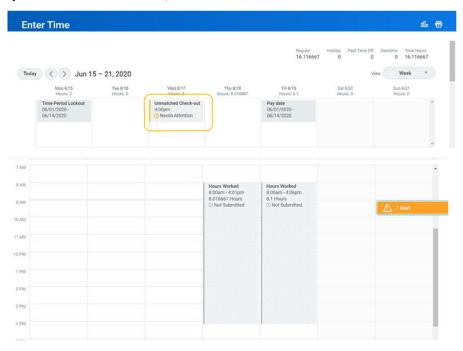
How to Correct Unmatched Time

On this job aid:

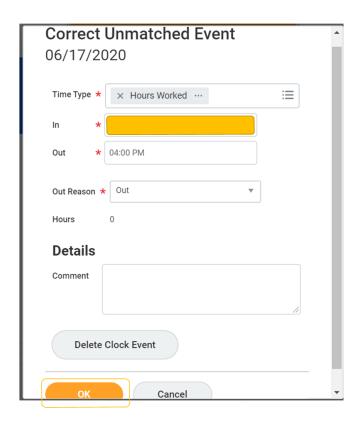
Correct Unmatched Time

Correct Unmatched Time

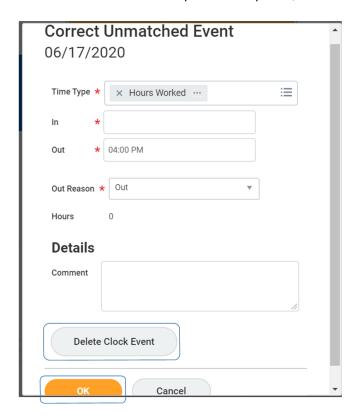
1. If you have unmatched time, click on the unmatched time block.



2. A pop-up will appear. Please correct the in/and or out punches. You may correct the both the in and out time punches on this screen. Once the entries or correct Click OK.



3. If the unmatched time is a duplicate time punch, click Delete Clock Event, then click OK.



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