Add Missed Punch by Genie

When an employee has a missed punch it is recommended to add the missed punch from the Genie following the steps below. By doing this it will replicate adding a punch using the TRS system and let the system decide where to place the punch.

1) Right click on the employee's name from your Genie
2) A box will appear with a +Add Punch button at the bottom of the box
3) Enter in the day the missed punch happened
4) Enter in the time the missed punch happened
5) Enter in a transfer code if needed for a job two
6) Enter in a comment code
7) Select apply
8) Once applied open the time card and confirm the punch has been added. To add another punch follow the steps again.