Quick Reference Guide: Wall Clock – Fixed Missed Punch
Non-Exempt Associate Timekeeping UKG Kronos
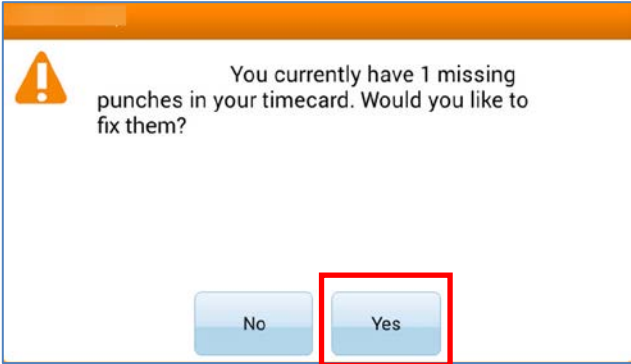Dimensions (rev. 04/27/22)

Adventist Health

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:
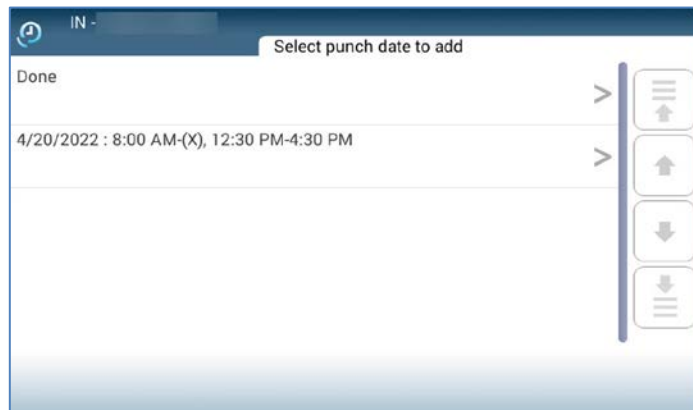
1. You will receive a notification of the missed punch the next time you clock in or out at the timeclock
   - **Note:** If you would like to correct your missed punch using Web TimeStamp (instead of the clock) log into the Web TimeStamp. For step-by-step instructions, please go to the HP Contact Center 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
1. Perform a punch on the Wall Clock You will receive a notification of the missed punch the next time you clock in or out at the timeclock	
2. You will receive a message stating you have missed a punch Click '**Yes**'	

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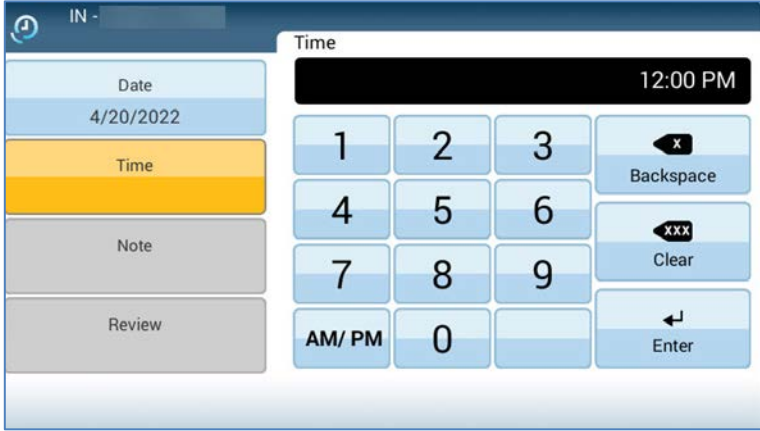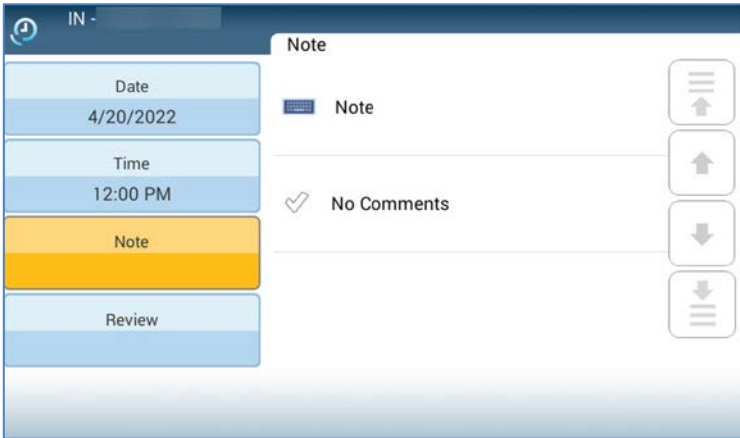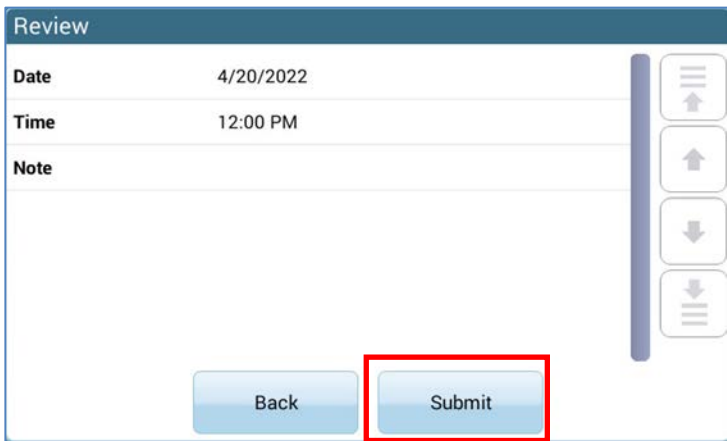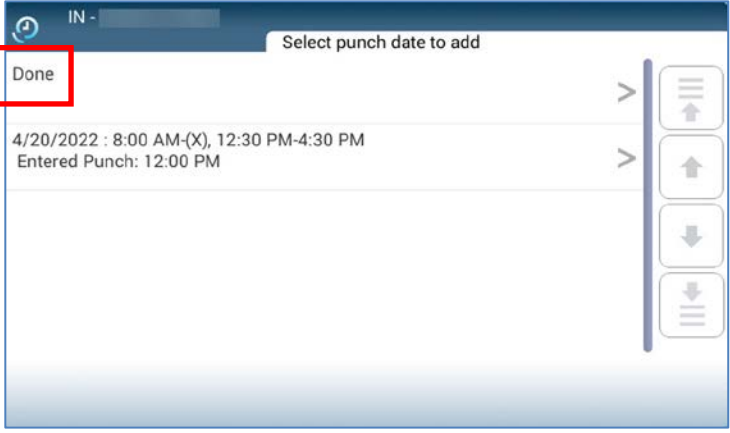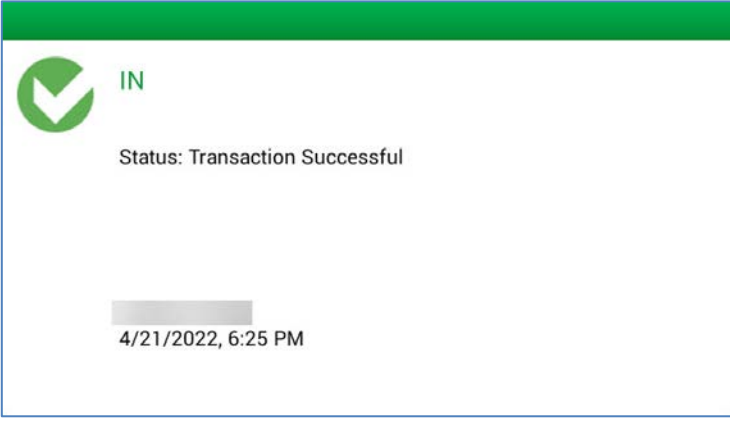|	
3. Select the missed punch that you are correcting	
4. Select punch date to add. You can see the missing punch for that day indicated by the (x)	
5. Confirm or select the date of your missing punch in the "Missed punch date" tab	
6. Enter the time of your missing punch in the "Missed punch time" tab. Remember to	

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

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	IN - [redacted] Select punch date to add Done 4/20/2022 : 8:00 AM-(X), 12:30 PM-4:30 PM Entered Punch: 12:00 PM
9. Once the missed punch has been corrected, you will receive a '**Transaction Successful**' message	IN Status: Transaction Successful [redacted] 4/21/2022, 6:25 PM