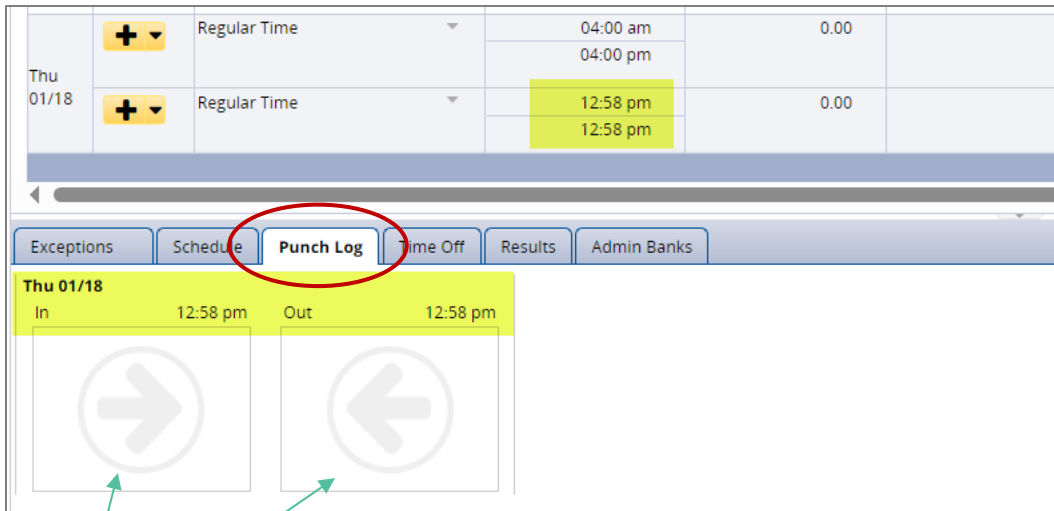


View the Punch Log on a timesheet

1. Clock-ins from a terminal can be viewed in the **Punch Log** tab on an employee’s timesheet.



2. Click the **In** or **Out** “punch”

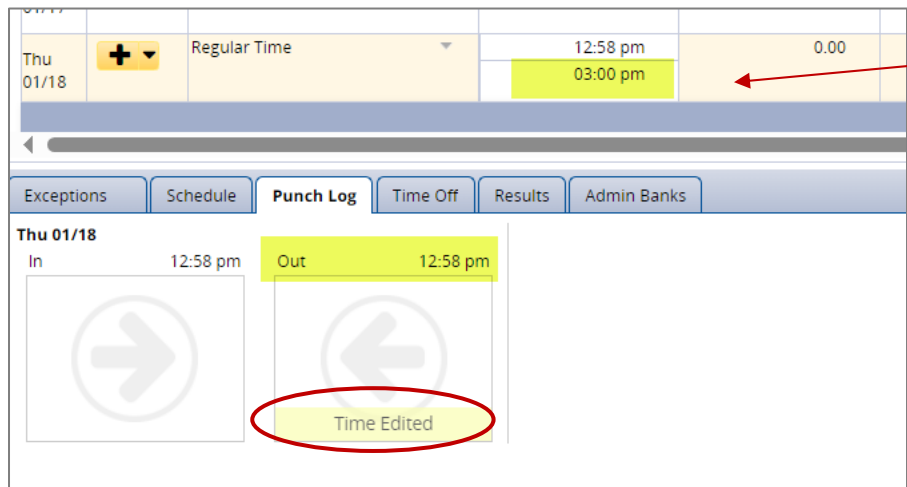


3. It displays these details:

- **Source** – shows the type of time recording as “WT&A Terminal”
- **Clock ID** - shows the location of the terminal

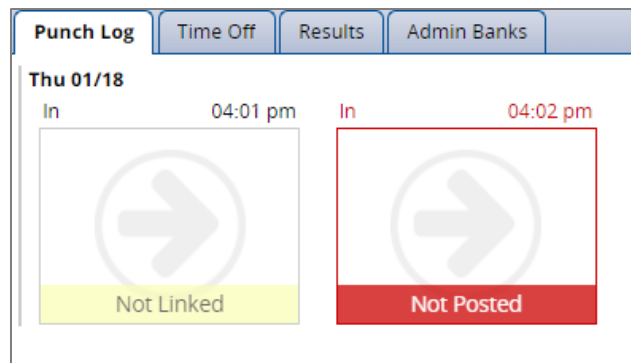
Edit a time slice

- After editing a time slice, the **Punch Log** will display as 'Time Edited'



Duplicate (accidental) punch

- Duplicate (accidental) punch in/out will be ignored within a 6-minute interval
- It shows as 'Not Posted' in the punch log



Grace Period

The contract specifies that an employee can arrive to work 6 minutes early or late without being penalized or overpaid.