Time Punch Validation

Last Modified on 02/07/2020 9:25 am MST

Turning On Validation

From the **Settings** page, scroll to **Locations**. Select the "+" next to a location/schedule to expand settings options.



Check **Require Employee Validation on Clock-Out**, to require employees to validate the accuracy of their time punch, and confirm that mandatory breaks were made available, upon clock-out (if applicable).

To require employees to re-validate their time punch in the event that a manager edits the punch, select "Require Employee Approval of All Punch Changes".

Save All Changes



Employee Validation

Upon clock-out, employees are prompted to validate punch and break data, or submit a suggested correction.



Manager's will see approval status from Daily Summary / Approval reports

Donovan Mitchell Busser	Scheduled:	4:00am	9:00am	4.50	Shift Audit: Feb 7, 8:3	6am admin
Edit Clock-In	Worked:	4:08:00am	8:43:54am	4.00	Clock-In Au	reated from Dialog
	Breaks Expe Break(s) Total Break	cted 7:39am ^(S) s	8:15am	30 mins 36 mins 36 mins	Feb 7, 8:43am Donovan Mitch Clock-Out from Dolce (ter Feb 7, 8:41am admin Break @7:39am Updated from 8:39ar - 5:00pm Feb 7, 8:41am admin	
	Clock-in	-in LATE 8 mins Unexcused \$ 00:08:00		Clock-I 4:08am	Clock-In chg Feb 7 8:38am to Feb 7 4:08am	
						Feb 7, 8:39am Donovan Mitche Break-In from Dolce (test
					8	Feb 7, 8:38am Donovan Mitche asdf
						Feb 7, 8:38am Donovan Mitche Clock-In from Dolce (tes
					update	450 characters max
Manager Approved						
Employee Validated	_					
Clock-In Verification						

Revalidation

If revalidation is set as required (shown above) - then, in the event a manager changes any component of the time punch, or if the manager adds a time-punch, then the employee status will be set to **NOT** validated.

Feb 7, 8:55am admin Clock-Out chg Feb 7 8:43am to Feb 7 8:30am



Opportunities for Employees to Re-Validate

1. Upon their next clock-in, employees will be prompted to re-validate any modified / unvalidated punches prior be being able to "Begin Shift". The employee can either confirm the modified punch, or can type in their suggested correction.



2. Alternatively, employees can also re-validate from their dashboard:

📕 My Clock-Ins & T	ips this Pay Period				
Cafe Southside Feb 6, 2020 - Thursday					
Donovan Mitchell Busser Edit Clock-In	Scheduled: Feb 7 Scheduled: 4:00am Worked: 4:08:00am	Feb 7 9:00axx 8:30:00am	4.50 3.77	Shift Audit: Feb 7, 6:36am admin Shift Created from Dialog Clock-In Audit: Feb 7, 8:75am admin Clock-In Verificatio	n
	Breaks Expected Break(s) 7:39am	8:15am	30 mins 36 mins 36 mins	Clock-Out chg Feb 7 8:43am to Feb 7 8:30am Feb 7, 8:43am Donovan Mitchell Clock-Out from Dolce (test)	

Reporting

The Daily Summary Report can be set to filter on any punches that are not employee validated, ie for the pay-period.

