

Web Punching

There are two primary ways of performing a web punch.

Method One: The Action Bar

Using the **Action Bar** is the quickest way to save a punch to your **Time Card**.

- Click on the appropriate action and your punch will be saved to your Time Card immediately.

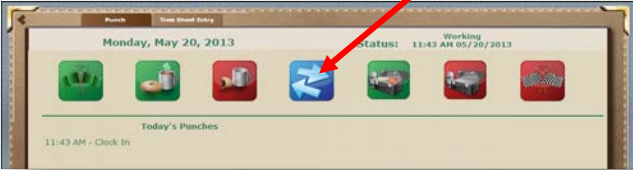
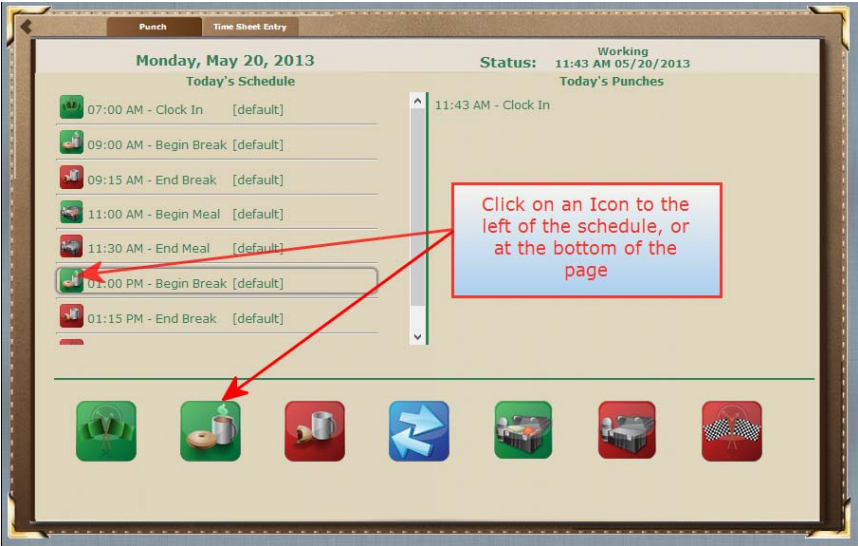


Method Two: The Actions Icon

Click on the **Actions Icon**.

- Click on a corresponding icon to the left of your scheduled punch or click on one of the icons from the bottom of the page.
- The scheduled times showing are a guide, but the punch will be recorded when 'Save' is clicked.

Note: if you do not have a schedule, your punch window will look like this:



- Enter the necessary information on the Confirmation Screen.
- Any punches you make are immediately visible to your manager without any further action.

