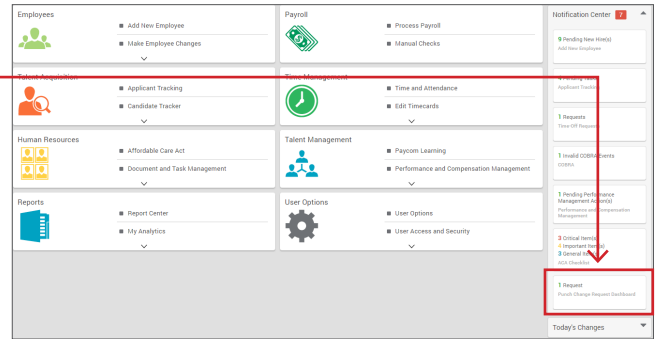# TIME AND ATTENDANCE
Administrators and Managers

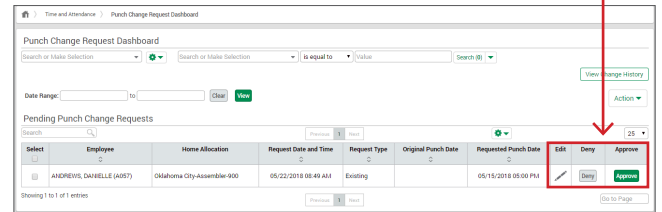## HOW TO APPROVE A PUNCH CHANGE REQUEST

STEP 1

In the Notification Center, select the request 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 on whether the punch was approved or denied. Approved punches automatically will appear on the employee's timecard.

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