Show Me How
to Approve Punch Change Requests

TIME AND ATTENDANCE

STEP 1

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

Time Management	Human Resources	Talent Management	Reports	User
Time and Attendance >		☰ Time and Attendance Menu		
Timecard Search		Use Time and Attendance		
Who's Clocked In/Out		Timecard Search		
		Punch Change Request Dashboard		
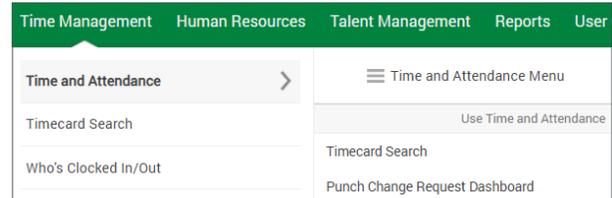
STEP 2

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.

Punch Change Request Dashboard

Add Filter...   ⬇ Saved   ≡ Filters

Pending Requests **1** | Completed Requests

Date Range: [____] to [____] [Clear] [View]

Include Borrowed Employees ❓   ☐

Pending Requests   Actions ▼

Search [____]   Previous 1 Next   ⚙▼   25 ▼

Select ☐	Employee ⇅	Home Allocation	Schedule Group	Requested On ⇅	Request Type ⇅	Current Punch ⇅	Requested Punch ▲	Requested Allocation	Edit	Deny	Approve	Notification
☐	NELSON, SOPHIE [0234]	500 - 003 - 002	Production [3723]	10/18/2021 06:01:54 PM	Existing	09/30/2021 07:00:00 AM (ID)	09/30/2021 06:30:00 am (ID)		✏	[Deny]	[Approve]	🔔

Showing 1 to 1 of 1 entries   Previous 1 Next   Go to Page [____]

MANAGERS
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