

NEOGOV

Add Missing Clock Punches

Last revised: 6/5/2023

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Preface

By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

Overview

When an employee forgets to clock in or out, an administrator must add the punch so that the time worked will appear on the timesheet and ensure accurate payment.

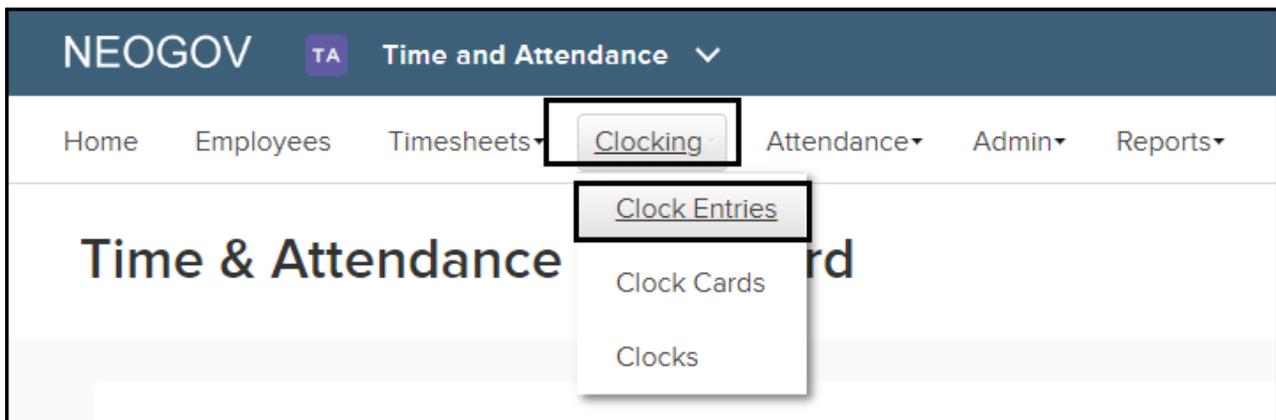


Currently, employees and managers cannot add missing punches. If a punch is missed, immediately contact an administrator.

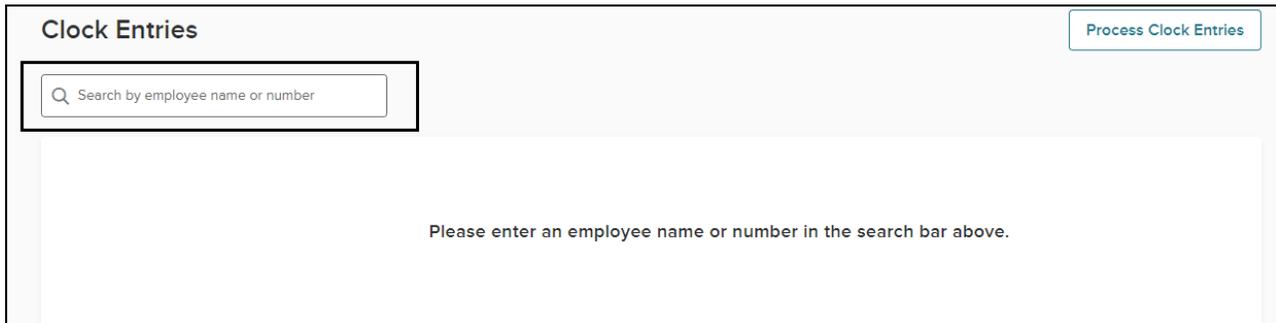
This guide discusses how to manually add and process a clock punch.

Adding a Clock Punch

1. From the **Time & Attendance Dashboard**, click **Clocking > Clock Entries**.



2. Search for the employee with the missing clock punch. NEOGOV displays the employee's clock punches.



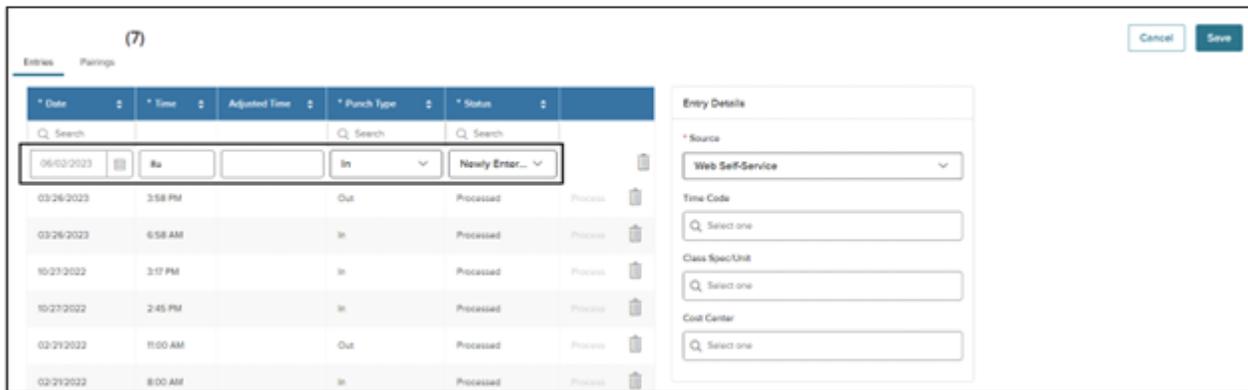
3. Click **Add New Clock Entry**. An empty row appears at the top of the list.

The screenshot displays a web application interface for managing clock entries. At the top left, there are tabs for 'Entries' and 'Pairings', with '(7)' indicating the number of entries. Below the tabs is a table with columns for Date, Time, Adjusted Time, Punch Type, and Status. The table contains 9 rows of data, each with a 'Process' button and a trash icon. Below the table is a pagination control showing 'Showing 1-9 of 9 items' and a dropdown for '10 items per page'. At the bottom left, there is a button labeled 'Add New Clock Entry' with a black arrow pointing to it. On the right side, there is an 'Entry Details' panel with various input fields: 'Source' (Web Self-Service), 'Time Code' (Select one), 'Class Spec/Unit' (Select one), 'Cost Center' (Select one), 'Clock Card', 'Time Clock', 'Clock Transaction', 'Warning or Error Message', 'Latitude', 'Longitude', and 'Within Geofence'.

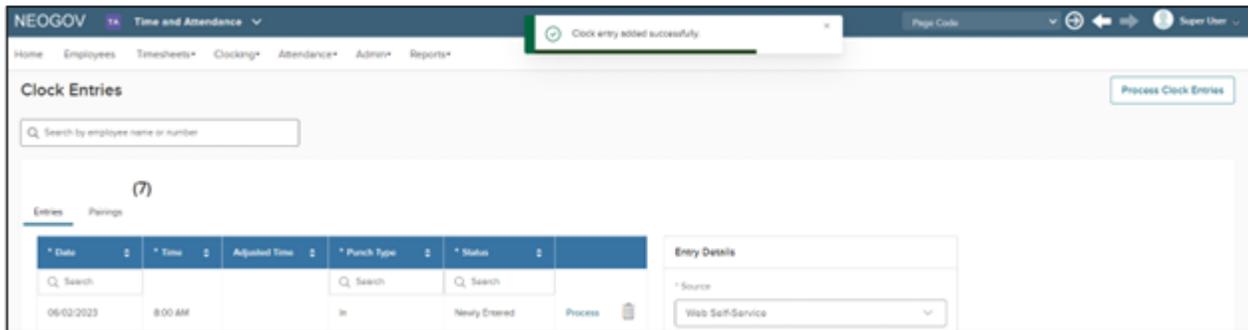
| Date | Time | Adjusted Time | Punch Type | Status | |
|------------|----------|---------------|------------|-----------|---------|
| 03/26/2023 | 3:58 PM | | Out | Processed | Process |
| 03/26/2023 | 6:58 AM | | In | Processed | Process |
| 10/27/2022 | 3:17 PM | | In | Processed | Process |
| 10/27/2022 | 2:45 PM | | In | Processed | Process |
| 02/21/2022 | 11:00 AM | | Out | Processed | Process |
| 02/21/2022 | 8:00 AM | | In | Processed | Process |
| 02/10/2022 | 4:22 PM | | Out | Processed | Process |
| 02/10/2022 | 9:44 AM | | In | Processed | Process |
| 02/01/2022 | 12:04 PM | | In | Processed | Process |

4. Enter these fields.

| Field | Description |
|-------------------|---|
| Date | Select the date of the missed clock punch. |
| Time | Enter the time of the missed clock punch. You may use shortcuts such as 8a for 8:00AM. |
| Punch Type | Select In or Out . |
| Status | NEGOV uses Newly Entered as the default value. Do not change this value. |
| Source | Select the method of the clock punch. This field is for reporting purposes. NEOGOV will produce the same result for any option you select. |



5. Click **Save**. NEOGOV displays a confirmation and saves the punch.



Processing a Clock Punch

After adding the punch, the administrator must process the punch to pair it with any corresponding **In** or **Out** clock punches. After pairing, NEOGOV will place the paired punches on the timesheet.

Clock punches can be recent or not recent. This section describes processing for both.

Most Recent Clock Punch

In this example, an employee forgot to clock in at the start of the shift in the morning. Because the employee immediately informed the administrator, clock punches do not currently exist **after** the missing punch.

Click **Process** for the newly entered clock punch.

| (7) | | | | | |
|-------------------------------------|---------|---------------|-------------------------------------|-------------------------------------|---------|
| Entries | | Pairings | | | |
| * Date | * Time | Adjusted Time | * Punch Type | * Status | |
| <input type="text" value="Search"/> | | | <input type="text" value="Search"/> | <input type="text" value="Search"/> | |
| 06/02/2023 | 8:00 AM | | In | Newly Entered | Process |

NEOGOV displays a confirmation and processes the punch.

NEOGOV Time and Attendance

Home Employees Timesheets* Clocking* Attendance* Admin* Reports*

Sando Wish's clock entry on 06/02/2023 at 8:00 AM has been processed.

| (7) | | | | | |
|-------------------------------------|---------|---------------|-------------------------------------|-------------------------------------|---------|
| Entries | | Pairings | | | |
| * Date | * Time | Adjusted Time | * Punch Type | * Status | |
| <input type="text" value="Search"/> | | | <input type="text" value="Search"/> | <input type="text" value="Search"/> | |
| 06/02/2023 | 8:00 AM | | In | Processed | Process |

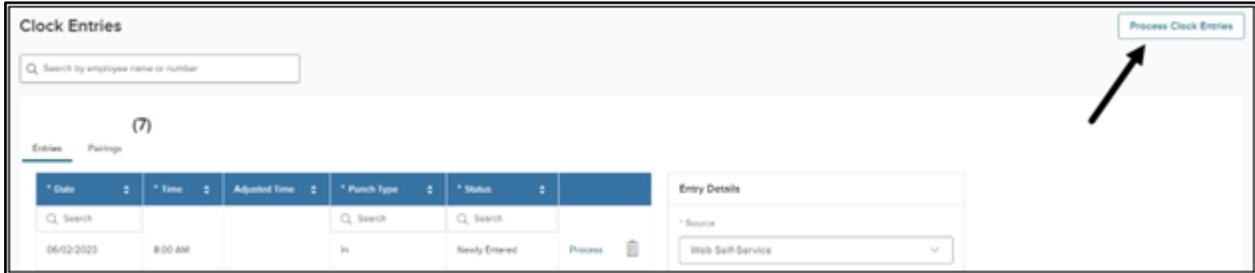
Entry Details

* Source: Web Self-Service

Not Recent Clock Punch

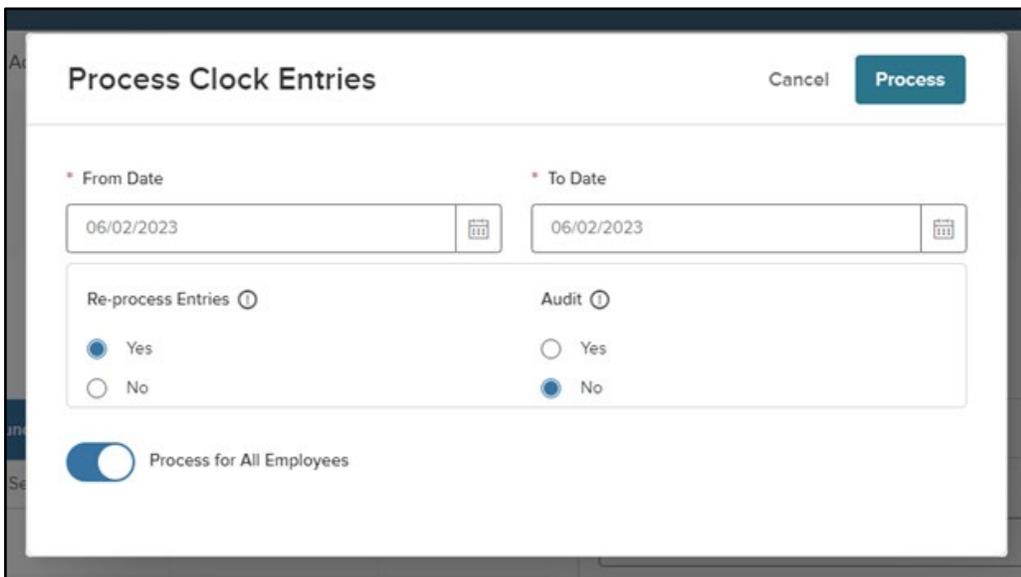
In this example, an employee forgot to clock in three days ago and has punched in/out several times. The missing punch must be placed **between** other existing clock punches.

1. Click **Process Clock Entries**. The **Process Clock Entries** dialog appears.



2. Enter these fields.

| Field | Description |
|----------------------------|--|
| From Date / To Date | Select the range of dates from the date of the missing punch through the most recent punch. Example: If the employee has punches for June 1 – June and you added the missing punch for June 5, select June 5 – June 8 as the range. |
| Re-process Entries | NEOGOV uses Yes as the default value. Do not change this value. |
| Audit | NEOGOV uses No as the default value. Do not change this value. |



3. Set the **Process for All Employees** toggle to OFF, then select the employee that is missing the clock punch.

Process Clock Entries Cancel Process

* From Date: 06/02/2023 📅 * To Date: 06/02/2023 📅

Re-process Entries ⓘ Audit ⓘ

Yes Yes

No No

Process for All Employees

Employee

🔍 Search here...

| Employee # | Employee Name | |
|------------|---------------|----|
| 7 | | 🗑️ |

First Previous **1** Next Last 10 items per page Showing 1-1 of 1 items

4. Click **Process** at the top of the dialog.

NEGOV closes the dialog, displays a confirmation, and downloads a PDF file to your browser.

The screenshot shows the NEOGOV Time and Attendance interface. At the top, there is a navigation bar with 'NEGOV' and 'Time and Attendance' dropdown. Below this is a breadcrumb trail: Home > Employees > Timesheets > Clocking > Attendance > Admin > Reports. A notification dialog box is open in the top right corner, stating 'Your report is processing. When it is complete, the output file will automatically download in your browser.' An arrow points from the dialog box to the PDF download notification at the bottom left of the page, which shows a file named '640556_129_UICOD.pdf'. The main content area is titled 'Clock Entries' and features a search bar 'Search by employee name or number'. Below the search bar, there is a tabbed interface with 'Entries' selected and a count '(7)'. A table displays clock entries with columns for Date, Time, Adjusted Time, Punch Type, Status, and actions. The table contains 12 rows of data. To the right of the table is an 'Entry Details' panel with fields for Source (Web Self-Service), Time Code, Class Spec/Unit, Cost Center, and Latitude. A second arrow points from the bottom of the table to the PDF download notification.

| Date | Time | Adjusted Time | Punch Type | Status | Process | Delete |
|------------|----------|---------------|------------|-----------|---------|--------|
| 06/02/2023 | 8:00 AM | | In | Processed | Process | Delete |
| 03/26/2023 | 3:58 PM | | Out | Processed | Process | Delete |
| 03/26/2023 | 6:58 AM | | In | Processed | Process | Delete |
| 10/27/2022 | 3:17 PM | | In | Processed | Process | Delete |
| 10/27/2022 | 2:45 PM | | In | Processed | Process | Delete |
| 02/21/2022 | 11:00 AM | | Out | Processed | Process | Delete |
| 02/21/2022 | 8:00 AM | | In | Processed | Process | Delete |
| 02/10/2022 | 4:22 PM | | Out | Processed | Process | Delete |
| 02/10/2022 | 9:44 AM | | In | Processed | Process | Delete |
| 02/09/2022 | 12:04 PM | | In | Processed | Process | Delete |

NEGOV will correctly process the missing punch and all subsequent punches to the timesheet.

Appendix

| Version | Description | Date |
|---------|-----------------|--------|
| 1 | Initial release | 6/5/23 |