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## Time Card Corrections Supervisor Dashboard

The Supervisor Dashboard has a Time Card Corrections widget that allows supervisors and administrators to view pending time card corrections, missing punches, and the corrections' history. The widget displays a sum of Pending Corrections and Missing Punches. When selected, each tab has a count for each respective type.

Time Card Corrections only shows the corrections from the two most recent pay periods, as long as the pay period is open. If the company does not resolve these before the two pay periods, users may notice a Time Card Correction Warning when closing old pay periods, despite not seeing a pending correction.

Approved corrections automatically update the time card.

- The Time Card Audit Trail displays the Supervisor's name that approved the request. It also shows that the user completed the change through a Time Card Correction.
- If an employee has an automatic lunch and attempts to submit a correction to edit the time of the punch, this does not post to the timecard when approved. The automatic lunch overrides the edited time.

## The Punch Corrections Grid

- **Employee** name - Supervisors can view additional details by selecting an employee's name.
- **Type** - This column displays the type of correction and punch type. Types include:
  - **Add Punch** - A request to add a punch.
  - **Edit Punch** - A request to change an existing punch.
  - **Delete Punch** - A request to delete an existing punch.
  - **Missing Punch** - A request to add a punch that resolves a Missing Punch Error.
- **From** - The current punch information.
- **To** - The requested change.

• **Notes**

**Quick View**

Insights	<b>Time Card Corrections</b> 44	My Employees 27	Pending Time Off Requests 3	Attendance Points 1	Invalid Terminal Punches 0	Find New Employees 0
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Punch Corrections (13) | Missing Punches (31) | History

All Corrections [v]

Approve | Deny | 1 - 13 of 13 items

Employee	Type	From:	To:	Notes
Chandler	Missing Punch Clock Out	Missing	03/03/2022 11:00 AM	
Chandler	Add Punch Clock In	--	03/07/2022 09:00 AM	
Chandler	Add Punch Clock Out	--	03/07/2022 07:00 PM	
Monica	Add Punch Start Lunch	--	03/25/2022 12:00 PM	
Monica	Remove Punch Clock Out	03/29/2022 12:00 PM	--	
Monica	Remove Punch Clock In	03/29/2022 12:03 PM	--	
Monica	Edit Punch End Break	03/29/2022 12:05 PM	03/29/2022 12:06 PM	

Paylocity encourages addressing pending corrections before missing punches. The missing punch count can decrease if there are any Add Punch correction requests.

## The Missing Punches Grid


- **Employee** name - When selected, the system directs the supervisor to the employee’s timecard for the needed date range to address the missed time.
- **Type** - The type of missing punch.
- **From** - The date the punch is for.
- **Notify All Employees** - Notify all employees with missed punches via the employee message center, email, and a mobile push notification.

## The History Grid

- **Employee** name - Supervisors can view additional details by selecting an employee’s name.
- **Type** - The type of correction.
- **From** - The original punch information.
- **To** - The changed punch information.
- **Requested** - When the user made the request.
- **Status** - **Denied** or **Approved**.
- Select an employee's name to review comments the employee entered when submitting the Time Card Correction.

Quick View
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Insights



Time Card Corrections

45

My Employees

27

Pending Time Off Requests

3

Attendance Points

1

Invalid Terminal Punches








0

Find New Employees

0

Punch Corrections (13)   Missing Punches (32)   **History**

All Corrections ⏪ < 1 2 3 4 > ⏩ 1 - 50 of 163 items

Employee ^	Type	From	To	Requested	Status
 Monica	Missing Punch Clock In	--	02/26/2022 12:00 AM	03/03/2022 05:02 PM	Denied
 Monica	Missing Punch Clock Out	--	02/24/2022 12:00 AM	03/03/2022 05:03 PM	Denied
 Monica	Missing Punch Clock In	--	02/23/2022 12:00 AM	03/03/2022 05:04 PM	Denied
 Monica	Missing Punch Clock Out	--	02/27/2022 12:00 AM	03/04/2022 10:37 AM	Denied
 Monica	Missing Punch Clock In	--	02/26/2022 12:00 AM	03/04/2022 10:37 AM	Approved
 Monica	Edit Punch Clock Out	Start Break	Clock Out	03/11/2022 01:20 PM	Approved
 Monica	Edit Punch Transfer	Clock Out	Transfer	03/11/2022 02:55 PM	Approved

**ADDITIONAL INFORMATION:** When a payroll lockout is in effect, users who do not have edit access to **Perform Edits During Payroll Lockout** on the Feature Access Template cannot approve or deny pending requests.

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