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.