**How to see Missing Punches/Notifying the Team Member of missing punch**

Time Management

Timecard Search

Graphical user interface, application, Word

Description automatically generated

Click the box where it says Display Totals & Approvals

Select Date Filter – Either Date Range or Pay Period

Refresh (then wait patiently for update)

Graphical user interface, application, Word

Description automatically generated

Click the arrow (twice) to sort the missing punches

Once you filter, you can right click on the team members name to open link in new tab. New tab will open up to timecard which allows you to view missing punch error.

At this point you can also select one or multiple team members to send notification of missing punch

Select Actions, Send Email Notifications

Graphical user interface, application, Word

Description automatically generated

This sends notification to the team member so they can request a punch change to correct the punch.