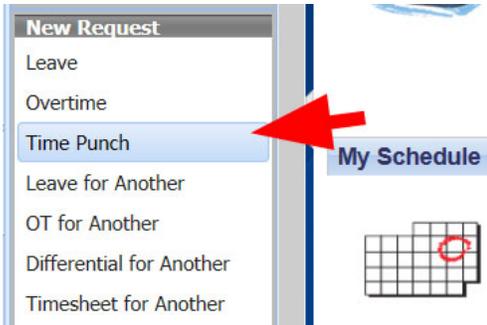


Failure to punch using hand readers or Web clock

Employees who forget to scan in/out via the hand readers or web clock have the option to submit a request to their approver to add a punch to their timesheet.

How to add Time Punches to your Timesheet

1. Sign into **CityTime** using your **User Name (Employee ID)** and **Password**
2. On the left hand pane under **New Request** Click **Time Punch**



3. Select **Date** in which you would like to add your punch (be as accurate as possible)
4. Select **Modification Type – Add Punch**
5. When Adding a Punch **select** whether the **Punch Type** is for **In or Out**
6. Select the **Reason** - The appropriate reasons to select for this option is
a) Forgot to punch or b) Punch did not register
7. **Comments** section must be filled out to proceed.

A screenshot of a form for adding a punch. The form has several fields: '* Date' (mm/dd/yyyy), '* Modification Type' (radio buttons for 'Add Punch' and 'Void Punch'), '* Punch Type' (dropdown menu), and '* Punch Time' (hh:mm). To the right, there is a '* Reason' dropdown menu and a '* Comments' text area. Two red arrows point to the 'Add Punch' radio button and the 'Reason' dropdown menu. At the bottom right of the form, there is a note: 'Maximum character input: 500 Characters entered: 0'.

8. Select **Submit** button at the bottom right hand corner to add the punch to **your timesheet**.
9. **Review** your timesheet then submit it for approval.

