SHOW ME HOW

to Approve Punch Change Requests Time and Attendance

STEP 1

In the Notification Center, click the notification for "Punch Change Request Dashboard."



STEP 2

The Punch Change Request Dashboard displays all of the requested changes from employees. As managers, you have the option to edit, deny and/or approve the change.

n Time and Attendance -) – Plunch Change Request Dashboard											
Punch	Change Request Dashboa	rd									
Add Filter										🛃 Saved	⊤ Filter
Pending	Requests S Completed Request	ts									
Date Ri Pendir	ange: to to	Clear									Actions 🔻
Search Q. Previous 1 Next										25 🗸	
Select	Employee	Home Allocation	Schedule Group	Requested On	Request Type	Current Punch	Requested Punch	Edit	Deny	Approve	Notification
_	ADAMS, JESSICA (A00Q)	900 - 600 - 60000		03/25/2021 11:57:32	New		03/25/2021 08:00:00 (ID)	/	Deny	Approve	
0											

STEP 3

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



MANAGERS

