



## How to Use the Punch Tile to Record Punches and Transfers

- You can record your time and perform other functions using the punch tile.

### Record Time Using the Punch Tile

- The Punch tile is primarily used to record in and out punches.
- The Punch tile is also used to transfer time to another job, department, or work rule; cancel meal or break reductions when you don't take a break during your shift or view your last recorded punch time. Your Punch tile buttons may have slightly different names than what appears here due to your organization's preferences.

### Navigation: Home Page > Punch tile

1. Select **Punch**.
  - a. A success message appears, along with the time of the punch updated.
  - b. If there is a problem with your punch, a failure message displays with the reason.



### Manage Timecards

Previous Pay Period

**156** Must Fix  
156 Unexcused Absence

**6** Need Review  
5 Late Out  
1 Late In

**467** Clean Timecards  
Timecards with no exceptions

### My Accruals

Balance as of Today

**PPTO**  
0.00  
Hour

Available Balance: 0.00  
Pending Grants: 0.00  
Planned Takings: 0.00

### My Notifications

Tasks: 0  
My Requests: 0  
Employee Requests: 0  
Timekeeping: 0  
Open Shift Requests: 0  
Shift Swap: 0  
Request to Cover: 0

### My Schedule

Mon 9 Today  
Tue 10  
Wed 11  
Thu 12  
Fri 13

### My Timecard

Exceptions: 0

No data to display.

### Punch

Last Punch: 9/09/2024 11:24 AM

Recent Transfers

Add Transfer

Punch

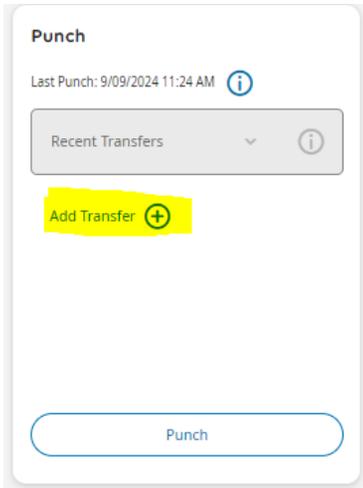
Record Time with Transfer



- A transfer is performed when you need to change your job or worked department for that shift.

**Navigation: Home Page > Punch tile**

1. Select **Add Transfer**.



2. From the **Transfer Panel**, select the applicable **Business Structure** or **Labor Category** and complete the information in the panel.
3. Select **Apply**.
4. Select **Punch**.