



Common Errors - Unmatched Punches



The Kean | Workday MyGuide is intended for the following users :

Supervisors / Timekeepers

Clocking In Issues for Student Workers and Academic Specialists

1. Page Alert

- One of more clock events within the week remain unmatched.
Please match all the clock events or delete unmatched events before submitting time to the week.

This error will display if you missed clocking in or out.



Fri 1/22
Hours: 2.568611

Pay date
01/02/2021 - 01/15/2021

Unmatched Check-in
7:09:59pm
🕒 Needs Attention



Step 1

Click on the unmatched check in/out box.

Correct Unmatched Event
01/22/2021

Time Type *
 ...

In *

Out *

Out Reason

Hours

Details

Comment



Step 2

Update the missing info by providing the in/out time.

If the employee did not work that day, you may click on the time box and delete the unmatched punch.