

**Requests**  
This menu lets you submit and manage **Missed Clock Outs, Missed Clock Ins, Absence Requests, and Timesheet Adjustments.**

**Filter**  
Filter requests by **Type, Submitted Date, and Status.**

**Add**  
Click **Add** to submit a new request.

**Add New Missed Clock Out**

Job: Principal 12  
Request Type: Missed Clock Out

Please select record for adjustment  
Last 5 Days

**i** No data available.

Request Message

CANCEL SAVE REQUEST

**New Request**  
Enter the information in the fields displayed and click **Save Request.**