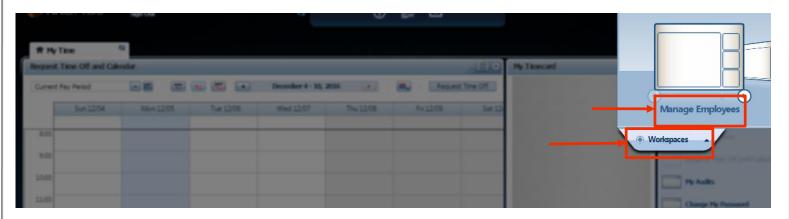
Workforce Timekeeper™

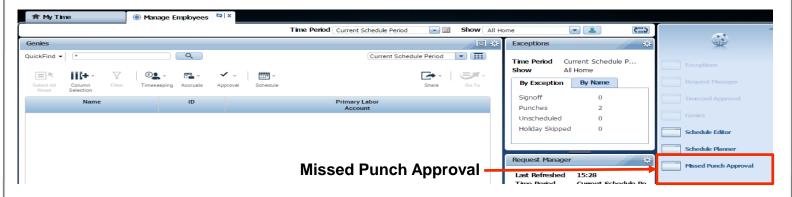
Approving a Missing Punch



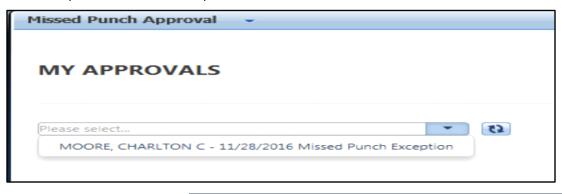
Once the Supervisor is logged in, go to Workspaces at the top and selected "Manage Employees".



2 Select "Missed Punch Approval" from the related items panes on right hand side.



3 Click the drop down and select the request.



4 Click either "Approve" or "Reject". Missed Punch Approval

MY APPROVALS

