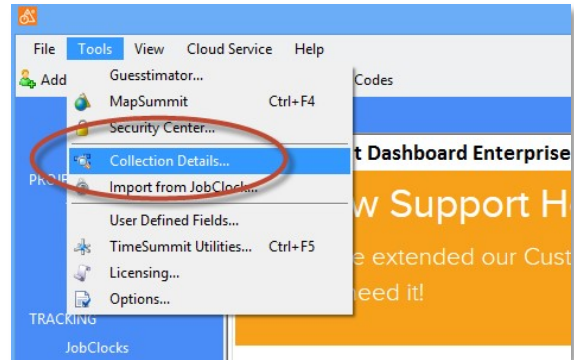
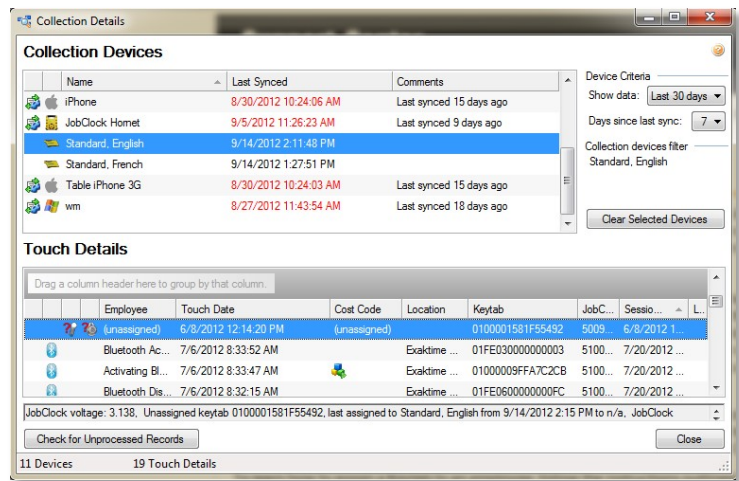


TimeSummit cannot process time punches from a JobClock or Keytab that has not been assigned to a Location or an Employee before the Punch In/Out dates. With an unassigned Keytab, TimeSummit will not know who should be associated with the Punch In/Out and the time will not be processed as a result.

Go to **Tools** and click **Collection Details**.

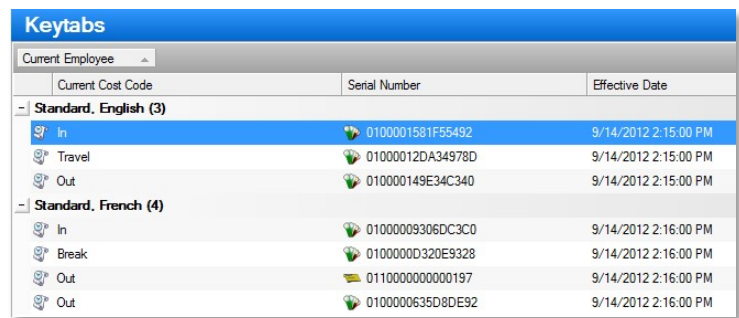


Here, you will see the list of Collection Devices in the top half of the window and the Details of the records in the lower half of the window.



Use the top half to select a Collection Device by clicking on it and look through the records in the bottom half for a record with the Employee name “(unassigned)”. This is your unassigned record.

Look at the last four digits of the number in the Keytab column and compare them to the Keytab assignments you currently have in the “Keytabs” section of the software.



To fix this, you need to assign the Keytab to the employee the records belong to, with an “effective date” before the first punch was made. Once you tell TimeSummit who the Keytab belonged to at the time the punches were made, those punches will be processed and become viewable within your Time Cards.