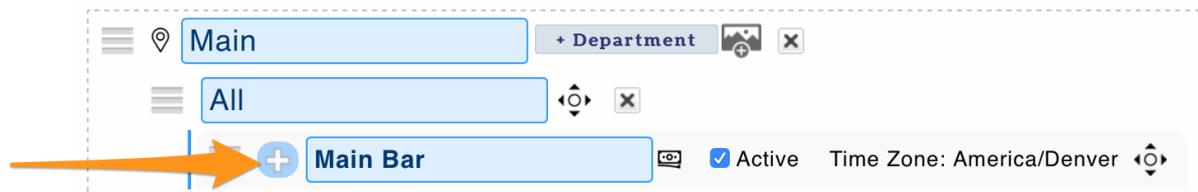


Time Punch Validation

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

Turning On Validation

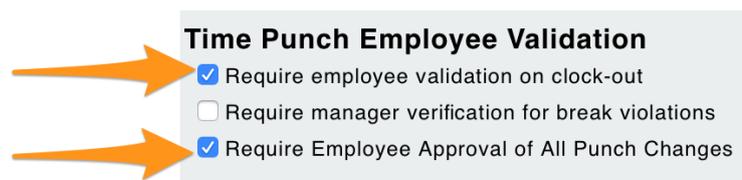
From the **Settings** page, scroll to **Locations**. Select the "+" next to a location/schedule to expand settings options.



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).

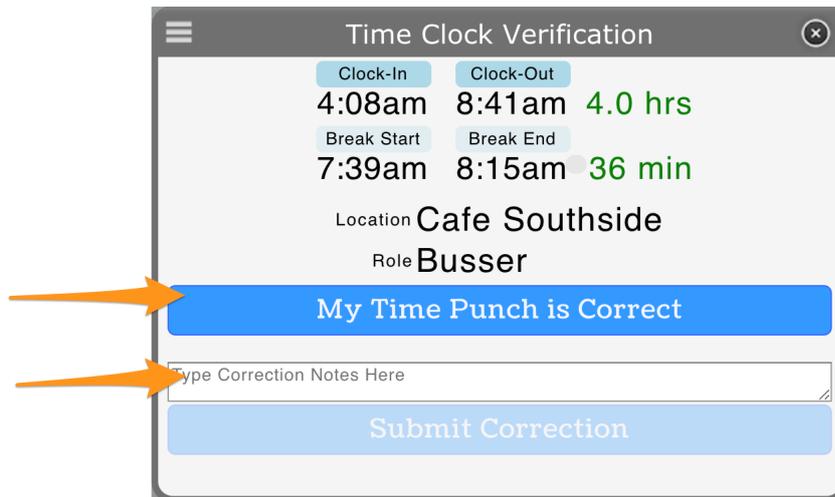
To require employees to re-validate their time punch in the event that a manager edits the punch, select "Require Employee Approval of All Punch Changes".

Save All Changes

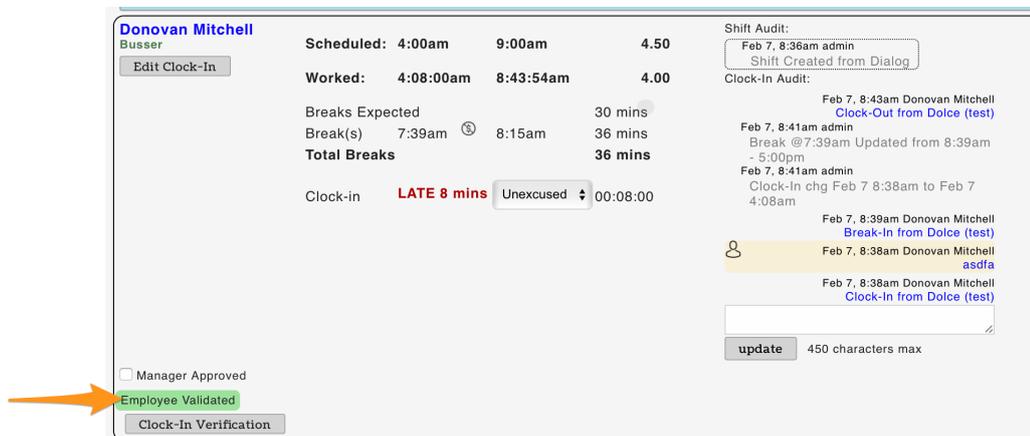


Employee Validation

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



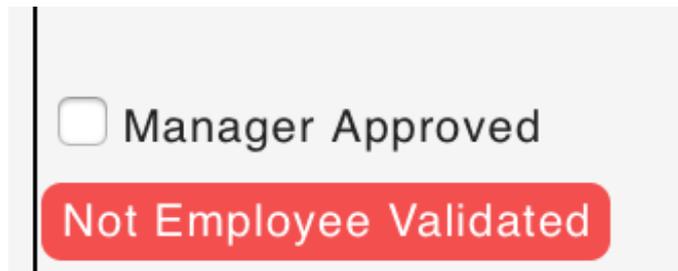
Manager's will see approval status from Daily Summary / Approval reports



Revalidation

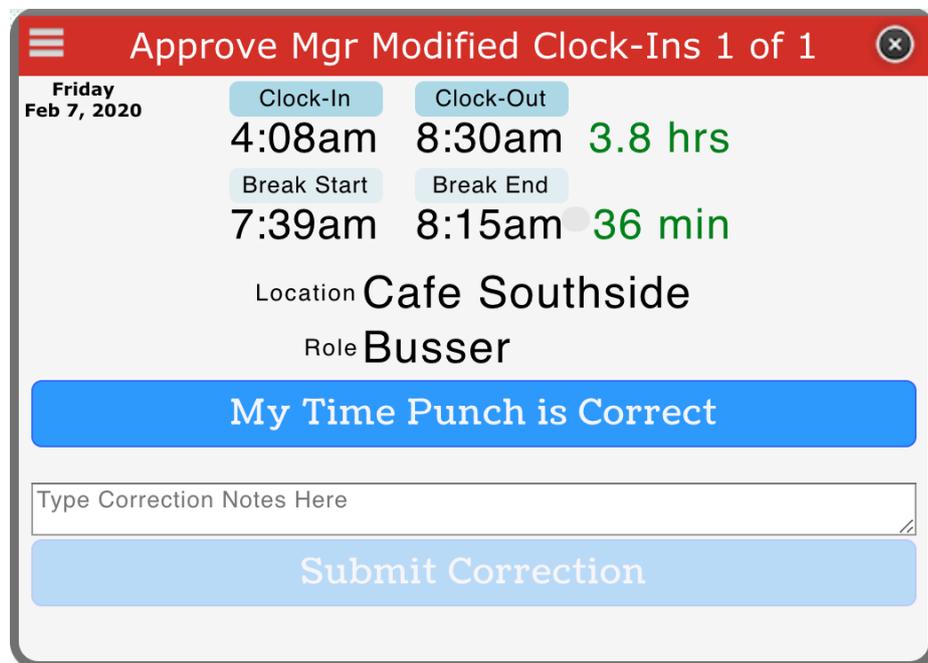
If revalidation is set as required (shown above) - then, in the event a manager changes any component of the time punch, or if the manager adds a time-punch, then the employee status will be set to **NOT** validated.

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

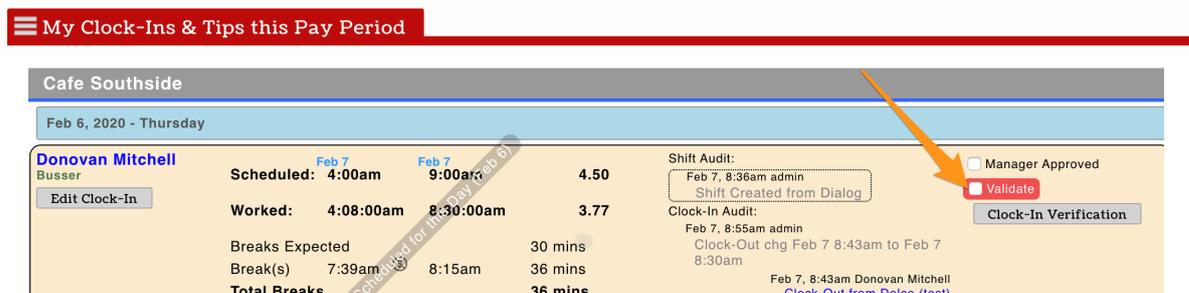


Opportunities for Employees to Re-Validate

1. Upon their next clock-in, employees will be prompted to re-validate any modified / unvalidated punches prior to 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:



Reporting

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

