

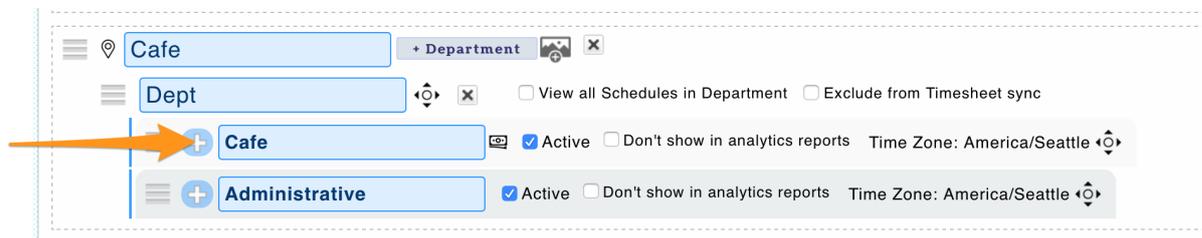
Employee Punch Requests Settings

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To engage the setting that allows employees to request a time punch:

Go to: Gearwheel Menu > General Settings > Schedule Settings

1. press "+" to expand location/schedule settings



2. Check the following setting

Clock-In Restrictions

Allow Clock-In Requests from Employees

NOTE: the setting is schedule specific, so it must be checked for all schedules where you intend for the setting to be available for employees.

For Employee Requests,

see: <https://support.dolceclock.com/help/employee-time-punch-request>

For Manager Approval of Requests,

see: <https://support.dolceclock.com/help/manager-approval-of-employee-time-punch-request>