

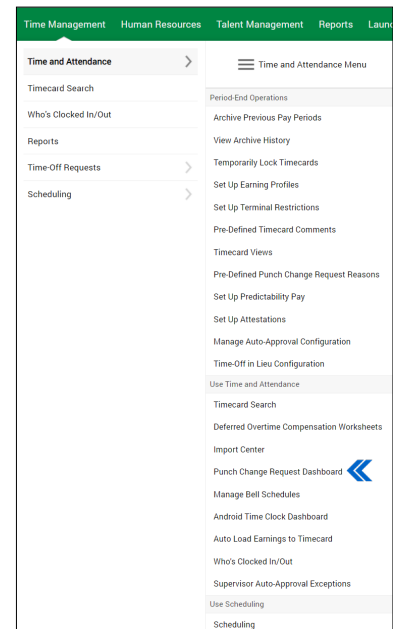
Show Me How

to Approve Punch Change Requests

TIME AND ATTENDANCE

STEP 1

Navigate to Time Management > Time and Attendance > Punch Change Request Dashboard.



STEP 2

From the Punch Change Request Dashboard, click "Deny" or "Approve" beside a request.

To see the hours of employees who worked under your supervision outside their primary labor allocation, check "Include Borrowed Employees."

The employee will be notified via email whether the punch was approved or denied. Approved punches will automatically appear on the employee's timecard.

The screenshot shows the 'Punch Change Request Dashboard' with a table of pending requests. The table includes columns for Employee, Home Allocation, Schedule Group, Requested On, Request Type, Current Punch, Punch Change Request Reason, Requested Punch, Requested Allocation, and actions (Deny, Approve, Notification). The 'Include Borrowed Employees' checkbox is checked.

Select	Employee	Home Allocation	Schedule Group	Requested On	Request Type	Current Punch	Punch Change Request Reason	Requested Punch	Requested Allocation	Edit	Deny	Approve	Notification
☐	GOULD, BRITTANY [333]	900 - 003 - 002	Human Resources [4144]	01/17/2024 09:39:26 AM	Delete	01/17/2024 09:37:47 AM (OD)	Added Shift				Deny	Approve	
☐	GOULD, BRITTANY [333]	900 - 003 - 002	Human Resources [4144]	01/17/2024 09:38:27 AM	New		Forgot Punch	01/17/2024 06:00:00 PM (OD)	900 - 003 - 002		Deny	Approve	
☐	GOULD, BRITTANY [333]	900 - 003 - 002	Human Resources [4144]	01/17/2024 09:39:11 AM	New		Forgot Punch	01/16/2024 07:00:00 PM (OD)	900 - 003 - 002		Deny	Approve	
☐	SMITH, JANE MARY [2278]	900 - 002 - 003	IT Help Desk [4626]	01/19/2024 01:34:16 PM	Existing	01/19/2024 01:30:13 PM (OD)	Forgot Punch	01/19/2024 01:00:00 PM (OD)			Deny	Approve	
☐	THOMAS, MAL [4086]	200 - 003 - 003		02/23/2024 04:43:17 PM	New		Forgot Punch	02/23/2024 08:00:00 AM (OD)	200 - 003 - 003		Deny	Approve	
☐	GOULD, BRITTANY [333]	900 - 003 - 002	Human Resources [4144]	01/17/2024 09:38:48 AM	New		Issue - Connection	01/15/2024 06:00:00 PM (OD)	900 - 003 - 002		Deny	Approve	

MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.