

## Remote Timestamp Users



*This job aid explains how you can record your time using the punch tile.*

### Use the Punch Tile:

The Punch tile can be used to record several activities:

- ✓ Transfer time to another job, labor category, or work rule
- ✓ Cancel meal or break deductions when you don't take a break during your shift (if applicable)
- ✓ Record In- and out-punches
- ✓ View your last punch time recorded

**Punch**

Last Punch: 4/09/2024 8:44 AM ⓘ

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Add Transfer + Scan 📄

In Punch

Out Punch

### Record Time:

To record your time, select In Punch or Out Punch.

A green success message then appears at the top, along with the time of the punch updated at the bottom.

Your punch was successfully submitted.

[Back to punch form](#)

If there is a problem with the punch, a failure message displays on the tile with the reason for the failure.

**Punch**

Last Punch: 4/09/2024 2:13 PM ⓘ

Duplicate Punches are not allowed.

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