

QUICK REFERENCE GUIDE

Missed Punch & Punch Correction Requests

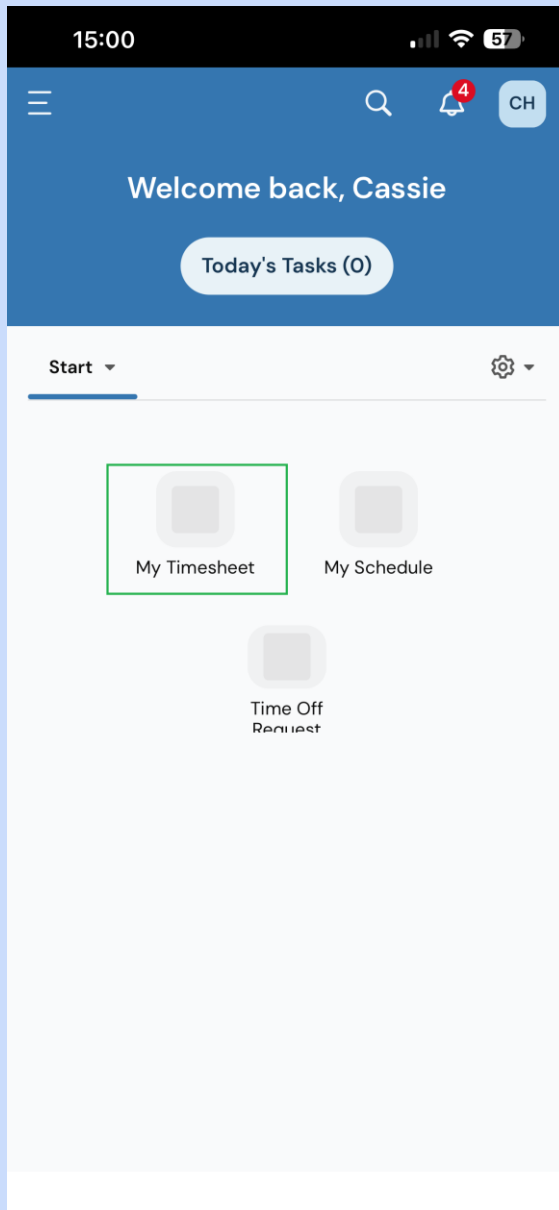
How to submit a Change Request in UKG — mobile app and web

Forgot to clock in or out, or notice a punch time that's wrong? Use a Change Request on your timesheet to fix it.

PART ONE

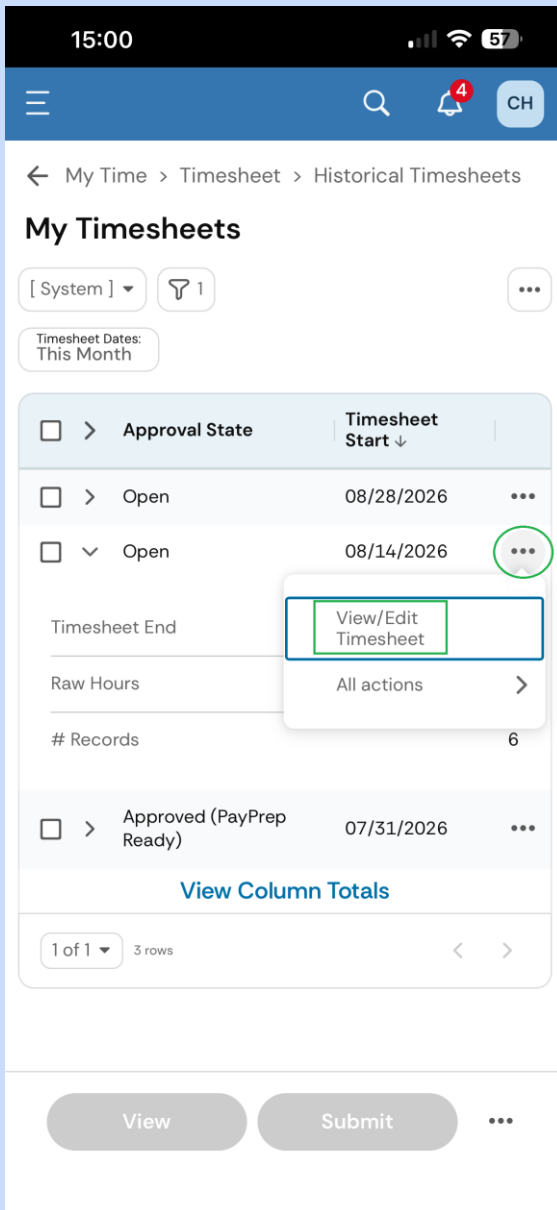
On the Mobile App

UKG mobile app — iOS and Android



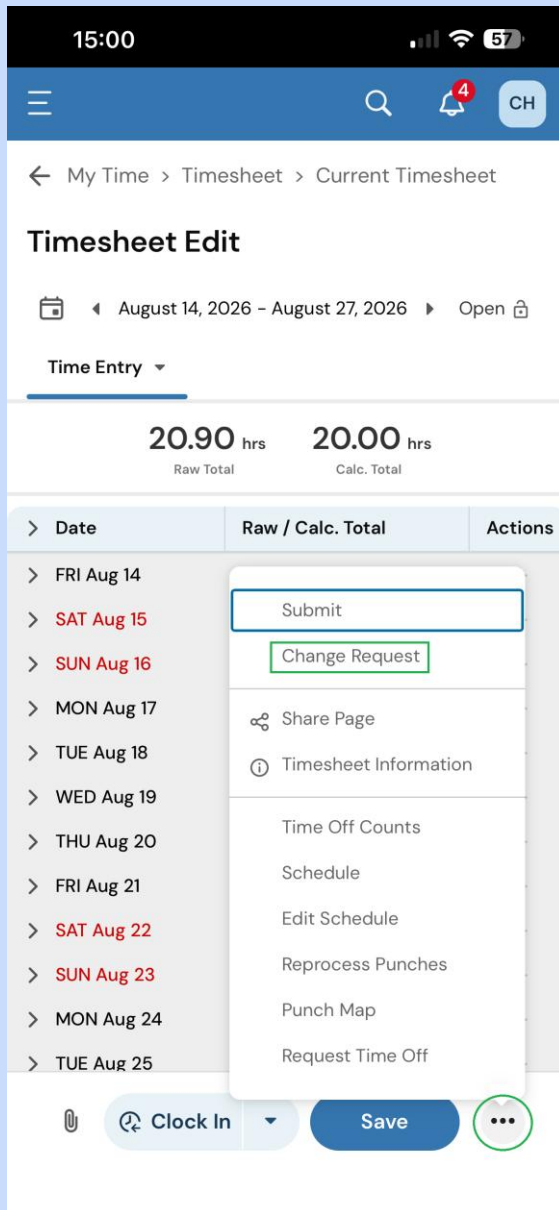
1 Open UKG Ready

- From the home screen, tap My Timesheet.



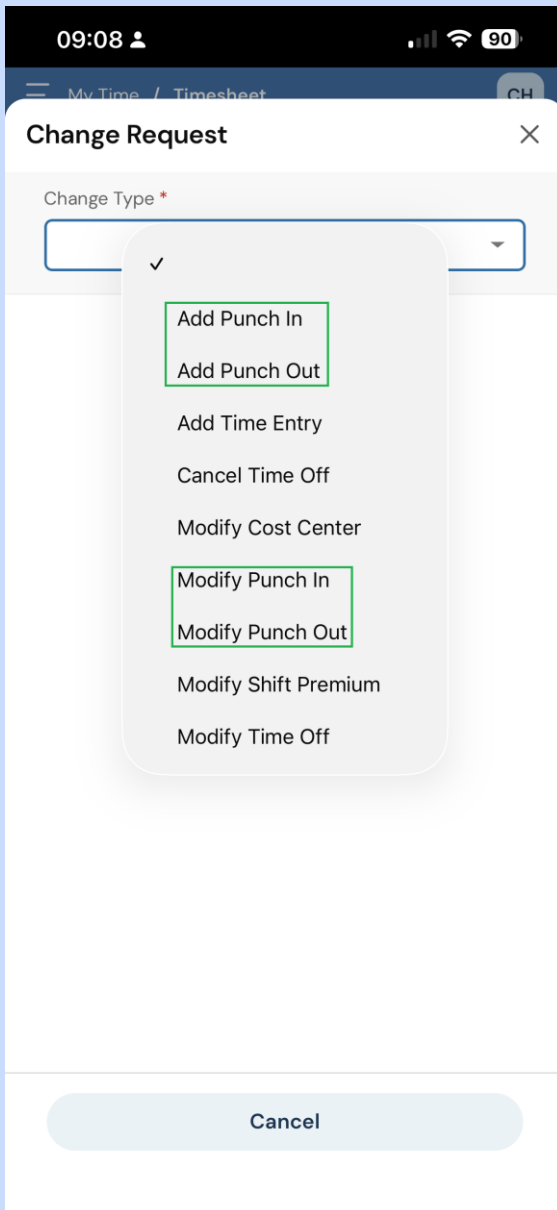
2 Go to the right pay period

- Under My Timesheets, find the pay period with the missed or incorrect punch.
- Tap the ... next to that row, then choose View/Edit Timesheet.



3 Open Change Request

- On the Timesheet Edit screen, tap the **...** button at the bottom right.
- Select Change Request from the menu.



4 Pick the Change Type

- Missed a punch entirely: choose Add Punch In or Add Punch Out.
- Punch exists but the time is wrong: choose Modify Punch In or Modify Punch Out.

15:01

Change Request

Change Type *

Add Punch Out

Choose Date *

Aug 20, 2026

To *

17:30

Comment

Clear

Cancel Submit Changes

5 Fill in the details and submit

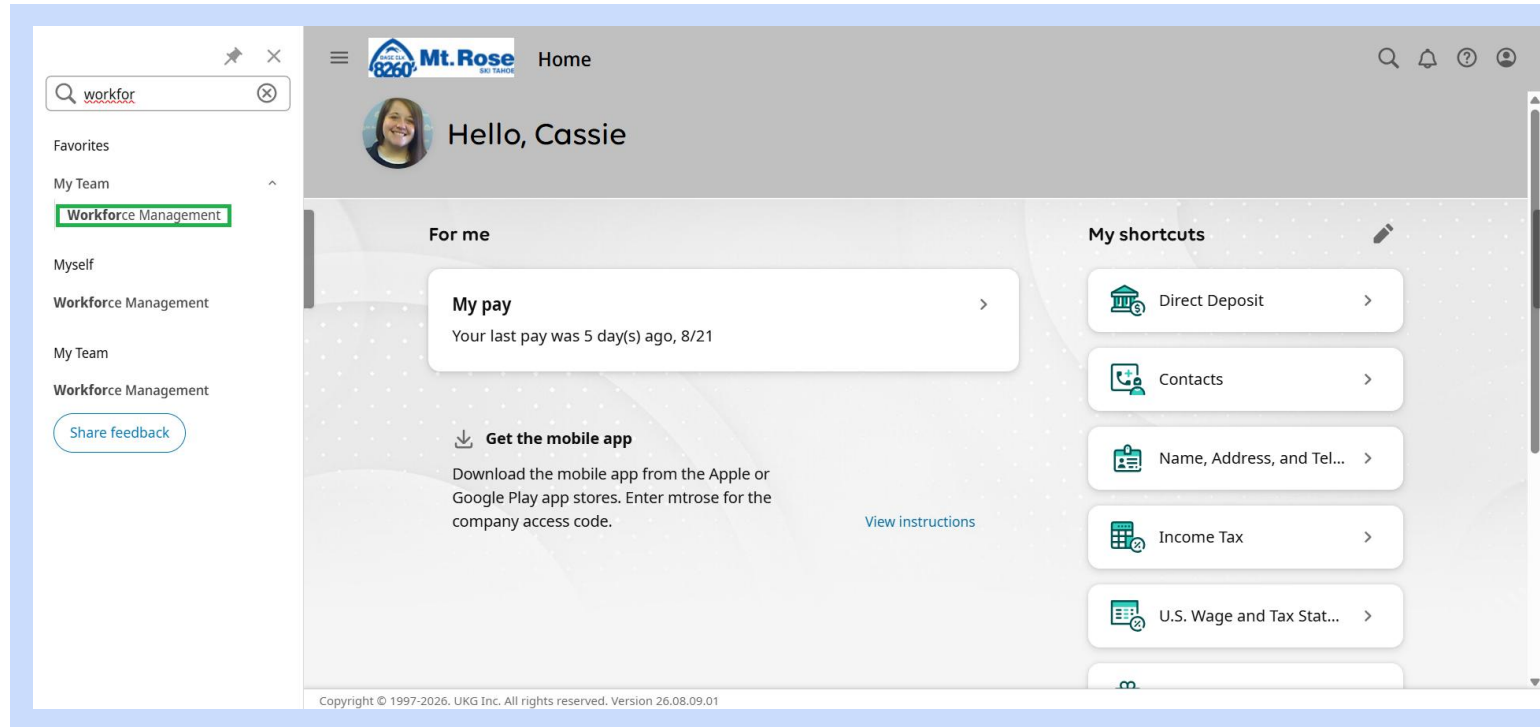
- Choose the Date, enter the correct time, and add a short Comment explaining the change (e.g. "forgot to clock out for lunch").
- Tap Submit Changes. Your manager will review and approve it.

PART TWO

On the Web

UKG on desktop

1 Open Workforce Management



- From the Home page, use the search bar (or the My Team menu) and select Workforce Management.

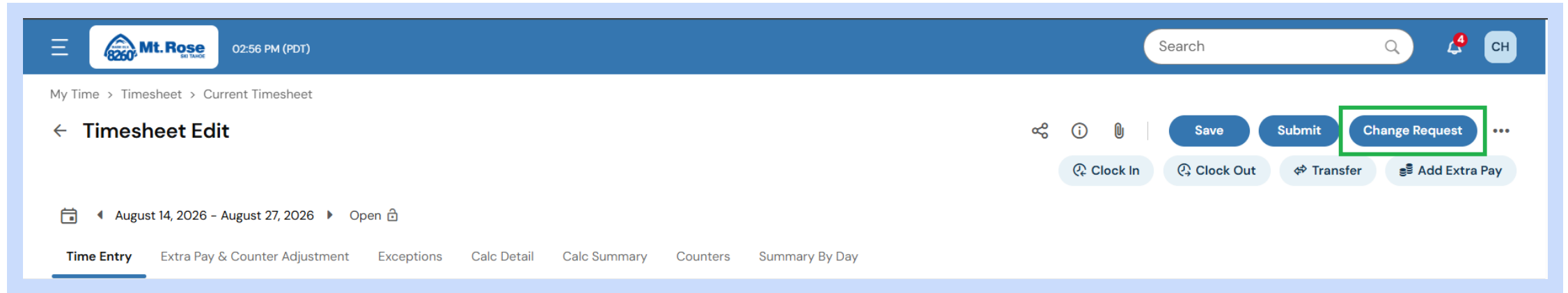
2 Go to your Current Timesheet

The screenshot displays the UKG system interface. On the left, a sidebar menu is open under the 'My Info' tab, showing the 'My Time' section. Within 'My Time', the 'Timesheet' option is expanded, and 'Current Timesheet' is highlighted with a green box. The main content area shows the 'Current Timesheet' page for the period 08/14/2026 - 08/27/2026, with 27 employees listed. The table below shows the timesheet data for several employees.

	Default Depa...	Firs...	Last...	Raw...	Emp...	Tim...	Tim...	Per...	Empl...
	Lift Maintenance	Jake	Brown	20.00	00899	08/14/2026	08/27/2026	Approve	Active
	Lift Maintenance	Dan	Fitzpatrick	51.75	00414	08/14/2026	08/27/2026	Approve	Active
	Lift Maintenance	Jake	Jessup	10.00	00544	08/14/2026	08/27/2026	Approve	Active
	Lift Maintenance	Frank	Wortham	62.87	00999	08/14/2026	08/27/2026	Approve	Active
	Lift Maintenance	Tiana	Friend	10.00	03515	08/14/2026	08/27/2026	Approve	Active
	Lift Maintenance	Brooke	Dalessio	50.24	04637	08/14/2026	08/27/2026	Approve	Active

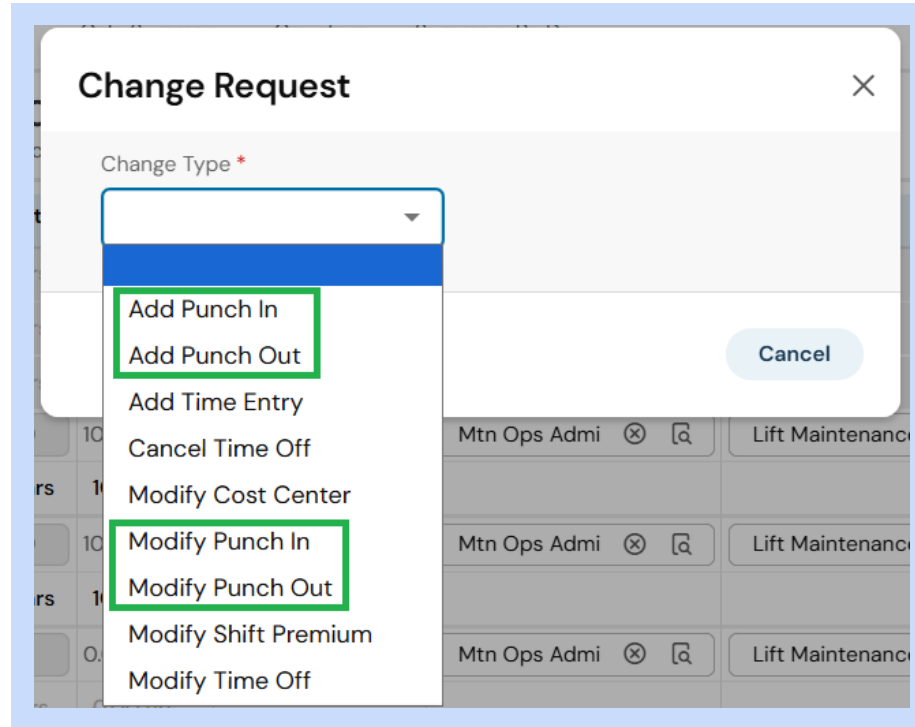
- Under My Info in the left menu, go to My Time > Timesheet > Current Timesheet.

3 Click Change Request



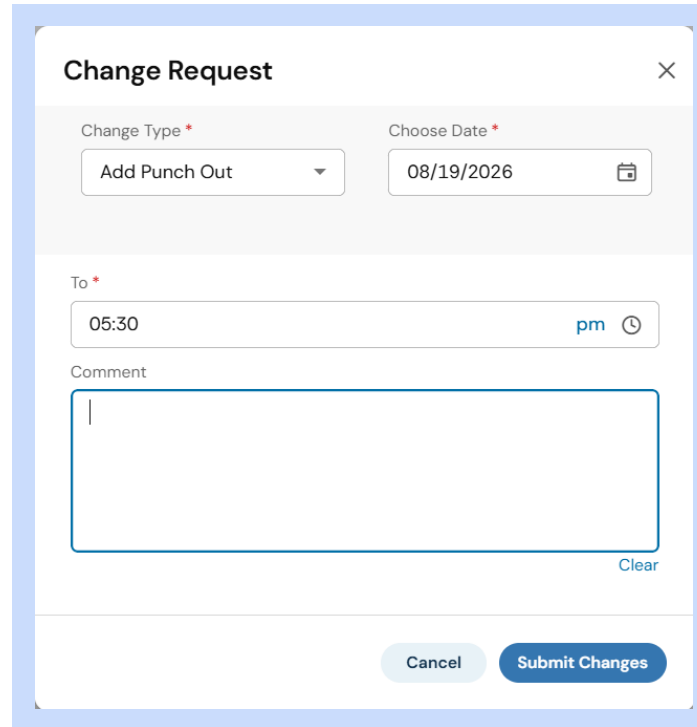
- On the Timesheet Edit page, click the Change Request button in the top toolbar.

4 Pick the Change Type

A screenshot of a 'Change Request' dialog box. The dialog has a title bar with a close button (X). Below the title bar is a label 'Change Type *' followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Add Punch In', 'Add Punch Out', 'Add Time Entry', 'Cancel Time Off', 'Modify Cost Center', 'Modify Punch In', 'Modify Punch Out', 'Modify Shift Premium', and 'Modify Time Off'. The first two options, 'Add Punch In' and 'Add Punch Out', are highlighted with a green border. The last two options, 'Modify Punch In' and 'Modify Punch Out', are also highlighted with a green border. To the right of the dropdown menu is a 'Cancel' button. The background of the dialog is a blurred screenshot of a time management system interface.

- Missed a punch entirely: choose Add Punch In or Add Punch Out.
- Punch exists but the time is wrong: choose Modify Punch In or Modify Punch Out.

5 Fill in the details and submit



The screenshot shows a 'Change Request' modal form. At the top, there's a title 'Change Request' and a close button (X). Below the title, there are two rows of input fields. The first row has 'Change Type' with a dropdown menu showing 'Add Punch Out' and a 'Choose Date' field with the date '08/19/2026' and a calendar icon. The second row has a 'To' field with the time '05:30', a 'pm' indicator, and a clock icon. Below these is a large text area for 'Comment' with a 'Clear' link at the bottom right. At the bottom of the form are two buttons: 'Cancel' and 'Submit Changes'.

- Choose the Date, enter the correct time, and add a short Comment explaining the change.
- Click Submit Changes. Your manager will review and approve it.

GOOD TO KNOW

Change Requests go to your manager for approval.

They won't show up in your totals until approved — submit them as soon as you notice the issue. The steps work the same whether you start from the mobile app or the web.