Verify a Punch - Employee

Description: In this topic, the employee will learn how to verify a punch that has been made or edited by their supervisor or employer. The employee must verify that the entry is correct before it can be approved.

Role Required: Employee (base user)

Permission Required: N/A

- 1. Log in to DCI with personal profile
- 2. Click Home on the main menu
- 3. Click **Entries** on the submenu
- 4. Search by status by selecting Unverified from the select status drop-down filter
- 5. Click the blue Search button
- 6. Select the punch by clicking anywhere in the punch row
- 7. Select the blue Verify button in the punch details widget
- 8. Click Yes in the confirmation alert window to save
- 9. The punch is now available for the supervisor or employer to approve

Related articles

- Group Service Supervisor Guide
- What is the "Needs Review" column on my employees' pending entries?
- Enter a Punch Web Portal
- Managing Entries Guide
- Client FOB Attestation (*EVV)