

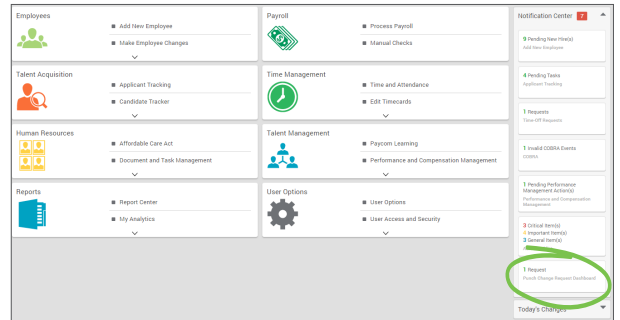
SHOW ME HOW

to Approve Punch Change Requests Time and Attendance



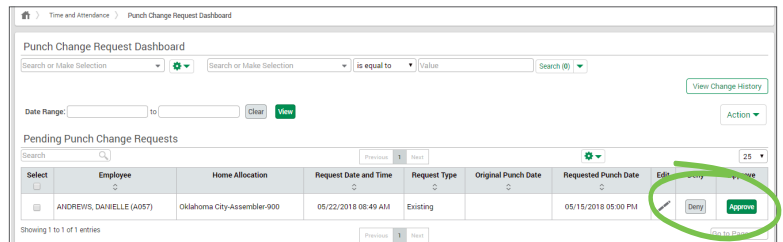
STEP 1

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.



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