

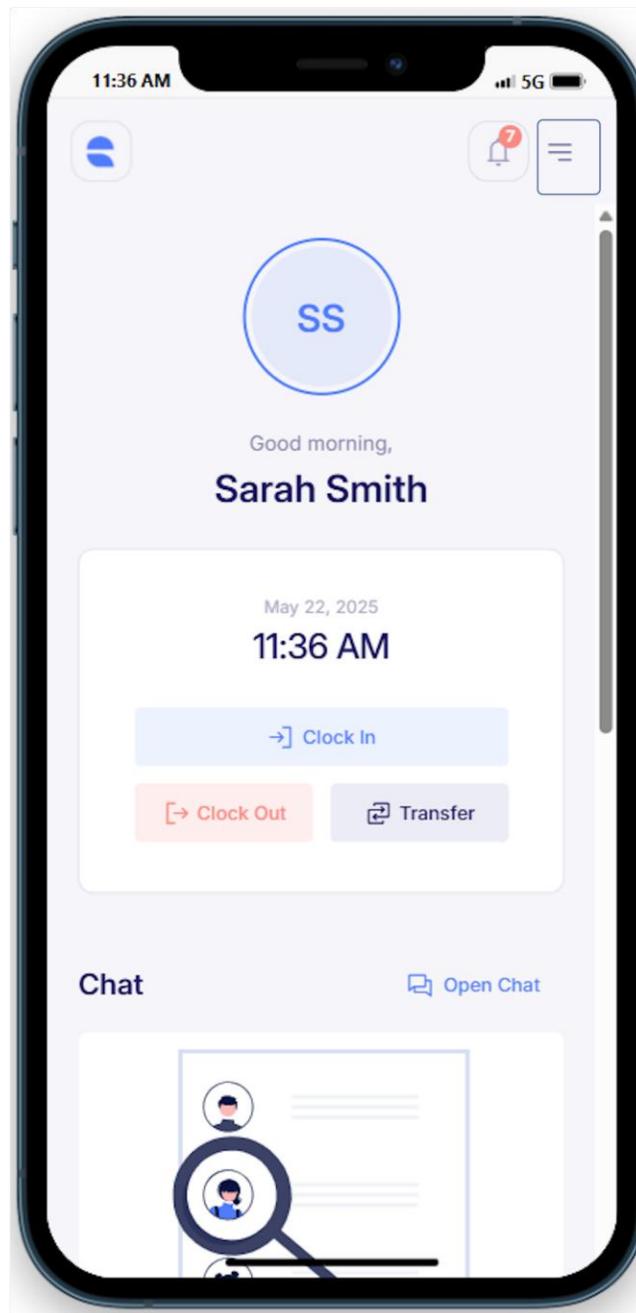
How to Request a Missed Punch in ESS

Creation Date: May 22, 2025

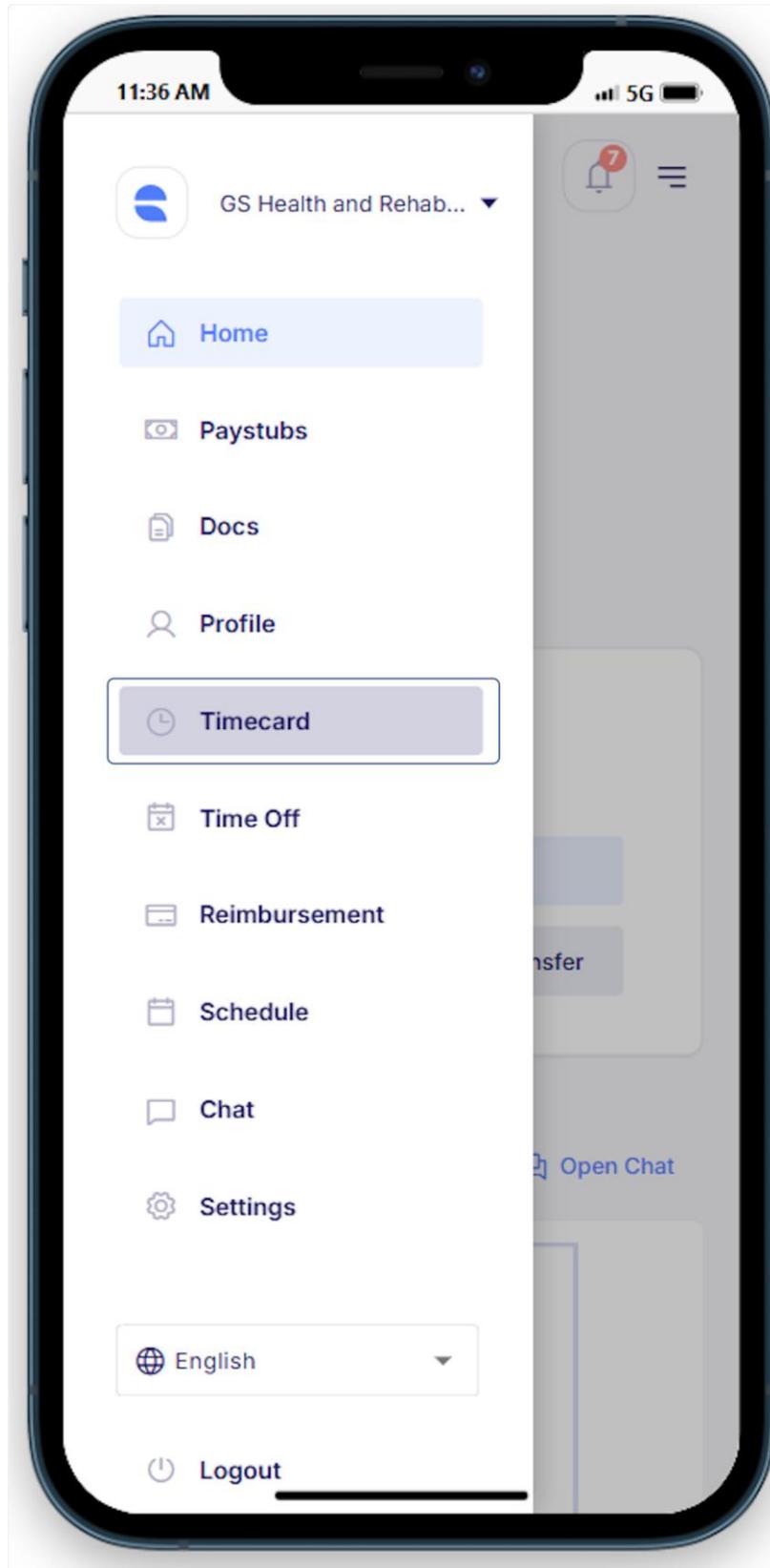
Created By: Gitty Schnitzler

[# Log into hub.empeon.com](https://hub.empeon.com)

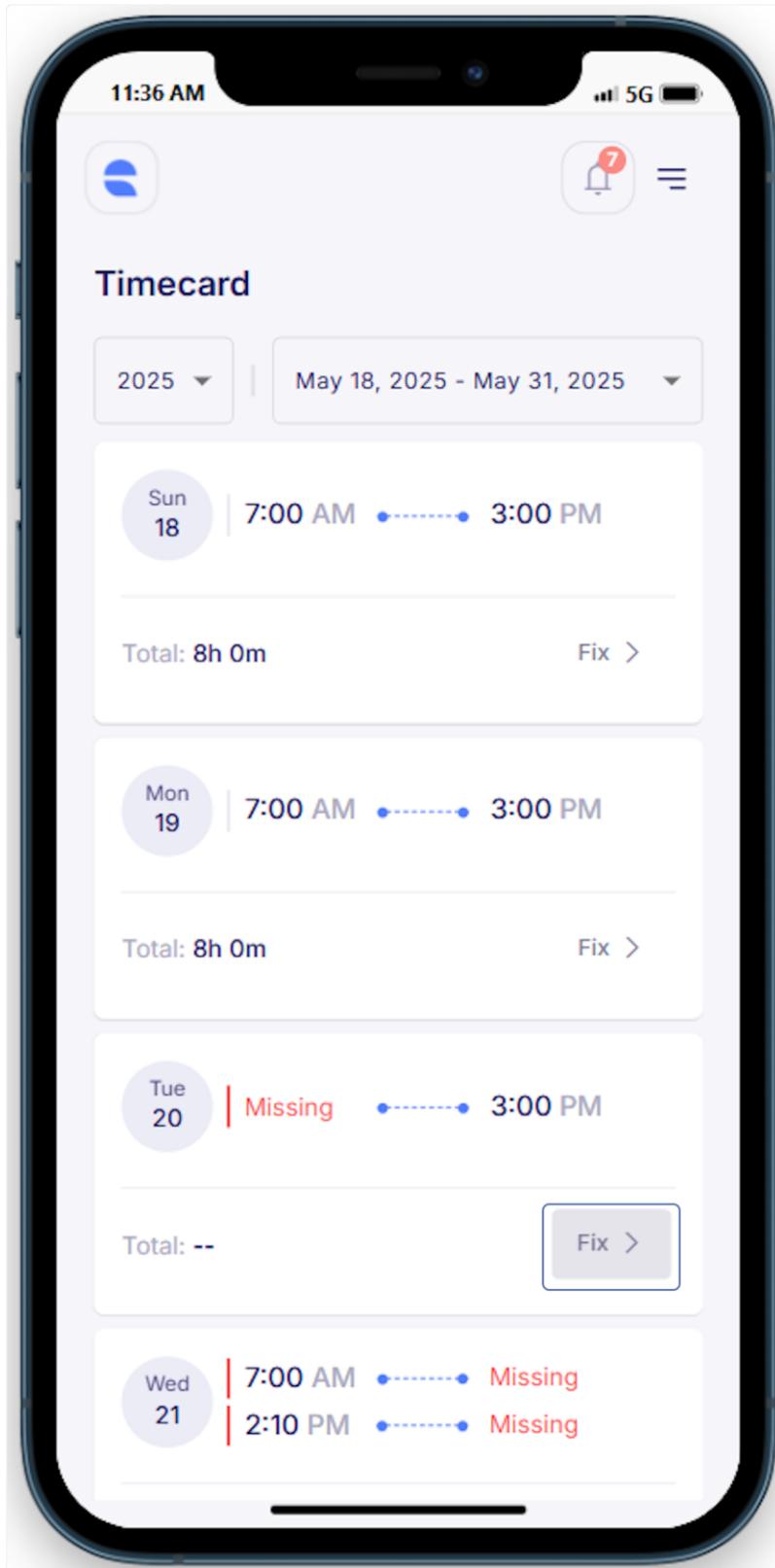
1. CLICK ON THE MAIN MENU



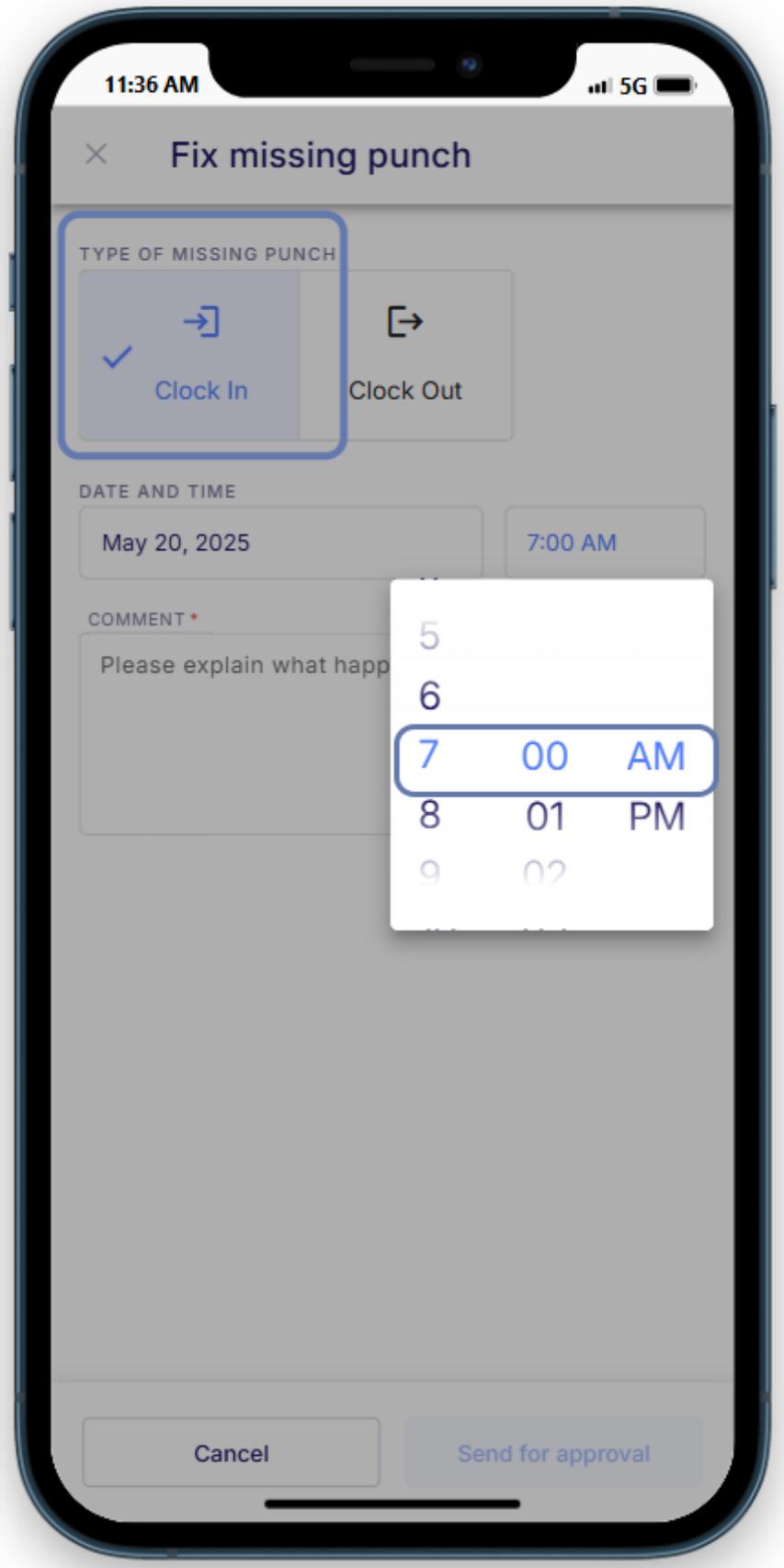
2. CLICK ON 'TIMECARD'



3. CLICK ON 'FIX'



4. SELECT TYPE OF MISSING PUNCH and ADD PUNCH TIME



5. ADD 'COMMENT' and CLICK ON 'SEND FOR APPROVAL'

11:36 AM 5G

× Fix missing punch

TYPE OF MISSING PUNCH

→] Clock In →] Clock Out

DATE AND TIME

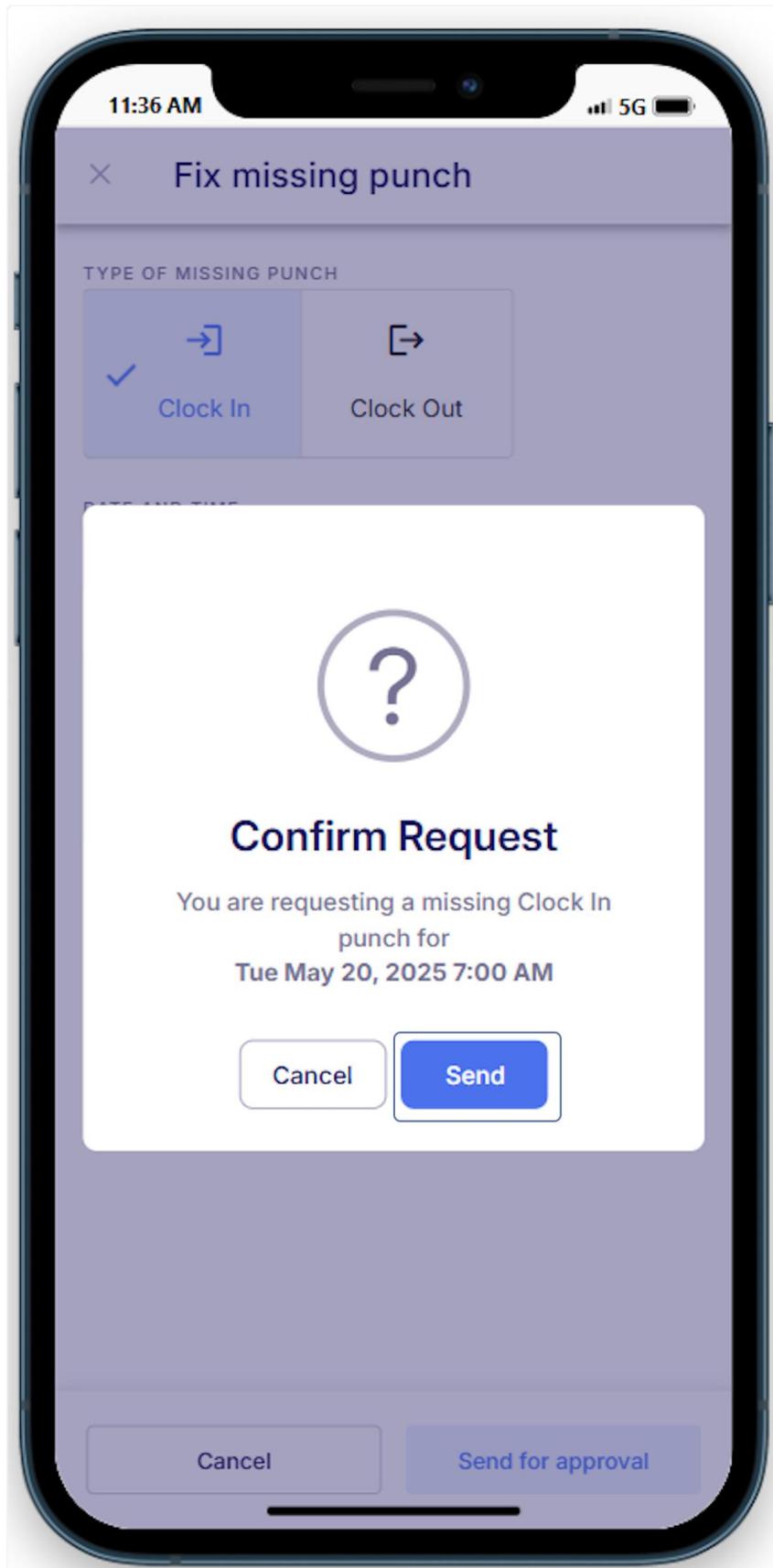
May 20, 2025 7:00 AM

COMMENT *

Forgot to Punch

Cancel Send for approval

6. CONFIRM REQUEST and CLICK ON 'SEND'



7. YOUR MISSED PUNCH REQUEST HAS BEEN SUBMITTED!

