Approving Time Punches

Last Modified on 07/29/2023 3:06 pm MDT

Time punches are approved at the bottom of each schedule. For example, if you have a "FOH" schedule, you will approve those time punches from the link from the bottom of the FOH schedule as shown below.

At the bottom of the schedule, press the **Approval Link** as shown below

From the **Daily Summary** pop-up, you can observe all time punches, relative to their scheduled shifts.

- Check the **Manager Approved** checkbox for each punch to approve. Alternatively, you can check the **Approve All** option at the top of the window. Both methods are shown below.
- You must qualify a NO SHOW shift for it to be approved. This means you must select from the dropdown "Excused", "Unexcused", etc., or add a missing time punch.
- If an employee is marked as LATE, you should also qualify its status, ie "Excused", "Unexcused", etc.

Clyde's Felines and Fries - Main Restaurant: Main

Jul 17, 2023 - Monday

☐ Approve All for Monday

Kitty, Little
Line $0.00
[Edit Clock-In]

Scheduled: 9:00am 5:00pm Length 8.00
Worked: 10:00:00am 5:00:00pm 7.00
Breaks Expected 0 mins
Total Breaks 0 mins ▲

Clock-in LATE [Unexcused ▾] 01:00 (HH:mm)

☐ Manager Approved
[Clock-In Verification (N)]

Jul 14, 6:11pm EDT Tech Support
Copied from template 'CFAF Default Schedule'

Clock-in Audit:
Jul 29, 3:39pm EDT Tech Support
Clock-in chg Jul 17 9:00am to Jul 17 10:00am
Jul 18, 8:05pm EDT Tech Support
Clock-in by Manual Entry on Desktop
Jul 18, 8:05pm EDT Tech Support
New Clock-in @ Jul 17, 2023 9:00am – Jul 17, 2023 5:00pm

[Update - Employee Visible]
450 chars max

For Late or No Show instances, assign a status from the dropdown menu choices (this goes into the employee's "file").

To approve ALL time punches for a day, use the *Approve All* checkbox

Pirate, Steve The
Maintenance
[Add Clock-In]

Scheduled: 9:00am 5:00pm Length 8.00
Worked: 0.00

NO SHOW [Unexcused ▾]
no show notes

Shift Audit:
Jul 29, 3:47pm EDT Tech Support
Deleted Clock-In 9:00am to 5:00pm
Jul 14, 6:11pm EDT Tech Support
Copied from template 'CFAF Default Schedule'

[update shift notes]

Pantherson, Asher
Lead $20.00
[Edit Clock-In]

Scheduled: 9:00am 5:00pm Length 8.00
Worked: 9:00:00am 5:00:00pm 8.00
Breaks Expected 0 mins
Total Breaks 0 mins ▲

Clock-in On-Time

☑ Manager Approved
[Clock-In Verification (N)]

Shift Audit:
Jul 14, 6:11pm EDT Tech Support
Copied from template 'CFAF Default Schedule'
Clock-In Audit:
Jul 18, 8:06pm EDT Tech Support
Clock-In by Manual Entry on Desktop
Jul 18, 8:06pm EDT Tech Support
New Clock-In @ Jul 17, 2023 9:00am – Jul 17, 2023 5:00pm

[Update - Employee Visible]
450 chars max

Approve time punch by checking the *Manager Approval* box

If you would like to add a**Comment** to this punch, visible to other admins AND the employee, use the comment window shown below and press **Update - Employee Visible**.

Timid, Diego
Cook $0.00
[Edit Clock-In]

Scheduled: 9:00am 5:00pm Length 8.00
Worked: 9:00:00am 5:00:00pm 8.00
Breaks Expected 0 mins
Total Breaks 0 mins ▲

Clock-in On-Time

☑ Manager Approved
[Clock-In Verification (N)]

Shift Audit:
Jul 14, 6:11pm EDT Tech Support
Copied from template 'CFAF Default Schedule'
Clock-In Audit:
Covered for Steve
Jul 18, 8:06pm EDT Tech Support
Clock-In by Manual Entry on Desktop
Jul 18, 8:06pm EDT Tech Support
New Clock-In @ Jul 17, 2023 9:00am – Jul 17, 2023 5:00pm

[Update - Employee Visible]
17 of 450 characters

Certain events, such as a Force-Clock-Out, require the punch to be edited before it can be approve. Similarly, a break longer than 1 hour or an employee comment will force you to check that you're aware before punch can be approved.

, Giovanna
Server $0.00
Edit Clock-In

Unscheduled:
                        Jul 18   Jul 19
Worked: 6:46:56pm   12:07:11am   5.34

Breaks Expected   0 mins
Total Breaks   0 mins ▲

Length
0.00

Shift Audit:
Jul 18, 7:01pm EDT Giovanna
    Added Clock-In 6:46pm to

Clock-In Audit:
              Jul 19, 12:07am EDT Giovanna
        Clock-In went past Jul 19 12:00am.
              Automatically Clocked Out!
              Jul 19, 12:07am EDT Giovanna
           Clock-Out from Teamwork
              Jul 18, 6:46pm EDT Giovanna
           Clock-In from POS Sync - Server

You must edit this forced clock-
out before approving

Clock-In Verification (N)

Update - Employee Visible
450 chars max

When all punches and no-shows have been approved, the day's time clock approvals link **Turns Green**". Thus, any links that remain red are days that require further attention.

Related Notes

Viewing Approvals from the Dashboard

- Go to the **Dashboard** from the top toolbar
- Scroll to the segment titled **Employee Clock-In / Tips Approval / Schedules Published**
- Select **Schedules** and **Date** to reveal the **approval status** for any number of locations and schedules for the workweek. You can observe the approval status of all schedules on all days of the work week. You can click on any red or green link to open the time punch approvals.

Viewing Time Punches from the Schedule

Press the **View / Hide Clock-Ins Button** to expose (or hide) time punches in the schedule.

You can see the following comparative data, between the scheduled shift, and the corresponding time punch

Scheduled Shift

Time Punch

9:00am - 5:00pm
Head Cat in Charge
(MOD)
9:00am - 6:15pm V
8.8 / 8.0 hrs

Hours Worked
(Red text if longer
than scheduled)

Hours Scheduled