

Article ID: PCTY-119382

## Submit Time Card Corrections for Punches

The user must be on a payroll policy where the company has enabled corrections.

Time & Labor Time Card Corrections are available through the Employee Dashboard and Paylocity Mobile App.

When enabling an employee for Time Card Corrections, they can submit punch add, edit, and delete requests for supervisor approval. Corrections are only possible for the current and previous two open pay periods and cannot submit corrections for closed pay periods.

To submit a Time Card Correction from the Employee Dashboard or Mobile App:

## Employee Dashboard

Use the following process to submit time card corrections from the Employee Dashboard:

1. Navigate to Time & Labor
2. Select **Home** to navigate to the Employee Dashboard:
  - NOTE: For users with access rights extending beyond the **User Access Only** Feature Access Template, select **Time & Labor > My Time > Dashboard**.
3. Submit a time card correction in the **Activity** Section:

The screenshot shows the 'Activity' section of the Employee Dashboard. At the top right is a 'Request Add Punch' button. Below it are tabs for 'Errors', 'Recent Activity', 'Information', and 'Corrections'. The 'Recent Activity' tab is selected, displaying a table with columns: Date, Punch, Time, Note, and Actions. The table contains several rows of punch events. An 'Actions' menu is open over one of the rows, showing 'Edit' and 'Remove' options. At the bottom left of the table area is a 'View All Activity' button.

Date	Punch	Time	Note	Actions
09/11/2024	Clocked In	06:58 AM		...
09/10/2024	Clocked Out	07:06 PM		...
09/10/2024	End Lunch	06:12 PM		...
09/10/2024	At Lunch	05:55 PM		...
09/10/2024	Clocked In	06:58 AM		...
09/09/2024	Clocked Out	06:59 PM		...

## To add a new punch

1. Select **Request Add Punch**.
2. Adjust the fields as necessary. Fields include:
  - o **Date**

- **Time**
  - **Punch Type**
  - **Reason for Correction**
  - **Cost Center**
  - **Punch Note (Optional)**
3. Select **Submit Request** to submit the correction for approval.
- Select **Cancel** to back out.

## Request Add Punch

Close
Submit Request

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### Request Details

**Date**

09/11/2024
✕
📅

**Time**

8:00 AM
✕
🕒

**Punch Type**

Clock In
▾

**Reason for Correction (optional)**

2000/2000 Characters Remaining

**Cost Center (OPS/TECHSERV/1107)**

▾

**Punch Note**

▴

Add a Note

2000/2000 Characters Remaining

This note is specific to your Correction. Be aware that this will be stored for company record.

## To edit an existing punch

1. Select the **Recent Activity** Tab.
2. For the desired punch, select the "..." under **Actions**.
  - If the punch does not appear, select **View All Activity** to see punches that have dropped from the **Recent Activity** View.
3. Select **Edit** from the pop-out.
4. Adjust the fields as necessary. Fields include:
  - **Date**
  - **Time**

- **Punch Type**
  - **Reason for Correction**
  - **Cost Center**
  - **Punch Note (Optional)**
5. Select **Submit Request** to submit the correction for approval.
- Select **Cancel** to back out.

## Edit a Punch

Close
Submit Request

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**Punch Occurrence**  
09/10/2024 - End Lunch - 06:12 PM

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### Request Details

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**Date**

09/10/2024
✕
📅

**Time**

6:12 PM
✕
🕒

**Punch Type**

End Lunch
▾

**Reason for Correction (optional)**

2000/2000 Characters Remaining

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**Cost Center (OPS/TECHSERV/1107)**

▾

---

**Punch Note**

▴

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2000/2000 Characters Remaining

This note is specific to your Correction. Be aware that this will be stored for company record.

## To delete an existing punch

1. Select the **Recent Activity** Tab.
2. For the desired punch, select the "..." under **Actions**.
  - If the punch does not appear, select **View All Activity** to see punches that have dropped from the **Recent Activity** View.
3. Select **Delete** from the pop-out.

- 4. If applicable, enter a **Reason for Correction**.
- 5. Select **Submit Request** to submit the correction for approval.
  - o Select **Cancel** to back out.

## Remove a Punch

Close
Submit Request

**Punch Occurrence**

09/10/2024 - Start Lunch - 05:55 PM

**Reason for Correction (optional)**

2000/2000 Characters Remaining

## To view the status of the correction

- 1. Select the **Correction** Tab.
- 2. This section displays a list of Time Card Corrections for the open Pay Period, including:
  - **Request Type** - Type of correction, such as Add Punch.
  - **Request Date** - The date the user submitted the correction. Select the **Date** link to open a drawer to view the request details. Select **Cancel Request** to cancel the corrections request.
  - **Punch Date** - Date of the punch related to the correction.
  - **Status** - Current status of the correction request, such as Approved.
- 3. Select the **View All Requests** Button to open a drawer that displays all Time Card Correction Requests Submitted.

### Activity Request Add Punch

Errors 1
Recent Activity
Information
Corrections

Request Type	Request Date	Punch Date	Status
Remove Punch	<a href="#">06/25/2023</a>	06/25/2023	Pending
Remove Punch	<a href="#">06/25/2023</a>	06/25/2023	Pending
Edit Punch	<a href="#">06/19/2023</a>	06/19/2023	Approved

View All Requests

- 4. Select the **Request Date** for a correction to view the correction details.
  - o Press **Cancel Request** to rescind the request.
  - o Press **Close** to back out.

## View Correction Details

Cancel Request
Close

⌚ Correction request pending. - 09/11/2024, 01:56 PM

### Request Details

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Request Type	Punch Date	Supervisor
Add Punch	09/11/2024, 01:30 PM	[REDACTED]

**Employee Comment**

From	To
<p><b>Clock In</b> None</p> <p><b>Org</b> None</p> <p><b>Function</b> None</p> <p><b>Department</b> None</p>	<p><b>Clock In</b> 09/11/2024, 01:30 PM</p> <p><b>Org</b> OPS-Operations</p> <p><b>Function</b> TECHSERV-Technical Services</p> <p><b>Department</b> 1107-Technical Support</p>

## Mobile App

Use the following process to submit time card corrections from Punch Activity on the Mobile App:

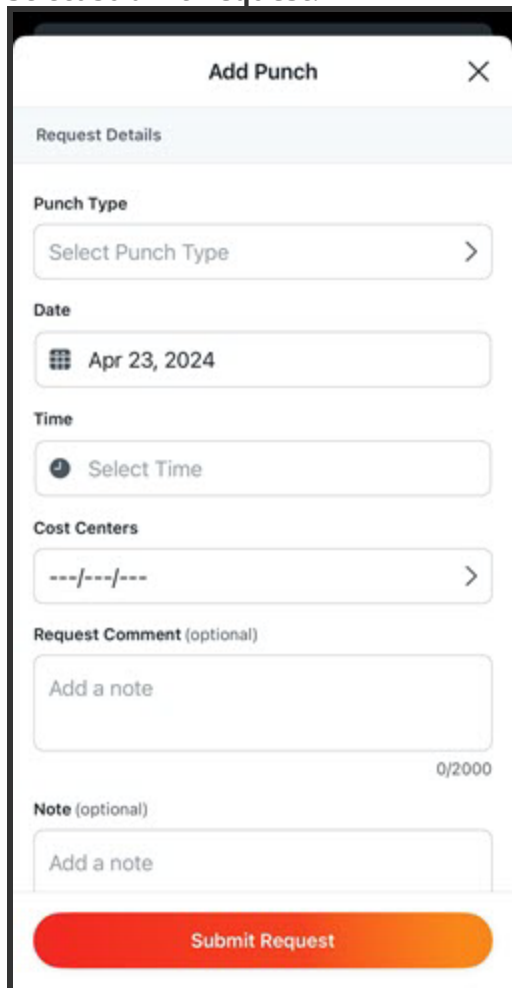
1. Log In to the Paylocity Mobile App.
2. Access Punch. A badge count may show to indicate missing punches.
3. Navigate to the **Activity** tab.

## Add a New Punch

1. Select +.
2. Adjust the fields as necessary. Fields include:

- **Date**
- **Time**
- **Cost Center**
- **Request Comment (Optional)**
- **Punch Note (Optional)**

3. Select **Submit Request**.



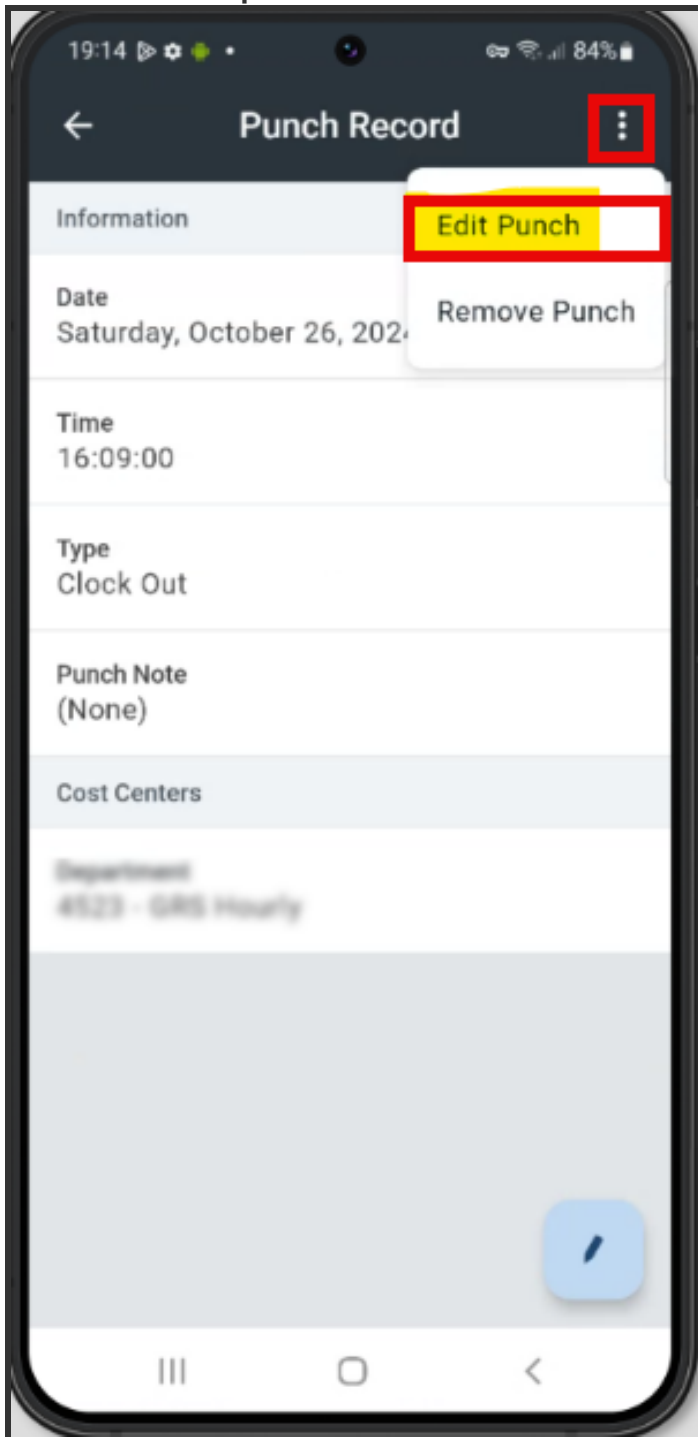
The screenshot shows a mobile application interface for adding a punch. The form is titled "Add Punch" and includes a close button (X) in the top right corner. The form is organized into several sections:

- Request Details**: A header section.
- Punch Type**: A dropdown menu with the text "Select Punch Type" and a right-pointing arrow.
- Date**: A date picker showing "Apr 23, 2024".
- Time**: A time picker with the text "Select Time" and a clock icon.
- Cost Centers**: A dropdown menu with the text "---/--/--" and a right-pointing arrow.
- Request Comment (optional)**: A text input field with the placeholder "Add a note" and a character count "0/2000".
- Note (optional)**: A text input field with the placeholder "Add a note".

At the bottom of the form is a prominent orange button labeled "Submit Request".

## Edit an Existing Punch

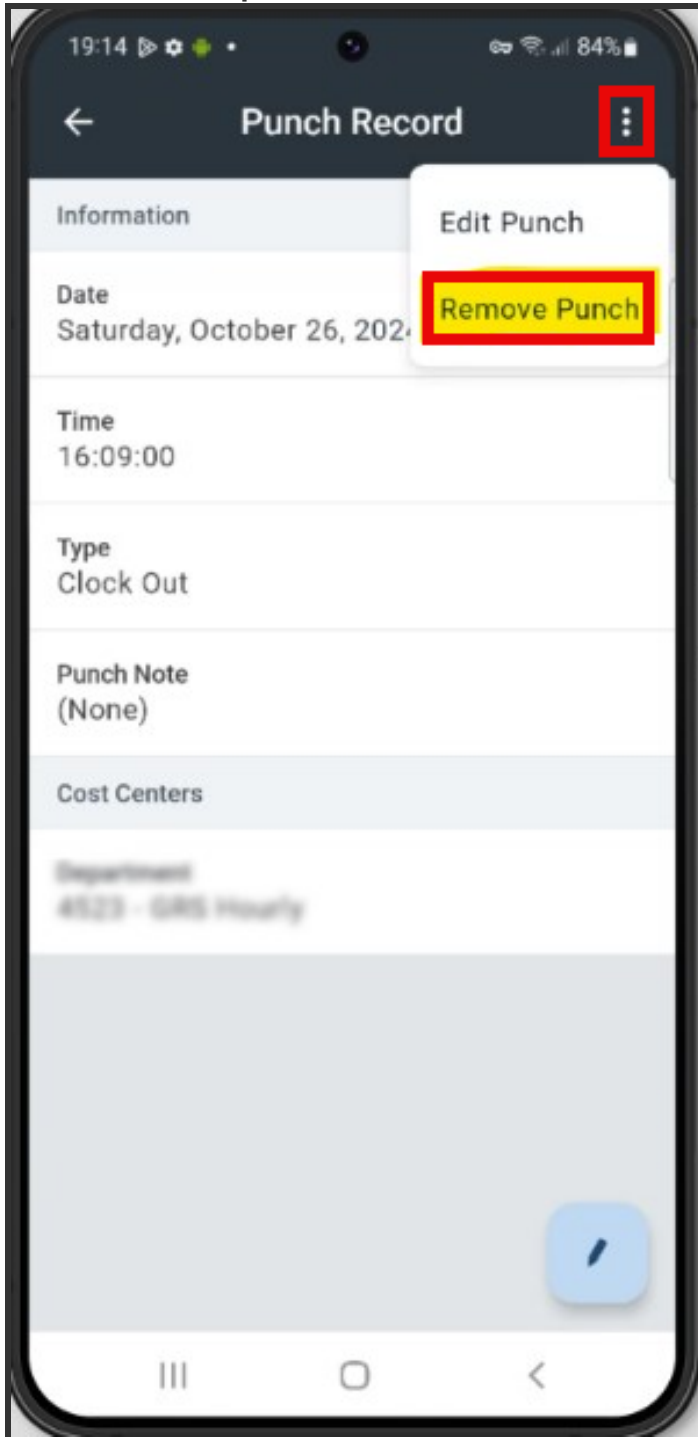
1. Select a **Punch Record** needing modification.
2. Select the three dots.
3. Select **Edit Punch**.
4. Adjust the fields as necessary.

5. Select **Submit Request**.

## Remove an Existing Punch

1. Select a **Punch Record** needing modification.
2. Select the three dots.
3. Select **Remove Punch**.

4. Select **Submit Request**.



You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/30860000001009/content/PCTY-119382>