

Monitoring Punch Change Requests

QUICK REFERENCE GUIDE
Managers

Using MANAGER ON-THE-GO

1. Launch the mobile App.
2. Select **Manager on-the-Go**. If you don't see it, select **Account > Manager on-the-Go**.
3. Select **Punch Change Requests**
 - a. Approve individually by swiping left.
 - b. Approve several at once using the **Select** option.
 - i. When you tap Select, the page will change slightly:
 1. Selection circles will appear next to each entry.
 2. **Select All** and **Cancel** will appear at the top.
 3. Action buttons for **Deny**, **Remind**, **Approve** will appear at the bottom.
 - ii. To exit the Select option without making changes, tap **Cancel**.



Using the PAYCOM WEBSITE

1. Navigate to the Paycom [website](#).
2. Navigate **Time Management > Time and Attendance > Punch Change Request Dashboard**.
3. Select the records you want to approve/deny.
 - a. Use the *Predefined Filters* or *Customer Filters* to assist if necessary
 - b. If there are still too many for you to process at the current time, use the *Date Range filter* or *Search*.
4. Click the **Actions** button and select the batch action.

Punch Change Request Dashboard

Search or Make Selection [gear icon] Search or Make Selection is equal to [Value] Search (0)

Date Range: 10/05/2020 to 10/06/2020 [Clear] [View]

