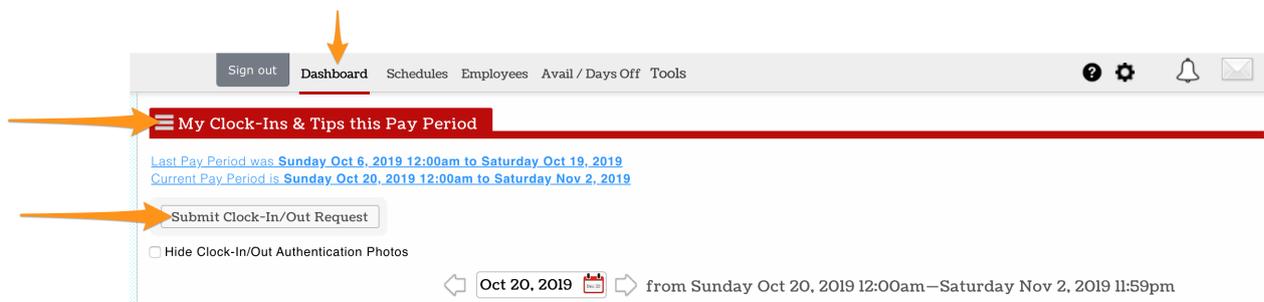


# Employee Time Punch Request

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

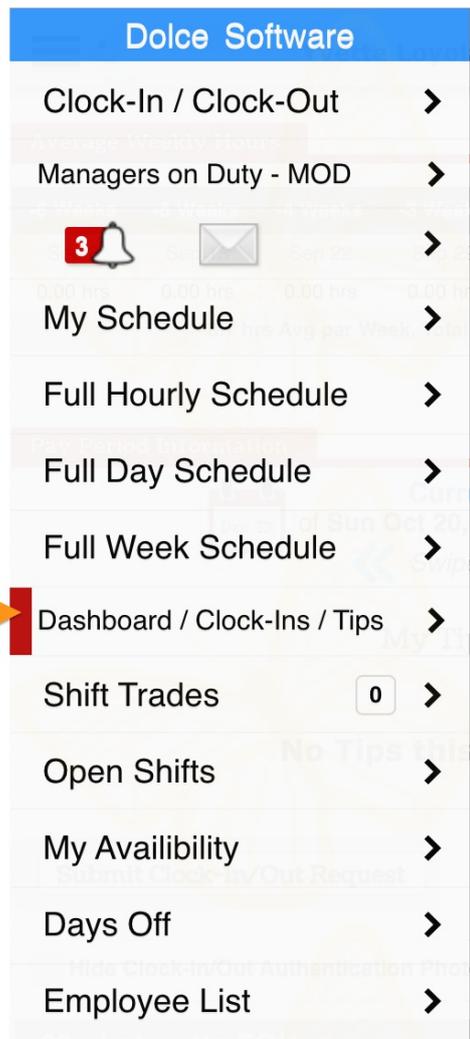
- Location (Primary)
- Role, ie "Travel FOH LA"
- Start and End Time
- Press **Save Changes**

The screenshot shows a web form titled "New Clock-In". At the top, there are three dropdown menus: "Location" (set to "01 - Brentwood FOH"), "Role" (set to "Travel FOH LA (Q)"), and "Shift Options". Below these is a section titled "Clock-In Times" with two columns: "Start Time" (Oct 20, 2019, 8:00am) and "End Time" (Oct 20, 2019, 10:00am). Underneath is a "Break Times" section with two rows of "Start Time" and "End Time" fields, each with a calendar icon and a delete icon. The first row shows "12:00am" for Oct 20, 2019 and Oct 23, 2019. The second row shows "12:00am" for Oct 23, 2019. Below this is a "Notes & Dialogue to Employee" text area. At the bottom center is a blue "Save Changes" button. In the bottom right corner, there is an "Approve Clock-In" checkbox.

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

