

Submitting Missed Punch Requests Through Smartlinx GO APP

Broad Reach is transitioning from paper to electronically submitted missed punch requests.

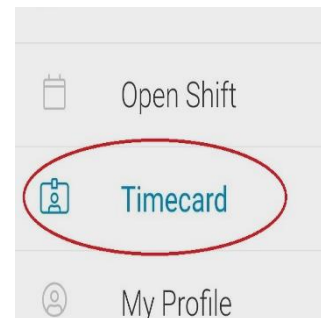
- All employees should submit missed punches through the Smartlinx GO App on their mobile device or through the URL on the Broad Reach Homepage and Employee Portal.
 - If you do not have a mobile device, employee kiosks are available at Liberty Commons and the Victorian. BRH staff has mobile devices for field work.
 - The GO App works the same on computer/mobile device.
- Your supervisor will review submitted requests for timecard entry.
- All missed punch applications must have an accurate time entry AND the reason for the missed punch.
- If a reason is not noted or there is a time discrepancy, the request may be denied by your supervisor.

To use the GO app to submit missed punch requests:

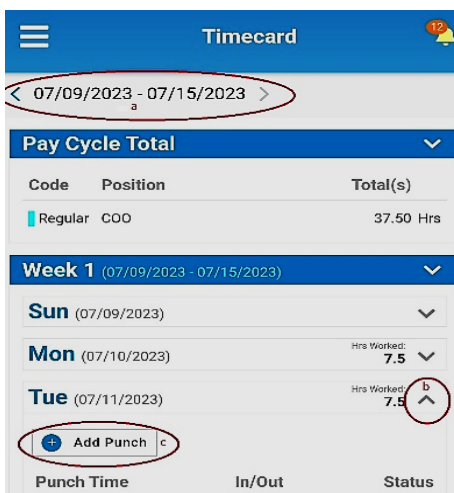
1 Open the Smartlinx GO App, and click the menu icon on the upper right of the screen



2 Click on "Timecard"



3 Click on the correct pay period (a), then the dropdown arrow (b) for the correct date of the punch request and finally "Add Punch" (c).



4 Choose type of punch (in or out), make sure it is the correct date, enter the time, choose the correct clock (LV1 or Vic1), add the reason for the request in the "Notes" box, and click "SAVE".

