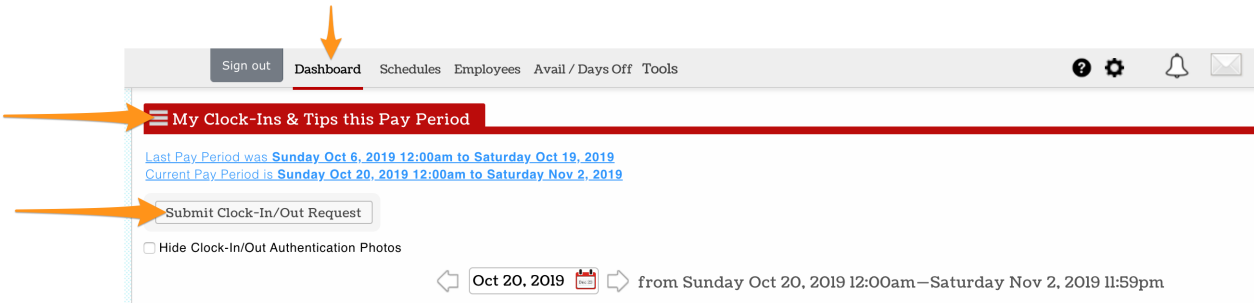
Employee Time Punch Request

Last Modified on 10/24/2019 12:09 am MDT

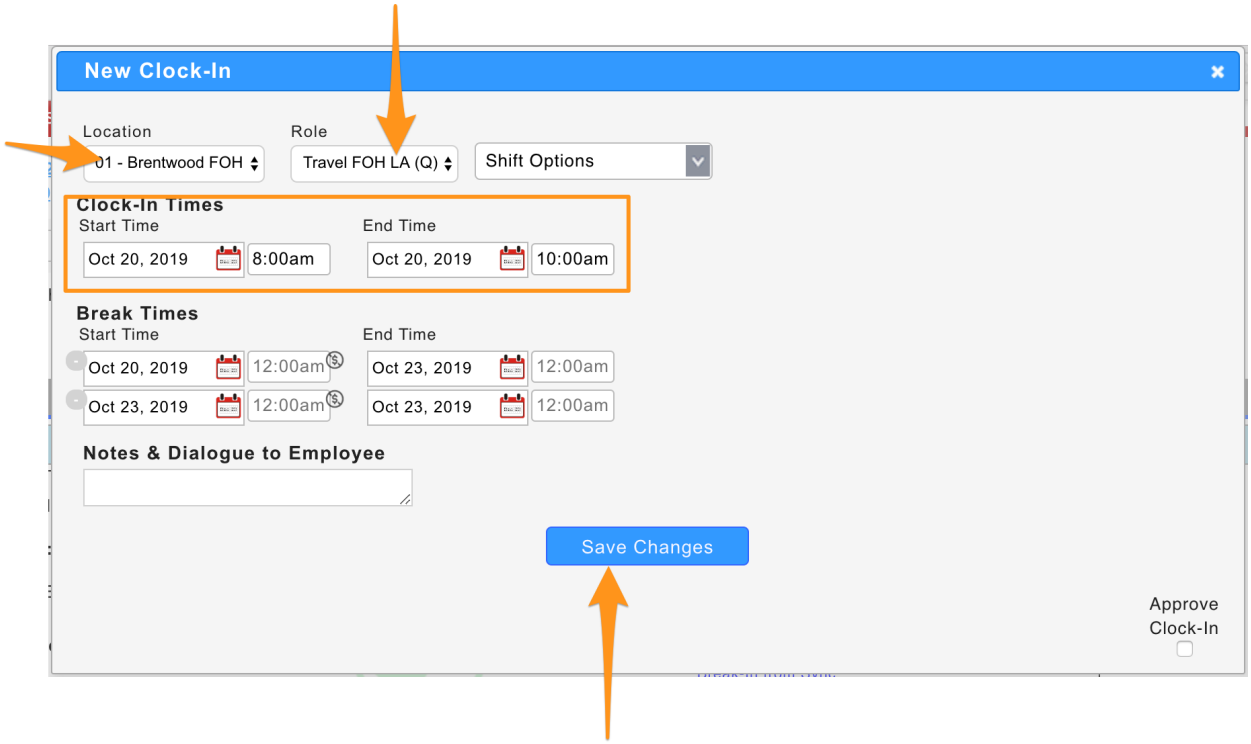
Desktop

- From the Main Toolbar, go to**Dashboard**
- Scroll to **My Clock-Ins**
- Select **Submit Clock-In/Out Request**



Enter the following

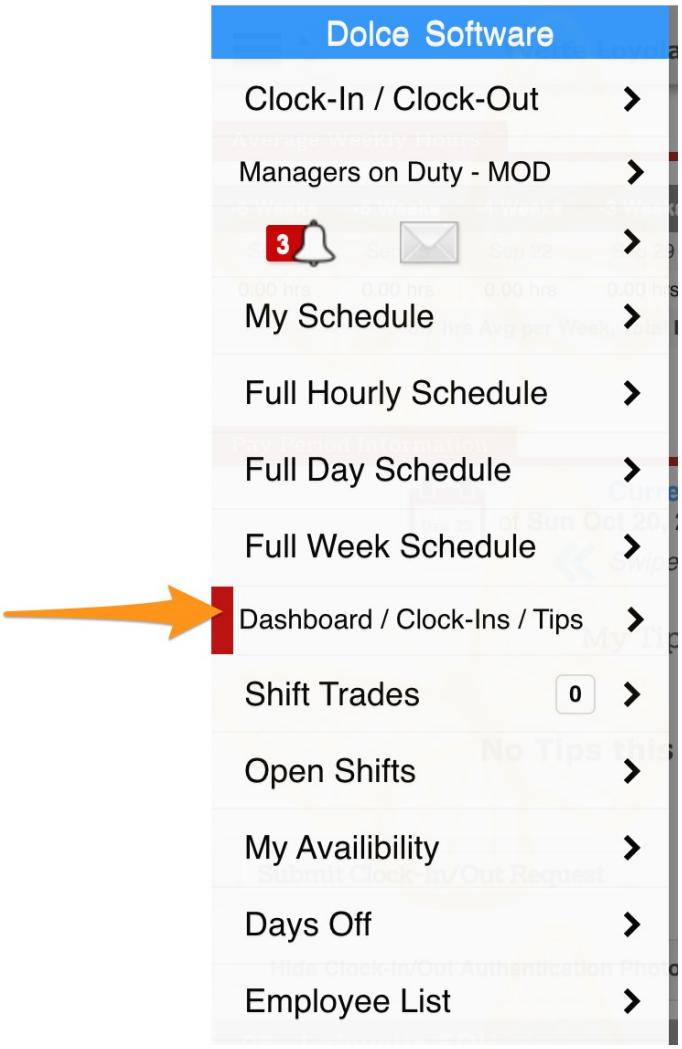
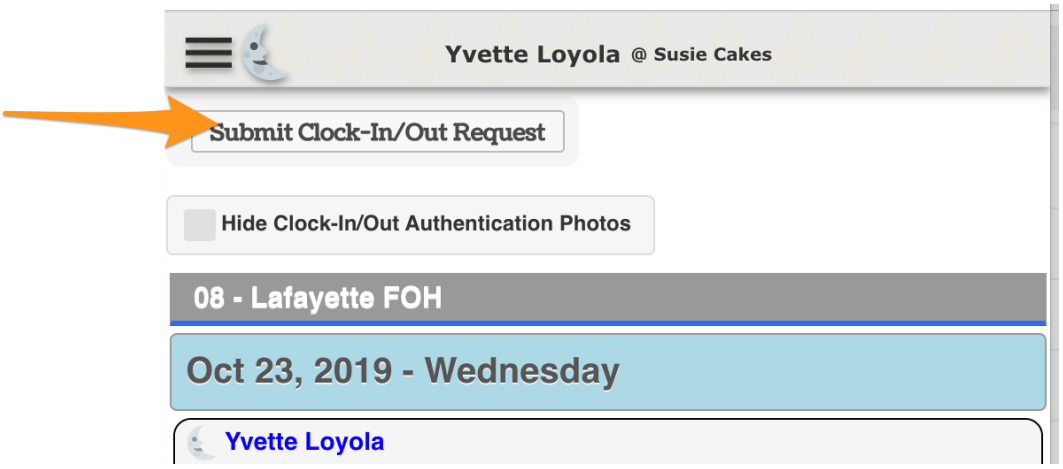
- Location (Primary)
- Role, ie "Travel FOH LA"
- Start and End Time
- Press **Save Changes**



NOTE: If the Role you need is not visible, request a manager or ADMIN to provide the Role.

Mobile

The process is initiated from **Dashboard / Clock-Ins / Tips**



Press the **Submit Clock**-In button and proceed as above