# RECORD A PUNCH



**Select Record a punch to:**

      a. Punch in at the start of your shift
      b. Punch in at the start of your meal break
      c. Punch out at the end of your meal break
      d. Punch out at the end of your shift

1. Swipe badge / enter Id
2. Your Punch will display as Accepted or Rejected
3. Upon an accepted punch you will be automatically logged out
4. If punch is rejected, check error message and re-attempt.

**At the end of pay period:**
5. Select Approve Timecard
6. Select which Pay Period
7. Respond to the prompt to attest for your time


**Error Messages**

- Error 01-1: Error reading badge: You may not have adequately swiped. Try again following the steps. If you get the same message, see your supervisor.
- Error 04-1: Rejected: You have already successfully swiped, or if you are attempting to enter another punch, not enough time has elapsed since you entered your last punch. Wait for a bit, then try again.
- Error 06-2: Unknown home employee: See your supervisor.