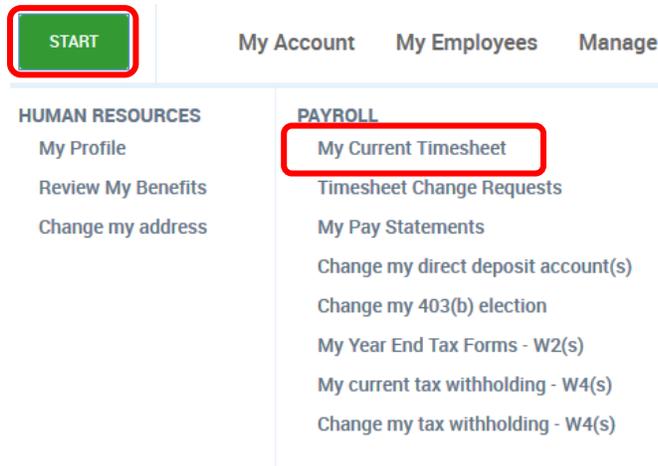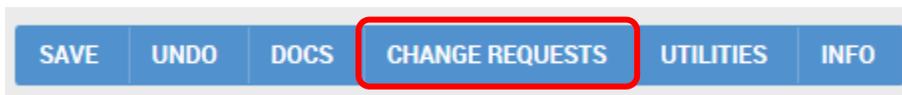# Adding a missing punch

1. You will have to log in to your employee self-service (WFR) via the portal

2. Click on the start button on the top left of the page and select "My Current Timesheet"
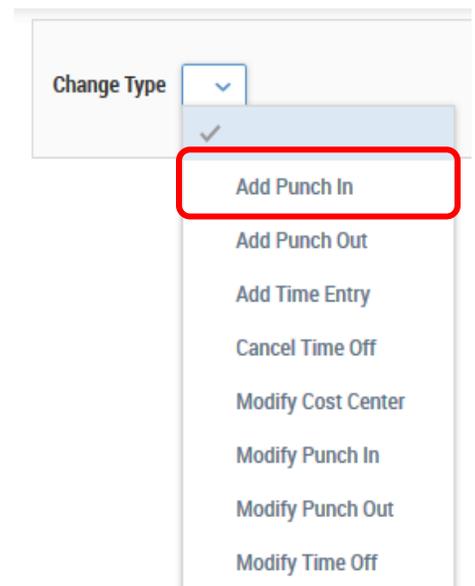

3. This will take you to your timesheet. Select the "Change Requests" button on the top right of the screen

4. This will take you to a screen with a drop down labeled "Change type"

5. Here you can select from several choices but for this example we will select "Add Punch In"

6. **A pop-up will appear that allows you to select the date and enter the time of your missing punch. Make sure to enter "a" or "p" when entering your time so the system knows where to place the punch.**

7. **Once you have entered the time click submit changes.**

Request Timesheet Change   ✕

Change Type   Add Punch In ⌄
┌─ ADD PUNCH IN ───┐
│ Date   Sat 21 ⌄   │
│ Time   [   ]   │
└───┘

SUBMIT CHANGES   CLOSE

8. **A box with then appear asking for a reason for the change request. Once you have filled in your reason click request. The system will then send an email to your timesheet approver with your change request. You will receive an email notice with approval or denial of your change request.**

Request Change Comment

Please enter reason for requesting a timesheet change.

Reason: [   ]

REQUEST   CANCEL

9. **To modify a punch out select "punch out" for step 5**