

# 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

Show Requirements		Sun Oct 20 (24)
01 - Brentwood FOH		
<b>Gamble, Alex</b>		<b>Unscheduled</b> (2)
Hrs Worked: 17.62		Travel FOH LA
Hrs: 39.50 Shifts: 5		8:00am - 10:00am V
		2.0 hrs
		<b>10:00am - 6:00pm</b> (2)
		GS Lead - Open/Close
		GS
		10:01am - 5:57pm V
		7.4 / 7.5 hrs

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

Show Requirements		Sun Oct 20 <sup>24</sup>
<b>01 - Brentwood FOH</b>		+
<b>Sanchez, Mallery</b>		
Hrs Worked 25.50		
Hrs: <b>44.00</b> Shifts: 5		
<b>Tsalyuk, Jonathan</b>		
Hrs Worked 23.78		26 - Del Mar FOH
Hrs: <b>40.50</b> Shifts: 5		9:00am - 6:00pm
+ Add New Employee		<b>6 Clock-Ins - 5 Approved</b>

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

**Alex Gamble**  
Travel FOH LA

**Unscheduled:** g<sup>2</sup> Requesting New Time Punch **0.00**

**Worked:** 8:00:00am - 10:00:00am **2.00**

Breaks Expected: 0 mins

Total Breaks: 0 mins

Clock-In Audit:

- Oct 23, 11:05pm Alex Gamble Employee Requested
- Oct 23, 11:05pm Alex Gamble Clock-In by Manual Entry on Desktop
- Oct 23, 11:05pm Alex Gamble New Clock-In

update 450 characters max

Manager Approved

Punch Verification

- 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