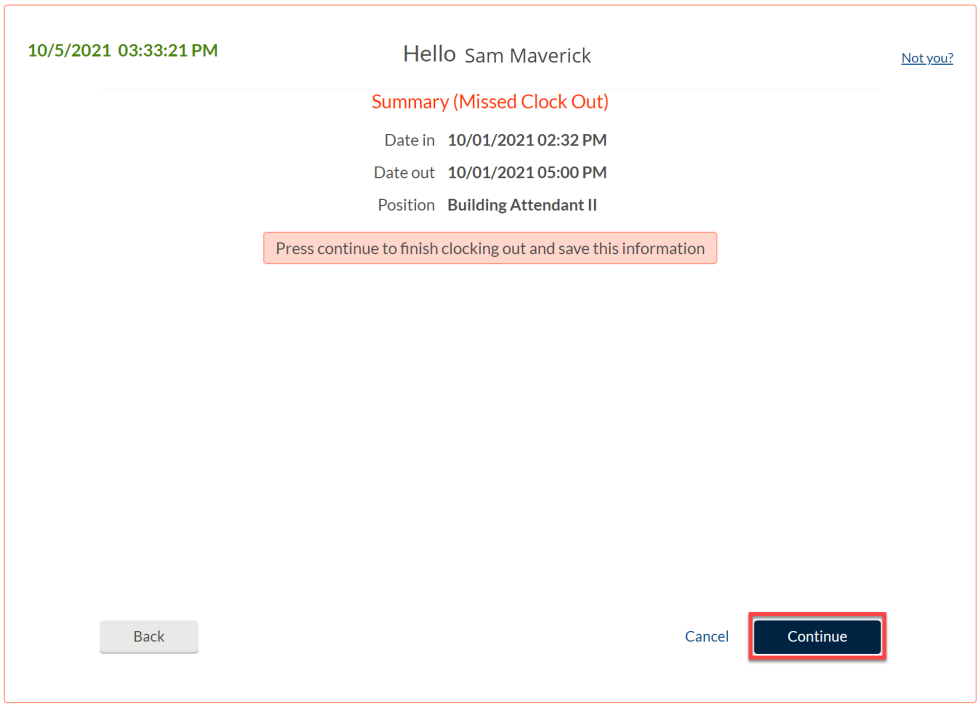


6. Select the clock icon to the right of the incorrect punch time to input the correct punch time.



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

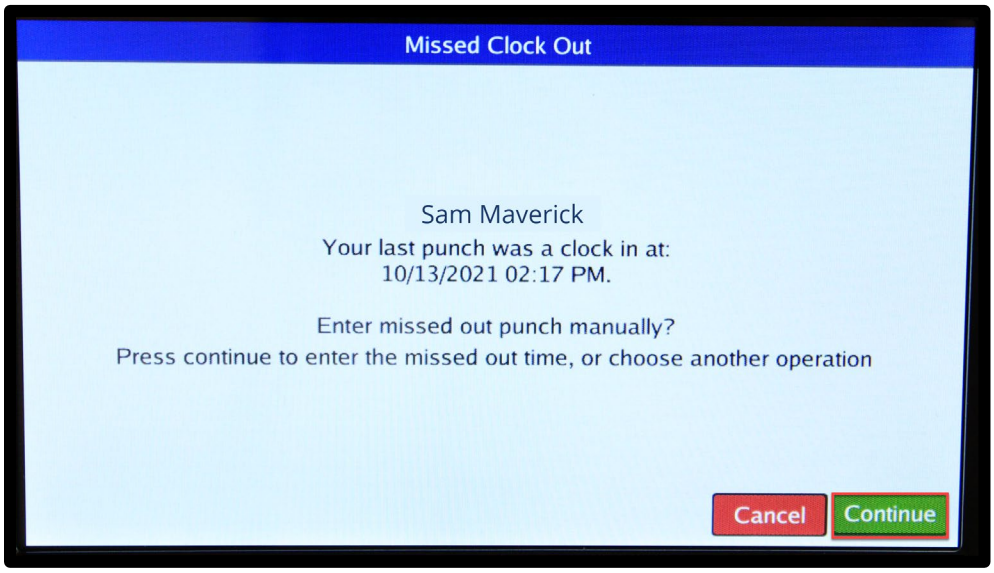
8. A confirmation of the change will populate to confirm the new time entry. Click "Continue".



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

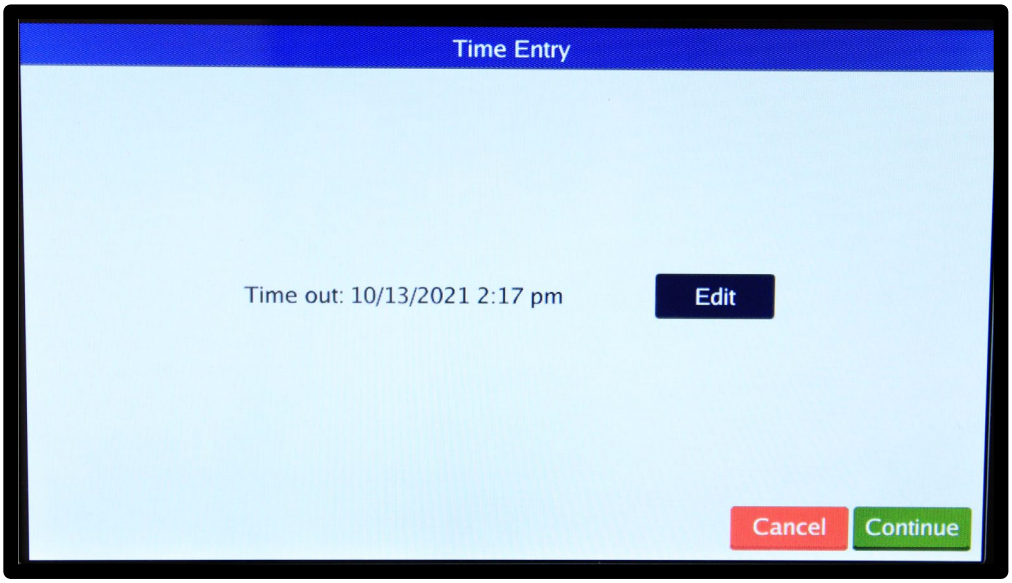
Remote Data Terminal (RDT)

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.

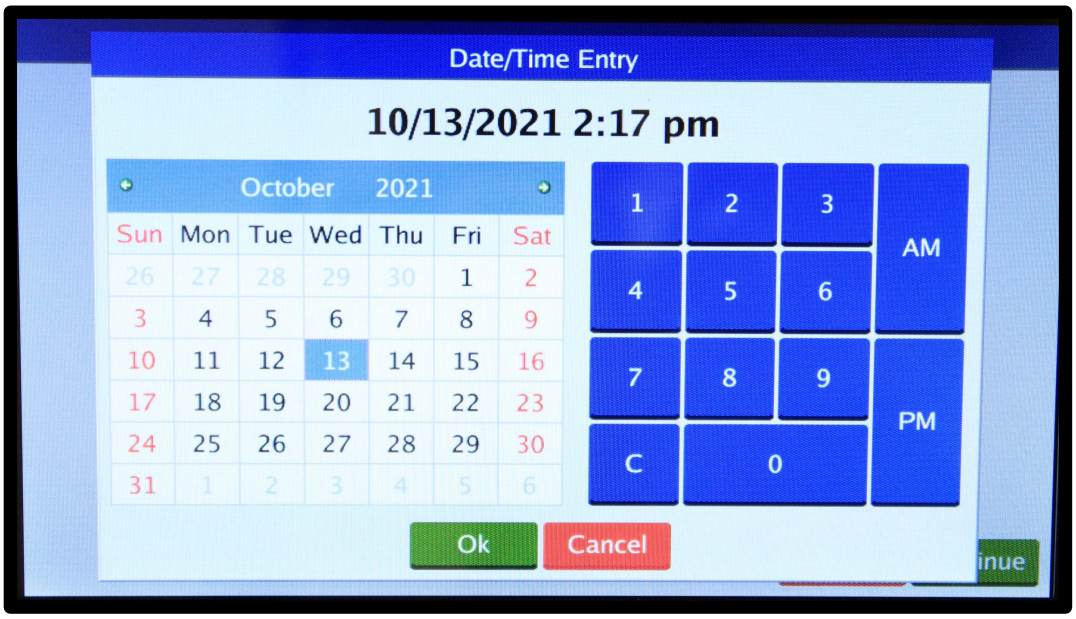


Note: *Clicking "Cancel" will the cancel the clocking operation.*

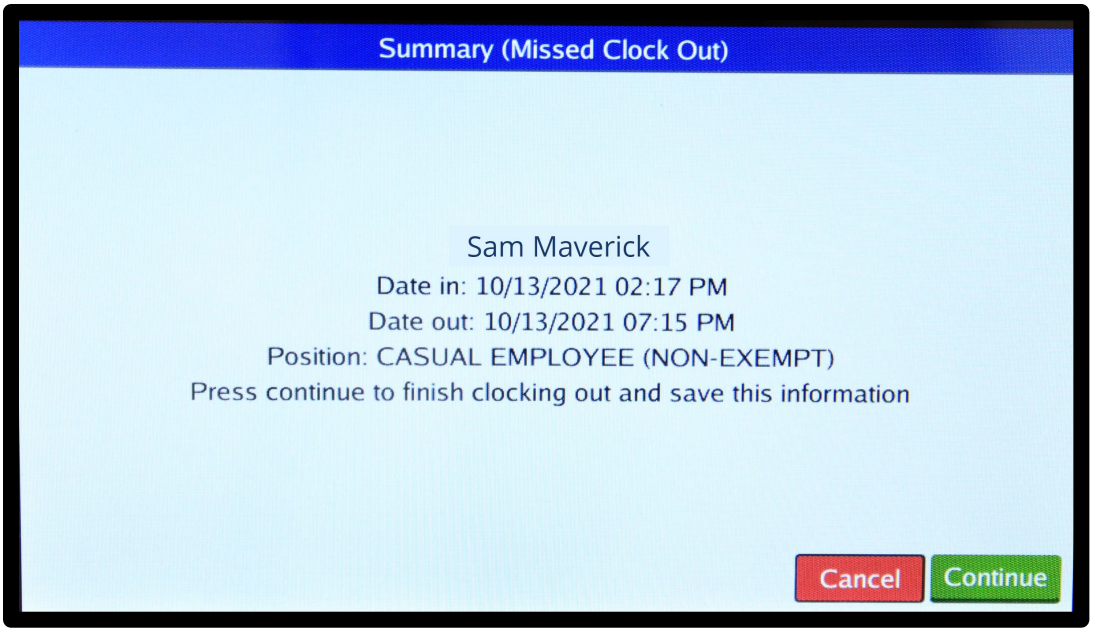
6. A confirmation of the missed punch will populate. Click "Edit" to enter the time manually.



7. Input the correct punch time.



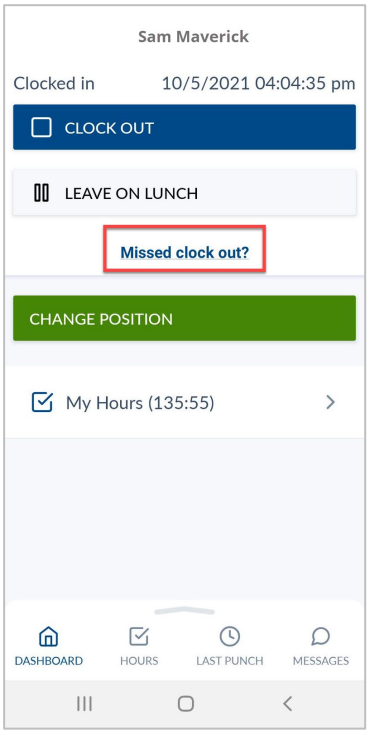
8. Once the correct time has been input, click “Ok”. Then click “Continue”.
9. A confirmation of the change will populate to confirm time entry. Click “Continue”.



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

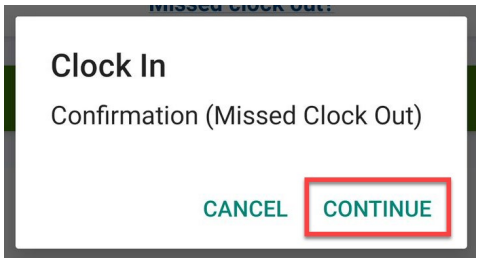
MobileClock

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



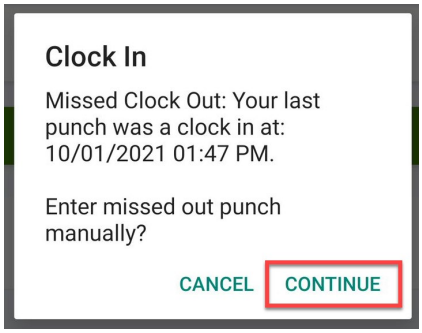
Note: *When correcting a missed punch, the next clocking operation will be performed. Only correct the missed punch upon your next clocking operation.*

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

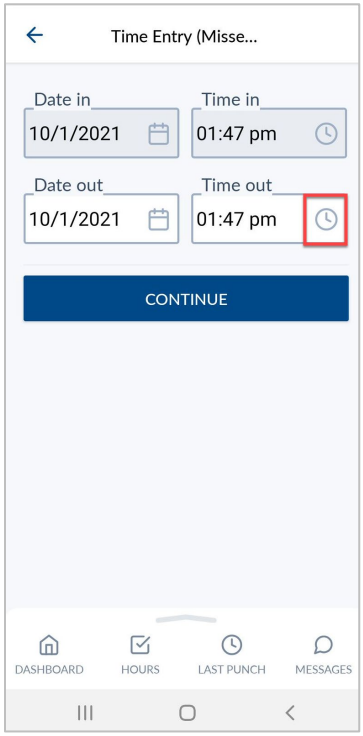


Note: *Clicking “Cancel” will cancel the clocking operation.*

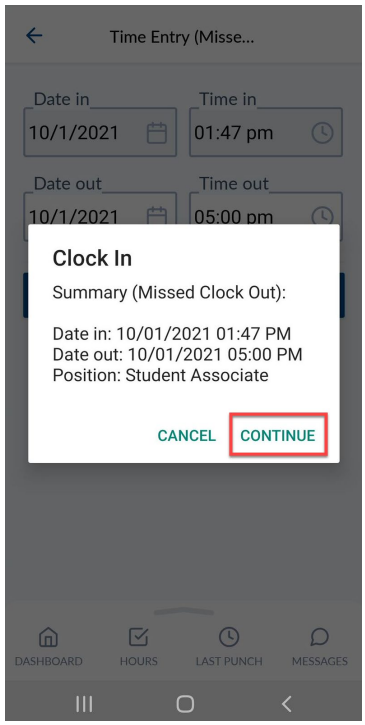
3. A confirmation of the missed punch, along with the last punch time, will populate. Click “Continue” to enter the time manually.



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.