

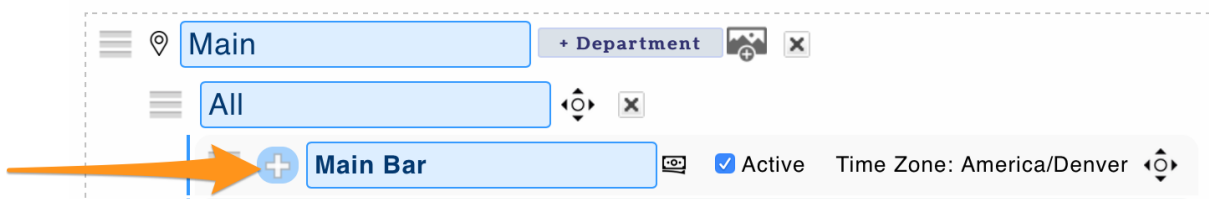
Employee Validation of Manager Time Punch Edits

Last Modified on 10/12/2022 4:49 pm MDT

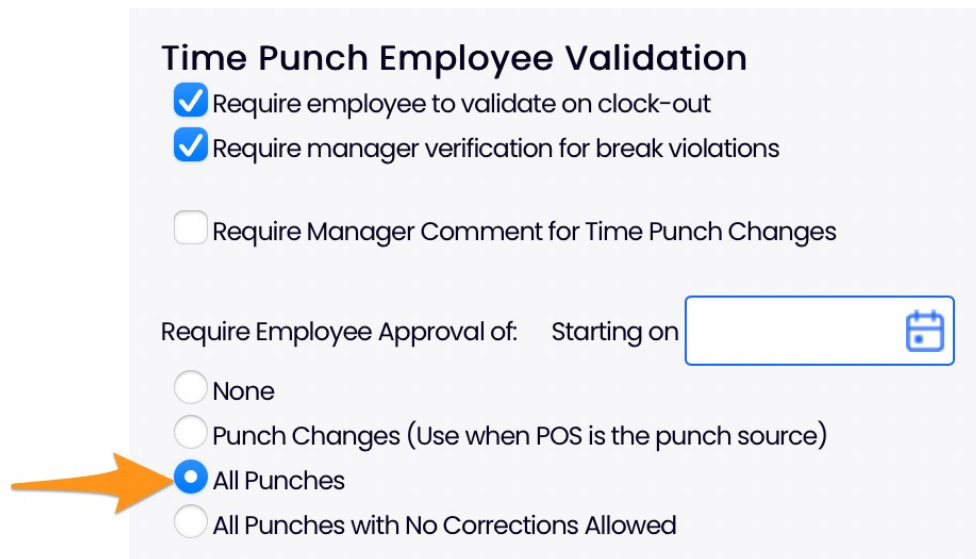
Turning On Validation of Punch Edits

This article pertains to a setting where time punches originate from the POS, and only EDITS require employee validation.

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



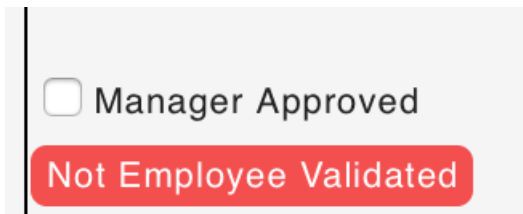
To require employees to re-validate their time punch in the event that a manager edits the punch, select "Require Employee Approval of All Punches"



Employee Validation

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

Employees can validate from their dashboard:

☰ My Clock-Ins & Tips this Pay Period

Cafe Southside

Feb 6, 2020 - Thursday

Donovan Mitchell
Busser

[Edit Clock-In](#)

Scheduled:	Feb 7 4:00am	Feb 7 9:00am	4.50
Worked:	4:08:00am	8:30:00am	3.77
Breaks Expected			30 mins
Break(s)	7:39am	8:15am	36 mins
Total Breaks			36 mins

Shift Audit:
Feb 7, 8:36am admin
Shift Created from Dialog

Clock-In Audit:
Feb 7, 8:55am admin
Clock-Out chg Feb 7 8:43am to Feb 7 8:30am
Feb 7, 8:43am Donovan Mitchell
Clock-Out from Dolce (test)

Manager Approved

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

Donovan Mitchell
Busser

[Edit Clock-In](#)

Scheduled:	4:00am	9:00am	4.50
Worked:	4:08:00am	8:43:54am	4.00
Breaks Expected			30 mins
Break(s)	7:39am	8:15am	36 mins
Total Breaks			36 mins

Clock-in **LATE 8 mins** Unexcused 00:08:00

Shift Audit:
Feb 7, 8:36am admin
Shift Created from Dialog

Clock-In Audit:
Feb 7, 8:43am Donovan Mitchell
Clock-Out from Dolce (test)
Feb 7, 8:41am admin
Break @ 7:39am Updated from 8:39am - 5:00pm
Feb 7, 8:41am admin
Clock-In chg Feb 7 8:38am to Feb 7 4:08am
Feb 7, 8:39am Donovan Mitchell
Break-In from Dolce (test)
Feb 7, 8:38am Donovan Mitchell
asdfa
Feb 7, 8:38am Donovan Mitchell
Clock-In from Dolce (test)

Manager Approved
 Employee Validated

450 characters max

Reporting

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

Daily Summary / Clock-In Approval

Jan 21, 2020

Work day start time is 5:00am

Options: search for employees Everybody

Roles 8 of 8 Roles Selected Approved and unapproved shifts Break

Employee Approved Changes Filter Changes Not Approved