

How to Add a Detailed Punch

After placing a punch, an employee might need to add **supplemental** information about the punch.

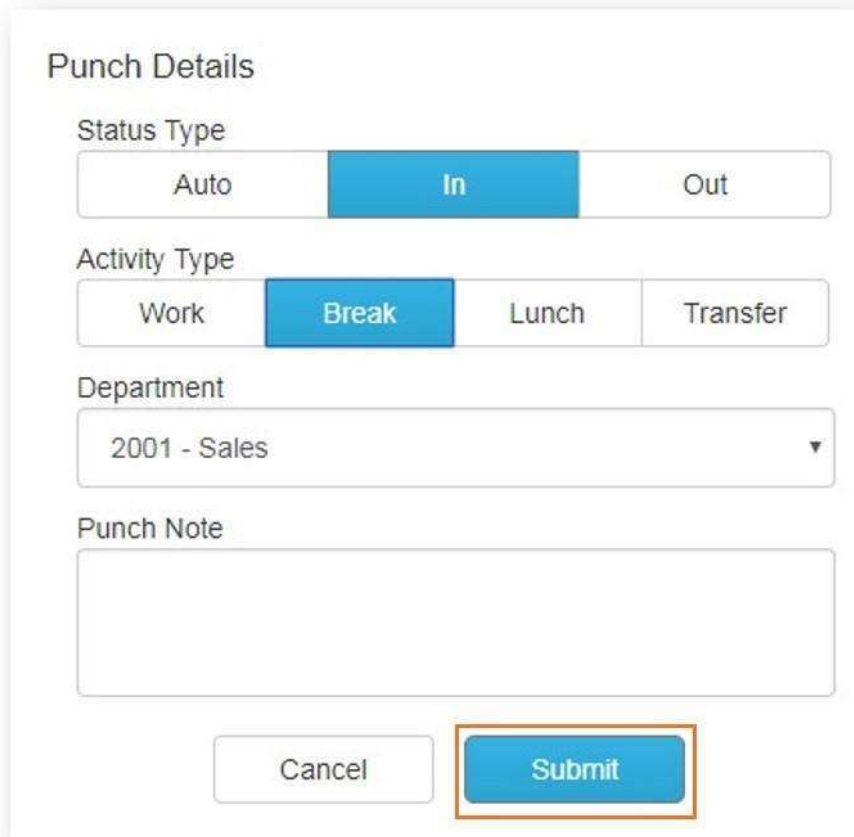
Employees have these methods to add a **detailed punch** depending on your company's configurations:

1. With a web link to Paycor Time & Attendance:

1. Employee goes to **Paycor Time & Attendance**.
2. They click **Login**.
3. When the Login screen appears, they enter their **badge number** and a **PIN**. The Punchclock screen appears.
3. They click **Punch**.
4. When the Punch Details popup appears, in the **Status Type** field, they select **one** of these options:
 - Auto
 - In
 - Out
5. In the **Activity Type** field, they select **one** of these options:
 - Work
 - Lunch
 - Break
 - Transfer: To punch in with a different department.

6. In the **Punch Note** field, they enter a note if necessary.

7. They click **Submit**.



The screenshot shows a 'Punch Details' form with the following fields and options:

- Status Type:** A row of three buttons: 'Auto', 'In' (highlighted in blue), and 'Out'.
- Activity Type:** A row of four buttons: 'Work', 'Break' (highlighted in blue), 'Lunch', and 'Transfer'.
- Department:** A dropdown menu with '2001 - Sales' selected.
- Punch Note:** A large empty text input field.
- Buttons:** 'Cancel' and 'Submit' (highlighted with an orange border).

With the Paycor.com Time & Attendance portal:

1. Employee goes to the **Paycor.com Time & Attendance portal** and enters their **username** and **password**.
2. In the **Punch Clock** widget, they click **Create Punch**. The Punch Clock popup appears.
3. In the **Punch Type** section, they select **one** of these options:
 - Work
 - Lunch
 - Break
 - Transfer: To punch in with a different department.
4. In the **Job Details** section, they select the appropriate options.