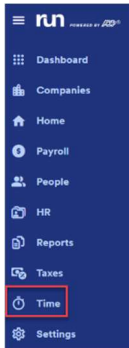
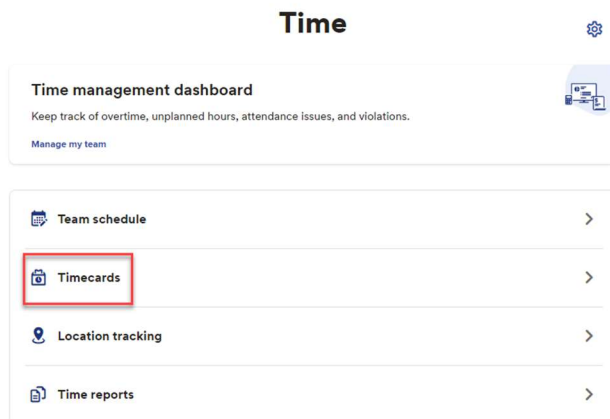


Managing Timecards

- 1 To get to the Timecards page, login to RUN and click the Time button on the left hand side.



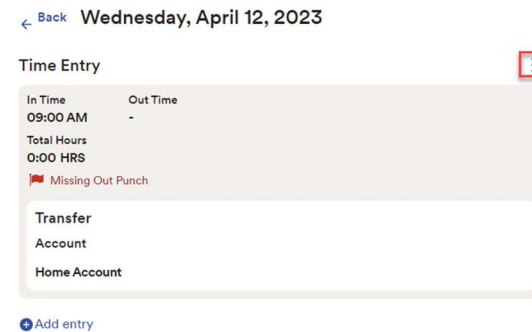
- 2 Then click on Timecards. This will open the Timecards screen.



- 3 Here we have an employee that has been clocking in and out for the week. The employee forgot to clock out on Wednesday. Let's fix that. Click on the edit pencil in the top right to open the menu.



- 4 Then click on the three dots in the top right of the time pair.



- 5 Then click edit.



Managing Timecards

- 6 Now, we can enter in the out time for the employee. Then click save.

Time Entry Undo

In Time * Out Time

Total Hours
4:45

Change Work
Department

Split time

[Add entry](#) [Report Missed Break](#)

[Prev Day](#) [Next Day](#) [Save](#)

- 7 Notice that the hours are now displaying properly for Wednesday and we no longer have a flag on the timecard.



- 8 While you can fix punches directly on the timecard, ADP recommends fixing punches from the dashboard for a more streamlined experience.

Things to Do

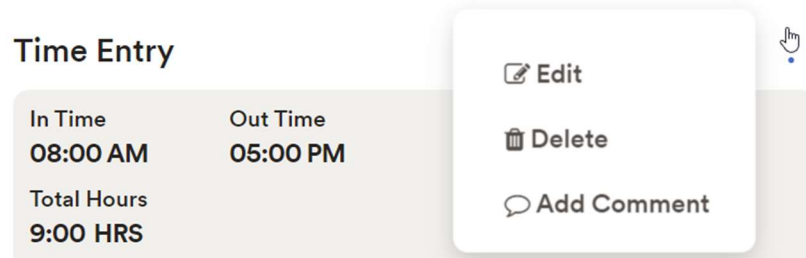
 **Missed Punches** >
1 employee, 1 missed punch

- 9 To add punches for an empty day, simply click on the **plus** for the day. Then, enter the **start and end time** and click **save**.

Saturday
15 



- 10** To delete punches for a day, click on the day you wish to delete. Click on the **three dots**. Then click **delete** and click **save**.



- 11** Finally, to add punches to an existing day, click on the day to open the edit screen, then click on **add entry**.

+ Add entry

****Note: This allows you to add extra time for a single day or break up a time pair in put in a missed lunch break.****