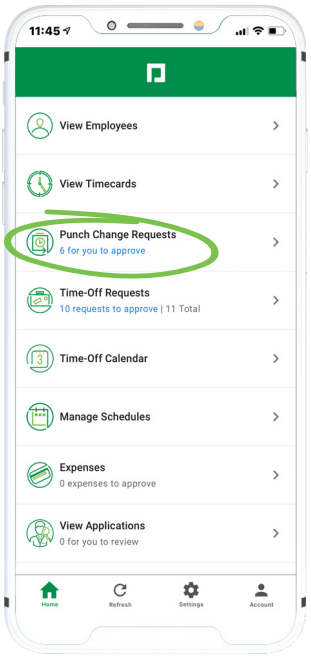
SHOW ME HOW

to Approve Punch Change Requests

Time and Attendance

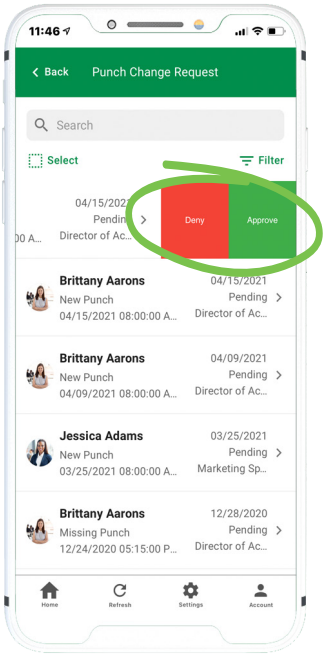
STEP 1

From Manager on-the-Go®, tap "Punch Change Requests."



STEP 2

From the Punch Change Request screen, review all requests. Swipe left on a specific request to approve or deny.



MANAGERS

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

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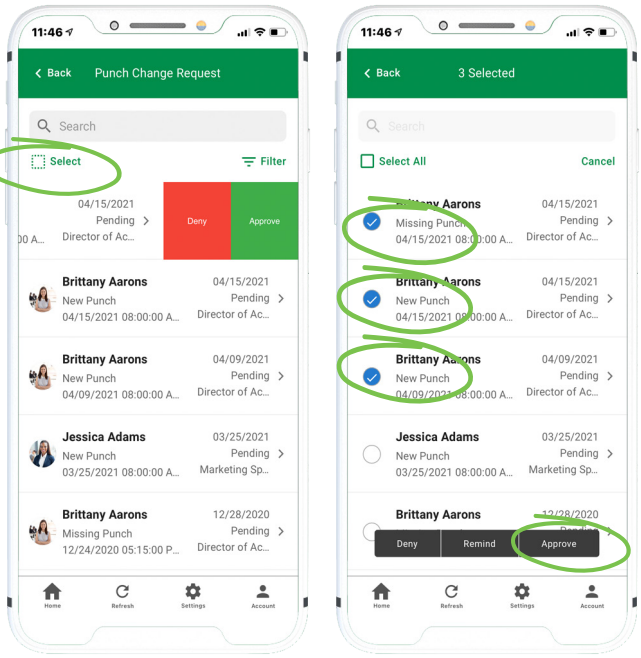
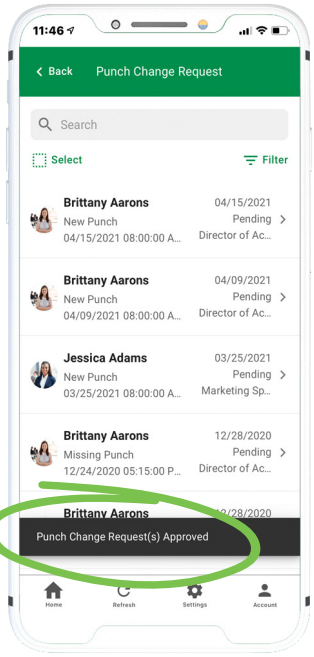
STEP 3

To take action on multiple requests, tap "Select." Then, choose each applicable punch change and tap either Deny, Remind or Approve.



STEP 4

A confirmation message appears.



MANAGERS

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