Check Authorization - Video

Hourly employees can check if there are enough authorization units and an existing authorization for future service dates. When running an authorization check, the system will alert the employee if the shift:

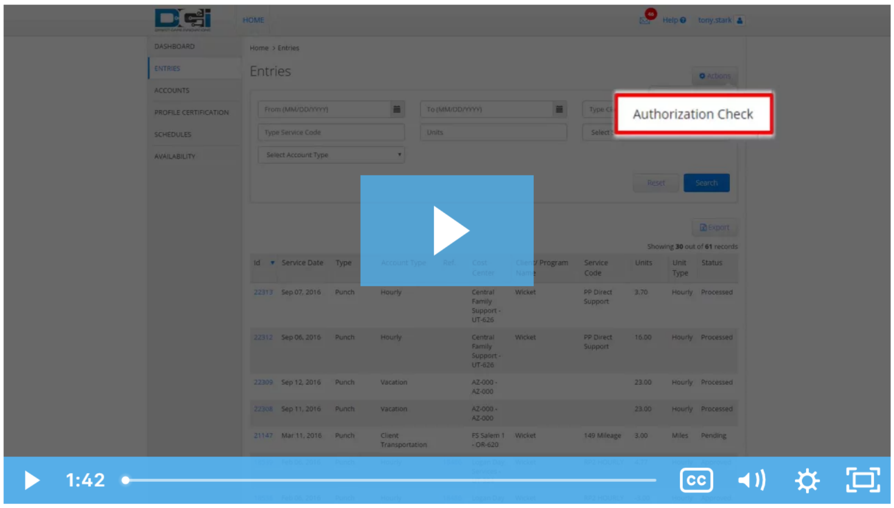
- Results in overtime*
- Overlaps with a published schedule entry*
- Exceeds the authorization balance
- Is outside of the authorization dates

*Only available with the scheduling module in Service Provider mode.

To run an authorization check:

1. Login to your personal profile
2. Click Entries on the sidebar
3. Click Authorization Check
4. Complete the form for the proposed shift
5. Click Verify
6. If the shift passes all the above-listed rules, you will receive a green checkmark. If the shift violates any of the above-listed rules, you will receive a red x.

Click the video below to launch the video player in a new tab.



Related articles

- Authorizations - Create, Approve, Reject, Edit, View or Deactivate
- Authorization - Approve or Reject
- Why is the "No Active Authorization Error" alert showing on my punch entry?
- View and Create Employee Schedules - Video
- Guardian View Client Schedule - Video