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## Common Errors - Unmatched Punches



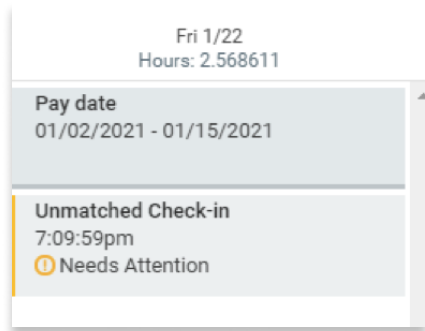
**The Kean | Workday MyGuide is intended for the following users :**

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.



#### Step 1

Click on the unmatched check in/out box.

**Correct Unmatched Event**  
01/22/2021

Time Type \*

In \*

Out \*

Out Reason

Hours 0

**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.