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

Teamw		ashbo	ard	Schedul	es Emp	oloye	es Repor	ts Sho	are F
Show Requirements / Head	Sun Jul 16	24 F/=		Mon Jul 17	24 55	ļ.	Tue Jul 18	9 F =	
Main	Ac	dd 👻		A	dd 👻		Ad	d 🔻	
				Barback	8.0 hrs				
Timid, Diego Hrs Wrk:8.00 Hrs: 40.00 Shifts: 5				9:00am - Cook 9:00ar 8.0 /	5:00pm n - 5:00p 8.0 hrs	om V	9:00am - 9 Cook NS 8	5:00pm	
Add / Remove Employees				8 Clock- App	ins, 1 NS - proved	0	0 Clock-Ir Appr	ns, 9 NS - oved	0
	Sched	Act		Sched	Act		Sched	Act	
Hours	0.0	0.0		72.0	64.0		72.0	0.0	
\$ Hourly	\$0	\$0	7	\$1,544	\$1,544	7	\$1,544	\$0	7
Salary	\$0	\$0	7	\$0	\$0	7	\$0	\$0	7
Sales	0	0	7	0	0	7	0	0	7
% Hourly	0.0%	0.0%		0.0%	0.0%		0.0%	0.0%	
Tips	(\$0) 7	Note	(\$	0) 7	Note	(\$0) 7	Note
Sales per Lbr Hr	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
	Resyr	nc Punches		Resy	nc Punches		Resyn	c Punches	

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.



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				length	
Cook \$0.00	Scheduled:	9:00am	5:00pm	8.00	
Edit Clock-In	Worked:	9:00:00am	5:00:00pm	8.00	
	Breaks Expe	ected		0 mins	
	Total Break	8		0 mins	
	rotal broat	-			
	Clock-in	On-Time			
	GIOCK III	on mile			
Shift Audit:	anager Approved	d			
Jul 14, 6:11pm EDT Tech Support					
Copied from template CFAF Default Cla	ck-In Verification	n (N)			
Schedule					
Clock-In Audi					
Covered for Steve		~			
In the statement of the support					
Clock-In by Manual Entry on Desktop					
Jul 18.806pm EDT Tech Support					
New Clock-In @ Jul 17, 2023 8:00am -					
Jul 17, 2022 5:00 pm					
3di 17, 2023 0.00pi 1					
Update - Employee Visible					
17 -6 4E0 -h					

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: 0.00 Jul 18 Worked: 6:46:56pm Jul 19 Breaks Expected 0 mins Total Breaks 0 mins
Shift Audit: Jul 18, 7:01pm EDT Giovanna Added Clock-In 6:46pm to	You must edit this forced clock- out before approving
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 Fearwork Jul 18, 6:48pm EDT Giovanna Clock-In from POS Sync - Server Update - Employee Visible 450 chors may	Ciock-in Ventication (N)

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.

	Outstanding								
		ies							
Show Requirements / Head	Sun Jul 16 (24 🛃	1 T	Mon Jul 17	24 🛃	3	Tue Jul 18	24 🕫	1
Main	Ac	ld 🔻		A	dd 🔻		A	dd 🔻	
Add / Remove Employees				All 9 Clo App	ock-Ins/N proved	S	8 Clock- App	Ins, 1 NS - proved	0
	Sched	Act		Sched	Act		Sched	Act	
Hours	0.0	0.0		72.0	54.0		72.0	64.0	
\$ Hourly	\$0	\$0	7	\$1,544	\$1,544	Z	\$1,544	\$1,544	7
Salary	\$0	\$0	7	\$0	\$0	7	\$0	\$0	7
Sales	0	0	7	0	0	7	0	0	7
% Hourly	0.0%	0.0%		0.0%	0.0%		0.0%	0.0%	
Tips	(\$0) ⁷ <u>Note</u>		(\$0) ⁷ <u>Note</u>		(\$	0) 7	Note		
Sales per Lbr Hr	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	
	Resync Punches			Resy	nc Punches		Resy	nc Punches	

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.

Employee Clock-In / Ti	ips Approval / S	chedules Publis	hed				Show ON
Week of Ulil 16, 2023		Choose your Clock	In Approval Schedul	es 2 of 15 Schedules	~		
	<u></u>		Payroll Groups: 'CFA	F & JJ's'			
	Sun Jul 16, 2023	Mon Jul 17, 2023	Tue Jul 18, 2023	Wed Jul 19, 2023	Thu Jul 20, 2023	Fri Jul 21, 2023	Sat Jul 22,
Olyde's Felines and Fries							
Main		All 9 Clock-Ins/NS Approved	8 Clock-Ins, 1 NS - 0 Approved	1 Clock-Ins, 9 NS - 0 Approved	0 Clock-Ins, 10 NS - 0 Approved	0 Clock-Ins, 10 NS - 0 Approved	
A depinietzetive							

Viewing Time Punches from the Schedule

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

						V	
Week of 🔵 Jul	23, 2023 🗄 🔵	2 of 16 Schedules	➤ by Employ	ee 🗎 by Time	by Role	Hide Clock-Ins) am 🏠 📜
Sort by: A-Z Roles AM/P	M Roles Groups PEDT						
Clyde's Felines and	d Fries						
Main Filter o	n All 🗸			Draft: This schedule is no	ot visible to employees.	Publish 🍙 🔒 👹	। 🖻 🛱 😵 📄 🗇
Show Requirements / Head	Sun Jul 23 🕢 🎼	Mon Jul 24 🕫 📑 🚍	Tue Jul 25 🕸 📴	Wed Jul 26 🕹 🕞 🚍	Thu Jul 27 🕢 🌄 🚍	Fri Jul 28 🕹 📑	Sat Jul 29 🐼 浸 🚍
	Add 👻	Add 👻	Add 👻	Add 💌	Add 💌	Add 👻	Add 👻
	59°F - 84°F Day - Mostly Clear 13% precip	61°F - 85°F Day - Mostly Clear 41% precip	64°F - 88°F Day - Mostly Clear Alert (Unknown) Air Quality Alert (Other)	66°F - 87°F Day - Heavy Rain 35% precip Aert (Unknown) Air Quality Alert (Other)	69°F - 90°F Day - Partly Cloudy	71°F - 96°F Day - Partly Cloudy 31% precip	66°F - 83°F Day - Rain 41% precip
Unassigned							
Hrs Wrk:0.00 Hrs: 0.00 Shifts: 0							
Boy, Chonky Hrs Wrk27.50 Hrs: 24.00 Shifts: 3		9:00am - 5:00pm Head Cat in Charge (MOD) 9:00am - 5:00pmV 8.0 / 8.0 hrs	Unscheduled Cook 12:00pm - 4:15pmV 4.3 hrs	9:00am - 5:00pm Head Cat in Charge (MOD) 9:00am - 5:00pmV 8.0 / 8.0 hrs		9:00am - 5:00pm Head Cat in Charge (MOD) 9:00am - 4:15pmV 7.3 / 8.0 hrs	
Derpson, Onix		9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	
Hrs Wrk:40.00		9:00am - 5:00pmV	9:00am - 5:00pmV	9:00am - 5:00pmV	9:00am - 5:00pmV	9:00am - 5:00pmV	
Hrs: 40.00 Shifts: 5		8.0 / 8.0 hrs	8.0 / 8.0 hrs	8.0 / 8.0 hrs	8.0 / 8.0 hrs	8.0 / 8.0 hrs	
Ghost, Fluffy Hrs Wrk:40.00 Hrs: 40.00 Shifts: 5		9:00am - 5:00pm Server 9:00am - 5:00pmV 8.0 / 8.0 hrs	9:00am - 5:00pm Server 9:00am - 5:00pmV 8.0 / 8.0 hrs	9:00am - 5:00pm Server 9:00am - 5:00pmV 8.0 / 8.0 hrs	9:00am - 5:00pm Server 9:00am - 5:00pmV 8.0 / 8.0 hrs	9:00am - 5:00pm Server 9:00am - 5:00pmV 8.0 / 8.0 hrs	

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

