

# Mobile App - Employee - Manage Unverified Entries

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**Description:** In this topic, the user will learn how to manage entries in the DCI mobile app as an employee. Generally, the time entry will be approved automatically and there is no need for further action. However, in some cases such as when a supervisor or employer edits the employee's time, an unverified entry is created. In this case, the employee must verify the time in order to get paid for the shift.

**Role Required:** Employee (base user)

**Permission Required:** N/A

## Managing Entries

1. Unverified hours will display in the employee's total hours gauge on the dashboard
2. Click the **hamburger menu** (three horizontal lines) in the upper left-hand corner of the app
3. Select **Entries**
  - a. All entries will be displayed, in the following statuses:
    - i. Approved: Entry that can be paid
    - ii. Pending: Entry that has not been processed to be paid yet
    - iii. Rejected: Entry that is incorrect and is unable to be paid
      1. OR PTC DCI allows the employee to reenter time to correct the entry so that it can be paid
    - iv. Unverified: Occurs when a supervisor or employer edits an entry on behalf of an employee
      1. The employee must verify the unverified entries to be paid
    - v. Unvalidated: Entry that needs to be checked by the system to ensure compliance with business rules
    - vi. Processed: Entry that has been processed for payment
4. Locate entries in **Unverified** status
5. Click the **entry ID** (blue hyperlink) to open the punch details
  - a. Click **Reference Entries** to view details if there is an associated reference entry
  - b. Click **Notes** to add notes to the punch entry then click **Save**
  - c. Click **Attachments** to view attachments
6. From the punch details, click **Action** in the upper right-hand corner of the app. Available actions include:
  - a. **Verify:** To approve the entry
  - b. **Reject:** To reject the entry
    - i. Rejecting an entry typically happens if it was made in error so that it will not be processed
    - ii. Please note: Edits cannot be made in the mobile app; only in the web portal.
  - c. **Add attachment:** The camera will open and a photo can be attached
7. Click **Confirm** to verify the entry

After an entry has been verified, within a few minutes the punch will appear in Pending status. This means the punch has been confirmed by the employee and is available to be verified in the approval process by the client, employer, or supervisor. Once approved, the status will change to Approved and the entry will be processed for payment.

## Related articles

- [Group Service - Supervisor Guide](#)
- [Authorization Remaining Balances as Time in the Mobile App](#)
- [Mobile App - Logging into the Mobile App](#)
- [What devices, operating systems \(OS\), and web browsers does DCI support?](#)
- [Managing Entries - Guide](#)