

Employee Punch Change Request

There will be a few scenarios when an employee's time is not correct in the system. When this occurs, it is the responsibility of the employee to make this change. Below are some of the possible scenarios:

- Missed Clock in/out
- Late Clock in/out
- Early Clock in
- Power or computer issues
- Paycom login issues (forgot password or username)
- Shift began at a different location (Meeting in different facility, or at a conference)
- Change overtime to Comp Earned

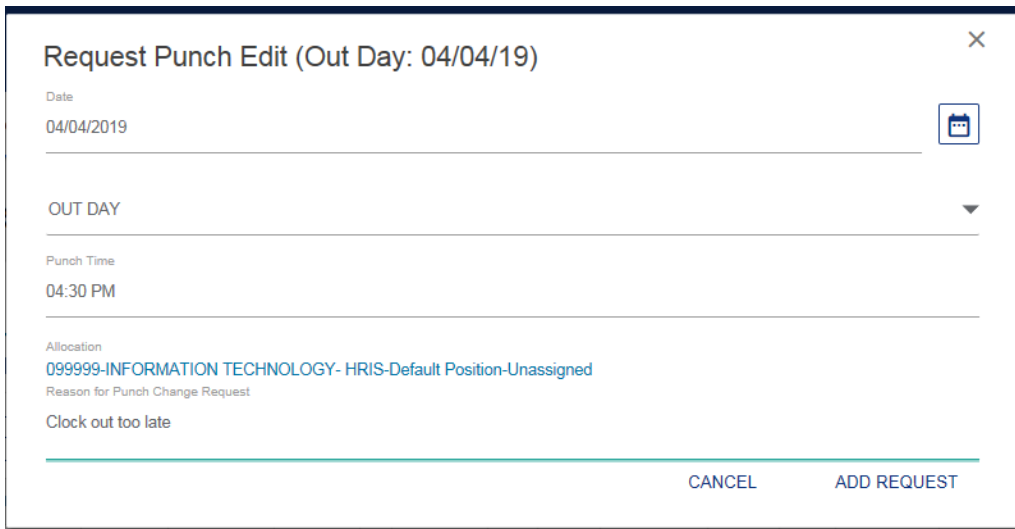
The punch changes will be initiated by the employee. The punch change request can be entered via the Web TimeClock screen on the right side under "Recent Punches", or in the Web TimeSheet Read Only screen by clicking on the clock in/out time that needs to be changed or clicking on the "Add Punch Change Request" link. A comment should be included for every request.

Add Punch Change through the Web TimeSheet Read Only screen. Click on the blue or red clock time of the punch that needs to be changed. For a missed clock in/out or for a future punch change request, you will need to click on the "REQUEST NEW PUNCH" button.

The screenshot displays the 'Web TimeSheet Read Only' interface. At the top, there are tabs for 'Read-Only Time Sheet', 'Schedule', and 'Time-Off Summary'. Below the tabs, the date range is 'Mar 30, 2019 to Apr 12, 2019', and the current period is '03/30/2019 - 04/12/2019 (Current Period)'. There are two buttons: 'REQUEST NEW PUNCH' and 'ADD COMMENT'. Below these is a table with columns: Date, Pay Code, IN, Allocation, OUT, IN, Allocation, OUT, Hours, Total Hours, Dollars, Units, Exceptions, Comments, Missing Punch, and Delete. The table shows data for dates from Sat 03/30 to Fri 04/12. A red arrow points from the 'REQUEST NEW PUNCH' button to the '04:30 PM' time in the 'OUT' column for the row dated Thu 04/04. At the bottom right, there is an 'Approve Up to Date' section with a date of '04/08/2019' and an 'APPROVE DATE' button.

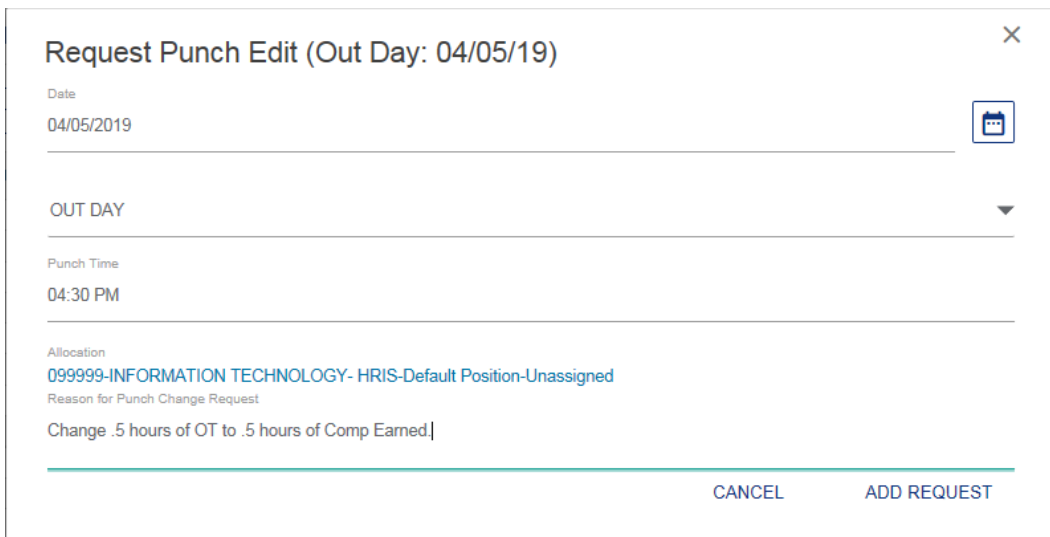
Date	Pay Code	IN	Allocation	OUT	IN	Allocation	OUT	Hours	Total Hours	Dollars	Units	Exceptions	Comments	Missing Punch	Delete
Sat 03/30															
Sun 03/31															
Mon 04/01		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Tue 04/02		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Wed 04/03		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Thu 04/04		08:30 AM	099999-INF...	04:40 PM				8.17	8.17						
Fri 04/05		08:30 AM	099999-INF...	05:00 PM				8.50	8.50						
Weekly Totals								40.67		\$0.00	0.00				
Sat 04/06															
Sun 04/07															
Mon 04/08		08:30 AM	099999-INF...	04:30 PM				8.00	8.00						
Tue 04/09															
Wed 04/10															
Thu 04/11															
Fri 04/12															
Weekly Totals								8.00		\$0.00	0.00				

After you click on the previously entered time, a pop-up box will appear to enter your correct time and reason.



The screenshot shows a web form titled "Request Punch Edit (Out Day: 04/04/19)". The form includes a date field with "04/04/2019" and a calendar icon. Below is a dropdown menu labeled "OUT DAY". The "Punch Time" field is set to "04:30 PM". The "Allocation" is "099999-INFORMATION TECHNOLOGY- HRIS-Default Position-Unassigned". The "Reason for Punch Change Request" is "Clock out too late". At the bottom, there are "CANCEL" and "ADD REQUEST" buttons.

For approved Overtime worked, employees can request that time be Comp Earned instead of Paid Overtime. We must have a record of the employees request for the Overtime to be changed to Comp time, and the department must approve this request. Therefore, the employee needs to make a Punch Change Request. Change the "Out Day" time to your scheduled out time, and add a comment to change the paid Overtime to Comp Time. You only need to enter the amount of hours worked. The system will calculate those hours at time and a half (1 ½) just like overtime.



The screenshot shows a web form titled "Request Punch Edit (Out Day: 04/05/19)". The form includes a date field with "04/05/2019" and a calendar icon. Below is a dropdown menu labeled "OUT DAY". The "Punch Time" field is set to "04:30 PM". The "Allocation" is "099999-INFORMATION TECHNOLOGY- HRIS-Default Position-Unassigned". The "Reason for Punch Change Request" is "Change .5 hours of OT to .5 hours of Comp Earned." At the bottom, there are "CANCEL" and "ADD REQUEST" buttons.