Employee Validation of Manager Time Punch Edits

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.
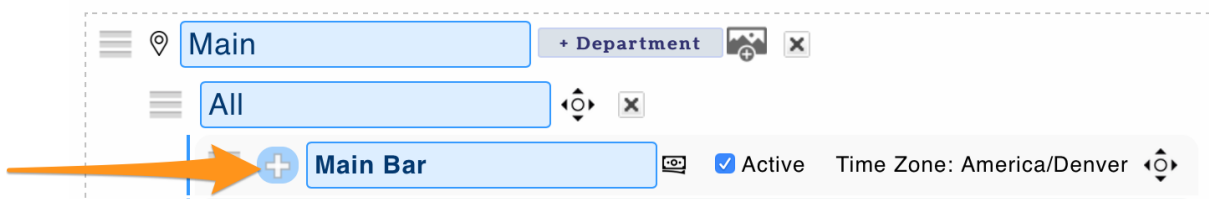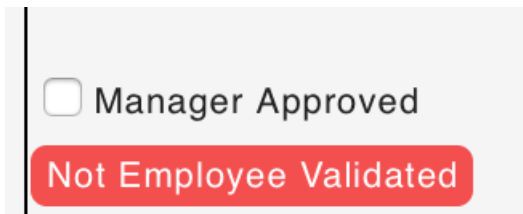

To require employees to re-validate their time punch in the event that a manager edits the punch, select "Require Employee Approval of All Punches"
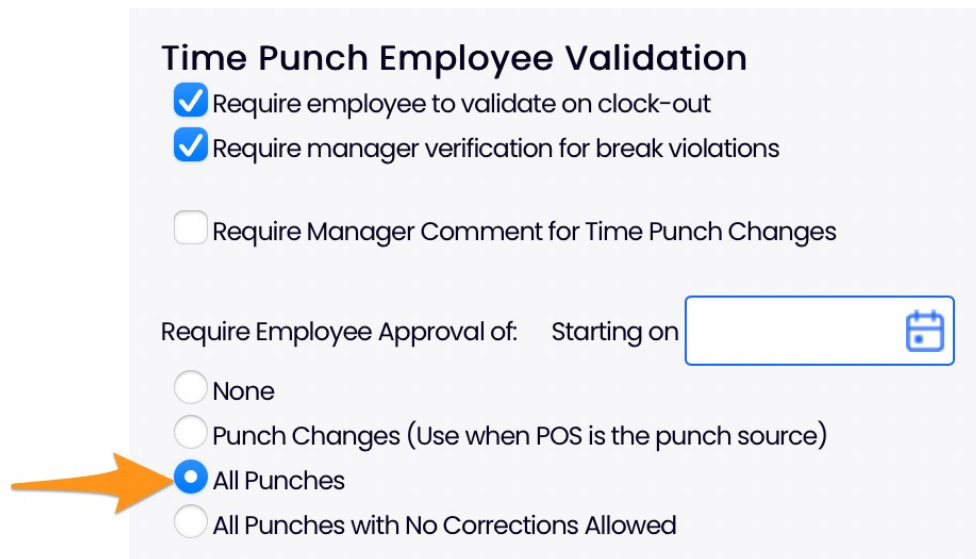
Employee Validation

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.

Opportunities for Employees to Re-Validate

Employees can validate from their dashboard:

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

Reporting

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