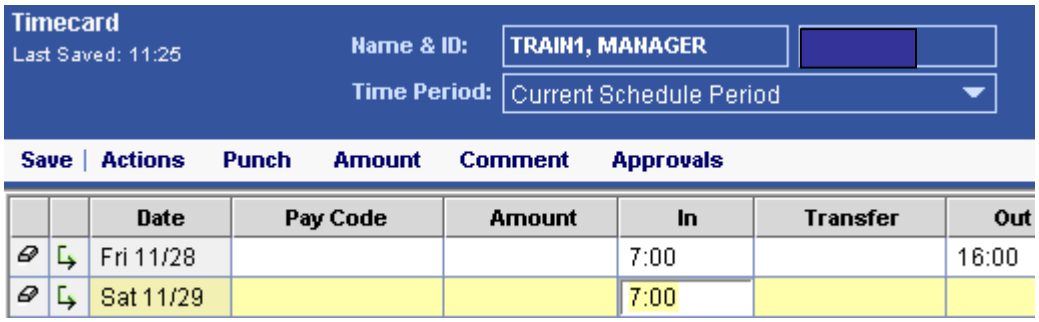
# Removing a Punch




- Display the employee's timecard and make sure that the correct pay period is displayed under the employee's name.
- Highlight the punch to be deleted.
- Press the delete button.
- Select **Save**.