Correcting a Missed Clock-In or Clock-Out

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Send an e-mail to **payroll@roundupsaloon.com** with the time at which you arrived but forgot to clock-in or the time at which you left and forgot to clock-out.

Note that if you forgot to clock-in AND clock-out, then that time is not able to be compensated for. A time card **must** exist before a correction can be made.