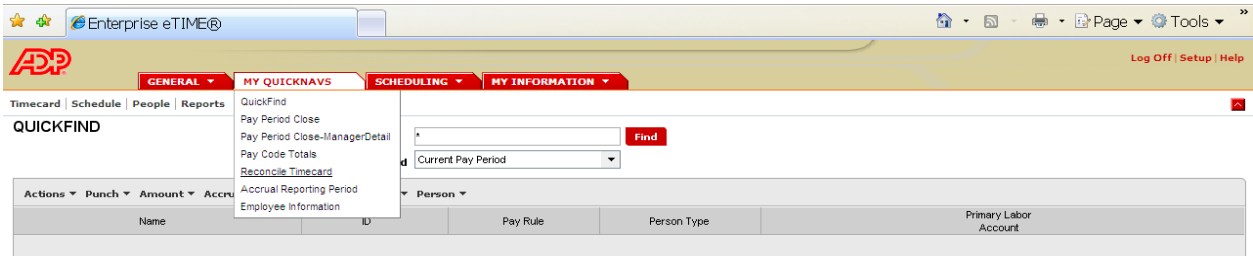
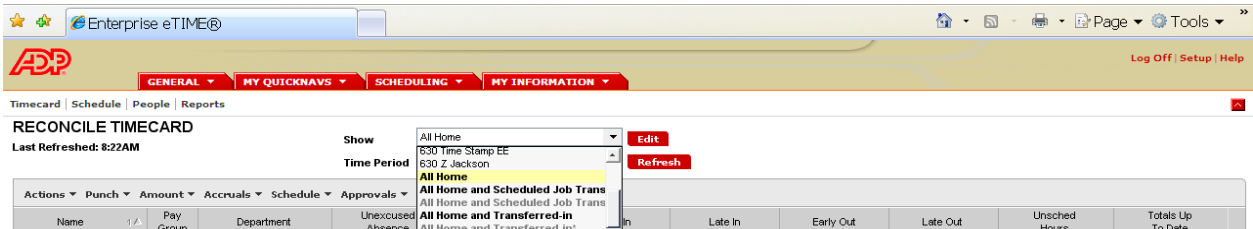


Finding Missed Punches in eTime

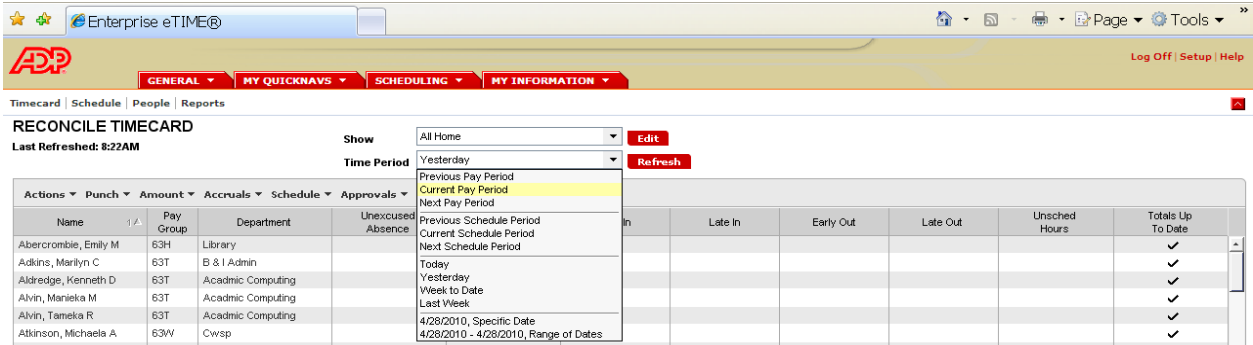
1. Click on the MY QUICKNAVS Tab in eTime and select Reconcile Timecard



2. In the RECONCILE TIMECARD Quicknav, click on the drop down menu in the Show box and select ALL HOME



3. In the Time Period drop down menu, select Current Pay Period



4. Highlight employees with missed punches and click on Timecard to make edits

