

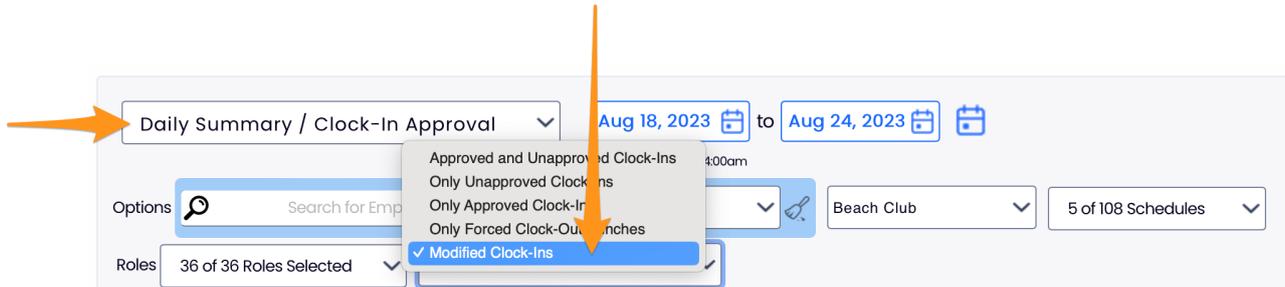
Modified Time Punch Reporting

Last Modified on 08/31/2023 5:34 pm MDT

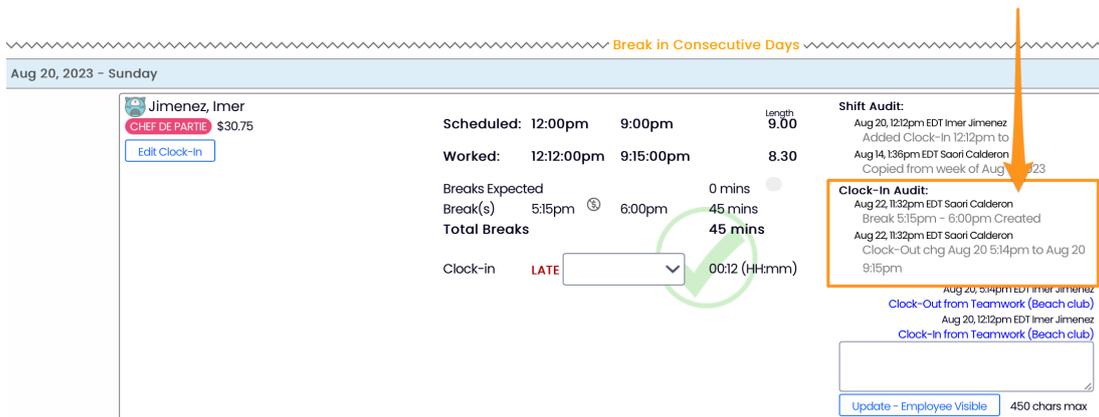
To view detail on any time punch edits, including what was changed, by what manager, when when:

From the top Tool Bar click on Reports

Run the screen report of the Daily Summary, filtered on **Modified Clock-Ins**, as shown below



The notes under Clock-In Audit will detail punch edits



Examples include additions of breaks, adjustment of start time, end time, and role

