

Article ID: PCTY-113088

# Time Card Corrections on Employee Time Card

At this time, Paylocity highly encourages addressing Pending Corrections prior to addressing Missing Punches as the correct request could correct the missing punch.

✂ **EXAMPLE:** Missed punches filled manually on the timecard that match corrections submitted by the employee do not automatically address the submitted correction. If manual adjustments address corrections, a user with supervisor access to the time card can **Deny** the correction as no longer needed or delete the manually filled punches to approve the corrections the employee submitted.

Users can view pending corrections from the employee’s time card by selecting Time Card Corrections. The number of pending corrections submitted for the defined pay period appears in orange. 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.

Employee Time Card															
Employee Name or Number <input type="text"/> << >> Select Filter <input type="checkbox"/> Include Inactive Employees															
Date Range: Pay Period 08/24/2025 - 09/08/2025 Prev Current Next Learn How to Edit Time Cards															
+ Add Punch + Add Pay Type Transaction Save <b>2 Time Card Corrections</b> Discard Changes Download PDF Audit Trail Preferences															
08/24/2025-09/08/2025															
<input type="checkbox"/>	Date	Pay Type	Amount	In	Transfer	Out	In	Transfer	Out	Reg	OT1	OT2	Unpaid	EE App	
<input type="checkbox"/>	Sun 08/24/2025	None								0.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs		
<input checked="" type="checkbox"/>	Mon 08/25/2025	PTO-Vacation	8.00 hrs							8.00 hrs	0.00 hrs	0.00 hrs	0.00 hrs	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Tue 08/26/2025			08:08 AM		12:00 PM L	01:00 PM L		05:01 PM	7.8833 hrs	0.00 hrs	0.00 hrs	1.00 hrs		
<input type="checkbox"/>	Wed 08/27/2025			08:01 AM		11:59 AM L	01:00 PM L		05:04 PM	8.00 hrs	0.0334 hrs	0.00 hrs	1.0167 hrs		
<input type="checkbox"/>	Thu 08/28/2025			08:01 AM		12:03 PM L	<b>Missed Punch</b>		<b>Missed Punch</b>	4.0333 hrs	0.00 hrs	0.00 hrs	0.00 hrs		

When selecting **Time Card Corrections**, the corrections grid displays:

- Employee Name
- Date the user **Submitted** the correction
- Correction **Type**
- **From:** The current time card punch information
- **To:** The requested change

- Any correction **Notes** provided

## Time Card Corrections Close

Approve

Deny

**Selected: 2**

<input checked="" type="checkbox"/>	Submitted <span style="font-size: 0.8em;">^</span>	Type	From:	To:	Notes
<input checked="" type="checkbox"/>	08/28/2025 08:02 PM	<b>Missing Punch</b> Clock Out	Missing	<b>08/28/2025</b> <b>05:00 PM</b>	
<input checked="" type="checkbox"/>	08/28/2025 08:03 PM	<b>Missing Punch</b> End Lunch	Missing	<b>08/28/2025</b> <b>01:00 PM</b>	

Approve

Deny

**Selected: 2**

1 - 2 of 2 items

- Users can **Approve** or **Deny** multiple corrections at the same time by selecting the corresponding check box.
- Supervisors can view additional details by selecting the **Submitted** date time stamp. The **Request Submitted** date and time appears in the view user's time zone, not the employee's.
- Navigation arrows appear to the left and right of the requested correction to allow supervisors and administrators the ability to **Approve** or **Deny** pending requests from the **View Correction Details** view.
- If a user approves a day on a time card and then adds and approves a time card correction, it un-approves that day on the time card.

You can view this article at:

<https://paylocity.egain.cloud/system/templates/selfservice/pctycss/help/customer/locale/en-US/portal/30860000001009/content-version/PCTY-113088/PCTY-1454757/Time-Card-Corrections-on-Employee-Time-Card?query=113088>