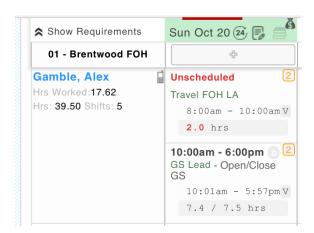
## Manager Approval of Employee Time Punch Request

Last Modified on 10/24/2019 12:21 am MDT

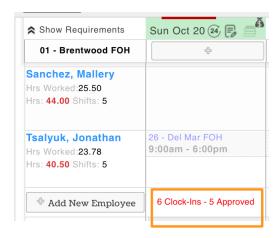
Employees are able to submit time-punch requests: https://support.dolceclock.com/help/employee-time-punch-request (if company settings allow)

Managers approve or deny the requests as follows:

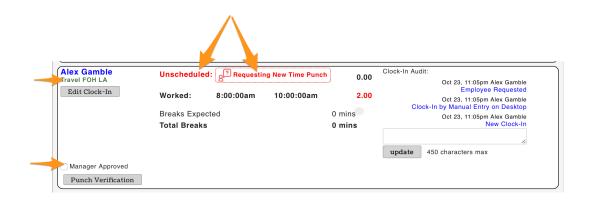
 Requests show in the schedule, but will not flow into payroll unless approved



- The Link for Approving time punches will be un-resolved (RED) until any Punch Requests have been approved or denied.
- Pess the Punch Approval link as shown below



• The time punch requiring approval shows the employee request, as shown below.



 Press Manager Approved to approve the requested punch, or alternatively, edit the clock-in and proceed.

NOTE: To delete the requested punch, press "Edit Clock-In" and Delete