How to Request a Missed Punch in ESS

Creation Date: May 22, 2025

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<u># Log into hub.empeon.com</u>



1. CLICK ON THE MAIN MENU

2. CLICK ON 'TIMECARD'

GS Health and Rehab ▼
G Home
Paystubs
Docs
Q Profile
C Timecard
Time Off
Reimbursement
Schedule
Chat
Settings
English -
() Logout

3. CLICK ON 'FIX'



4. SELECT TYPE OF MISSING PUNCH and ADD PUNCH TIME

11:36 AM	•	5G 📼
× Fix missing	g punch	
Clock In Clock In May 20, 2025 COMMENT * Please explain what h	Clock Out	7:00 AM
Cancel	Sence	00 AM 01 PM 02

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

11:36 AM		#1 5G 🗩			
× Fix missing punch					
TYPE OF MISSING PUM	исн				
→]	E→				
Clock In	Clock Out				
DATE AND TIME					
May 20, 2025		7:00 AM			
Forgot to Punch					
Cancel	Sen	d for approval			

6. CONFIRM REQUEST and CLICK ON 'SEND'

11:36 AM		••• 5G 📼			
× Fix missing punch					
TYPE OF MISSING PU	NCH				
→] ✓	[→				
Clock In	Clock Out				
Confirm Request Vou are requesting a missing Clock In punch for Tue May 20, 2025 7:00 AM Cancel Send					
Cancel	Send	for approval			

7. YOUR MISSED PUNCH REQUEST HAS BEEN SUBMITTED!

