



Date Issued: April 2011	Policy Number: 202
Date Revised/Reviewed: December 2016	
Section: Human Resources	
Subject: Missing Punches	

Missing Punches:

Missing punches MUST be done by 9:00am every weekday to ensure Dining Services daily labor reports are as accurate as possible and that management is utilizing correct information in determining daily courses of actions to ensure fiscal responsibility.

Procedure:

Missing Punch Report

1. Meet with the TC-1 Manager for login and password.
2. Log in to TC-1 using login and password.
3. Click on Reports along the top task bar.
 - Exception Reporting
 - Missing Punch Report
 - Enter dates for report to be run.
 - Click Green Check Mark
(The list that populates is all Dining Services employees missing punches, take note of your area employees)
 - Exit out of report
4. Click on Edit along the top task bar.
 - Time Records
 - Green Check Mark
 - Find missing employees, double click and add in missing time.