Mobile App - Supervisor or Employer - Manage Entries

Description: In this topic, the user will learn how to manage entries in the DCI mobile app as a supervisor or employer. If auto-approval is enabled, employee time entry will be approved automatically, and further action is not needed. Only when a punch does not meet the criteria for auto-approval, is supervisor/employer review and manual approval required.

*Please note: The process outlined below is also available via the DCI web portal. The web portal provides more options for supervisors/employers. For example, the web portal allows all entries to be approved at once, whereas in the mobile app entries must be approved one at a time. Please see the article Pending Entries - Supervisor/Employer for more details.

Role Required: Supervisor or Employer in the cost center where the punch was made

Permission Required: N/A

Managing Entries

1. Click the **menu** icon (three horizontal lines) in the upper-left corner of the screen
2. Select **Pending Entries** from the submenu
3. Click a blue **entry ID** hyperlink to open the entry details and take action
4. Click **Action** in the upper-right corner
5. Select **Reject**, **Approve**, or **Add Attachment**.
6. On the pop-up alert window, view the details of the punch and click **Confirm** to initiate the confirmation process.
7. On the pop-up alert window, click **Confirm** again to complete the confirmation process.

If the action taken was to approve the entry, the status will change to Approved and the entry will be processed for payment.

Related articles

- Messaging Module - Navigation - Mobile App
- Message - Send a Message
- What is the "Needs Review" column on my employees' pending entries?
- Authorization Remaining Balances as Time in the Mobile App
- Mobile App - Logging into the Mobile App