Show Me How

TIME AND ATTENDANCE

STEP 1

Navigate to Time Management > Time and Attendance >
Punch Change Request Dashboard.
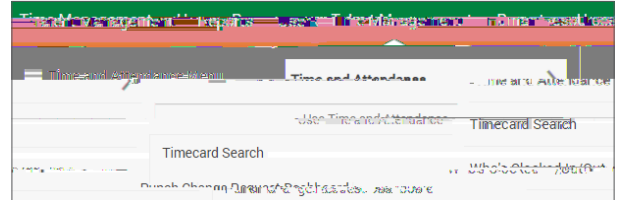
STEP 2

From the Punch Change Request Dashboard, click "Deny" or "Approve" beside a request.

To see the hours of employees who worked under a 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.

MANAGERS

4-27-22

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