

# Red punches and Asterisk in the timecard report

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## *Timecard module - what are the red punches mean versus black punches?*

- red punches are manual edits and can be flagged from the indicator column when the timecard has been modified
- black punches are raw punches from the timeclock unit / hardware

## *Timecard REPORT module - what are the asterisks beside the punch time indicate?*

- punches with an asterisk (\*) beside them are an indicator that the punch were modified and no longer the original data from the clock unit hardware
- since most reports are printed black/white or grayscale - the asterisk is used rather than the red font color

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