
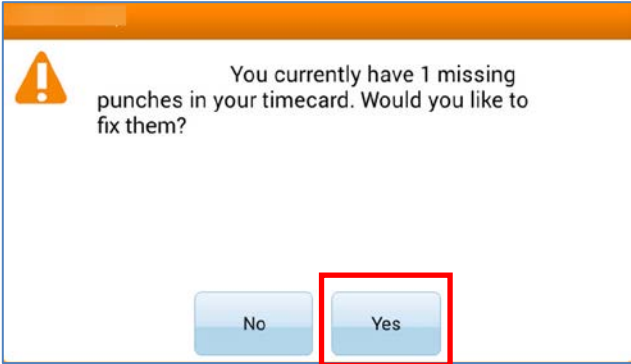


Overview:

This Quick Reference Guide (QRG) will provide step-by-step instructions for non-exempt associates and contractors on how to fix missed punches using the UKG Kronos Dimensions Wall Timeclock.

Perform the following steps to **enter a missed punch** in the current pay period if you have missed a clocking:

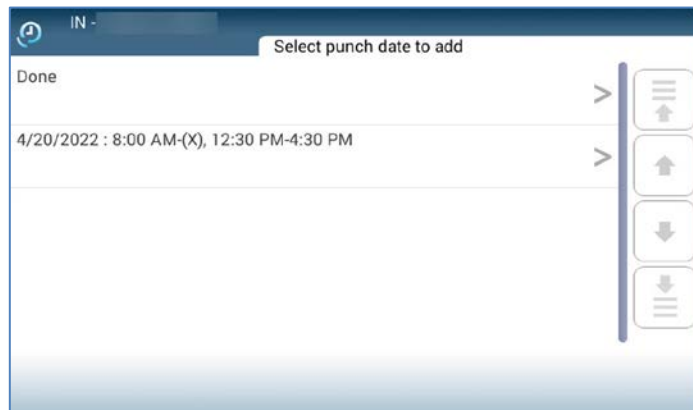
1. You will receive a notification of the missed punch the next time you clock in or out at the timeclock
 - **Note:** If you would like to correct your missed punch using Web TimeStamp (instead of the clock) log into the Web TimeStamp. For step-by-step instructions, please go to the HP Contact Center and refer to the QRG: ‘QRG - UKG Kronos Dimensions - Non-Exempt Associate - Submitting Timecard Change Requests’
 - **Note:** If you do not correct a missed punch on the wall clock in 72 hours, you will still have until the end of the pay period to fix the missed punch on the Web TimeStamp. Once a pay period is closed, you will be required to complete and submit a timecard correction form to the HP Contact Center.

Step	Description
<p>1. Perform a punch on the Wall Clock</p> <p>You will receive a notification of the missed punch the next time you clock in or out at the timeclock</p>	
<p>2. You will receive a message stating you have missed a punch</p> <p>Click ‘Yes’</p>	

3. Select the missed punch that you are correcting



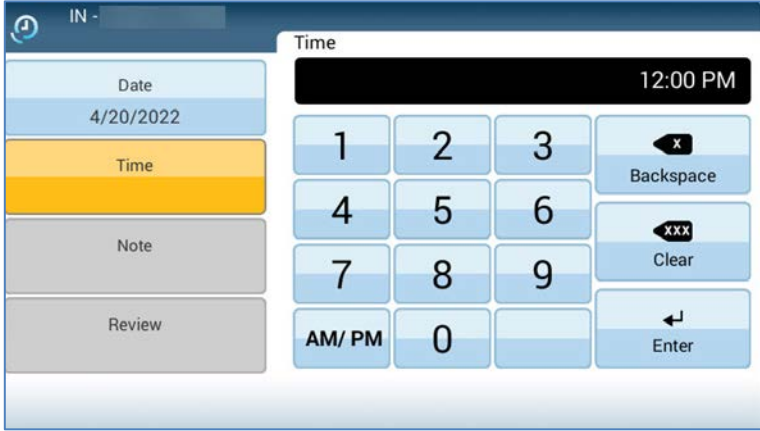
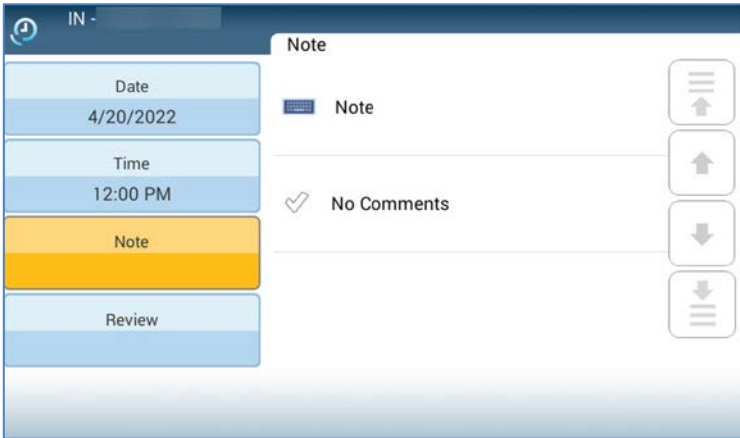
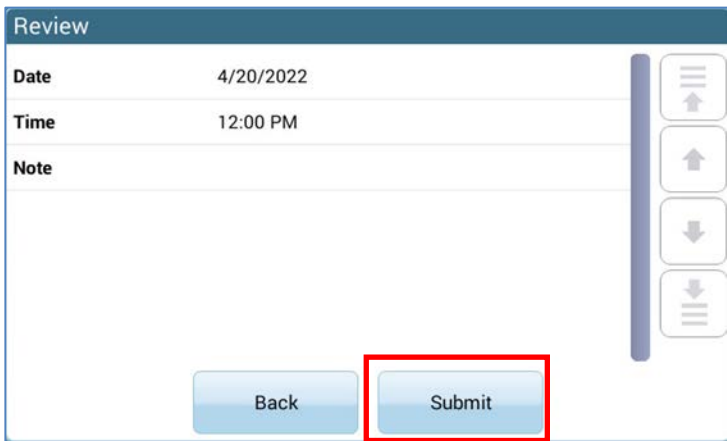
4. Select punch date to add. You can see the missing punch for that day indicated by the (x)

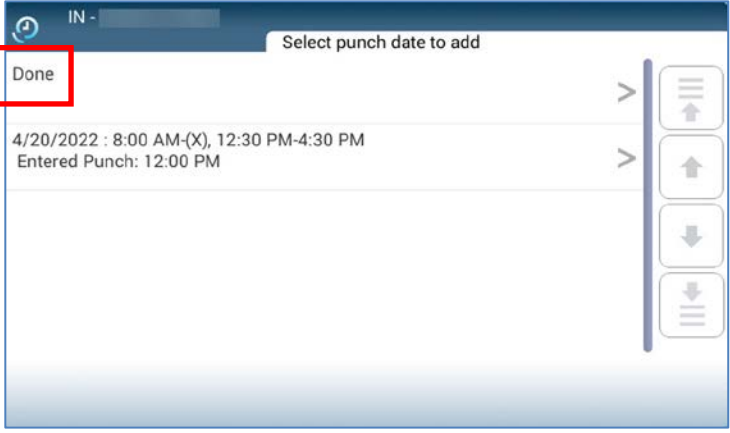
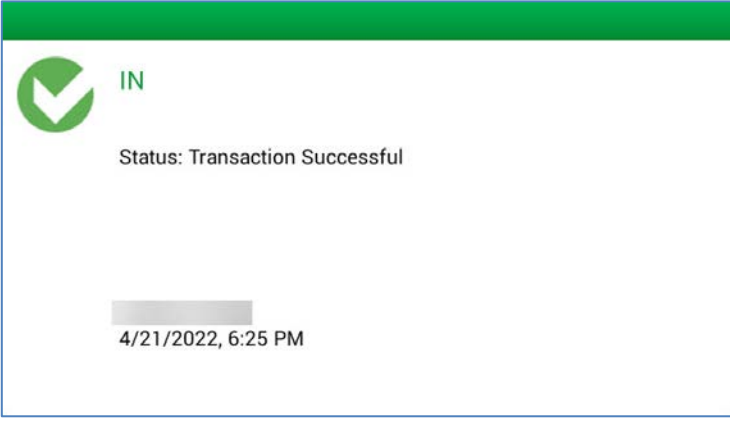


5. Confirm or select the date of your missing punch in the “Missed punch date” tab



6. Enter the time of your missing punch in the “Missed punch time” tab. Remember to

<p>indicate if the time is AM/PM</p>	
<p>6. Enter Comments</p>	
<p>7. Review details to ensure accuracy, and click 'Submit'</p>	
<p>8. Click 'Done'</p>	

	 <p>The screenshot shows the Kronos mobile application interface. At the top, there is a header with a clock icon, the text "IN -", and a button labeled "Select punch date to add". Below the header, a list item displays the date and time: "4/20/2022 : 8:00 AM-(X), 12:30 PM-4:30 PM" and "Entered Punch: 12:00 PM". To the right of this list item is a vertical menu with several icons, including a checkmark, an up arrow, a down arrow, and a list icon. The "Done" button in the top left corner of the list item is highlighted with a red rectangular box.</p>
<p>9. Once the missed punch has been corrected, you will receive a 'Transaction Successful' message</p>	 <p>The screenshot shows a confirmation message in the Kronos mobile application. It features a green header bar at the top. Below the header, there is a green checkmark icon followed by the text "IN". Underneath, it says "Status: Transaction Successful". At the bottom of the message, there is a greyed-out date and time: "4/21/2022, 6:25 PM".</p>