What is a pre-authorization hold?

As employees clock in and clock out, their time is deducted from the authorization and placed into a pre-authorization hold. Time is deducted in either units or dollars based on how the authorization is set up.

- The total available balance of an authorization includes any pre-authorization holds
- The current available balance of an authorization is the remaining balance minus the pre-authorization holds
- Authorization remaining balance (amount deducted from the authorization after pre-authorization holds have been processed for billing and payment) should always validate against **available balance** when there are pre-authorization holds

The pre-authorization hold will clear when:

- Unit-based authorizations: The punch is approved (in **approved** status)
- Dollar-based authorizations: The punch is reconciled (in **paid** status)

After clearing, the units and dollars that were previously in a pre-authorization hold status are deducted from the remaining balance and an updated remaining balance displays.

If the field Display Auth Widget is checked (enabled) on the service account, the authorization widget for accounts linked to the user display on the dashboard and pre-authorization hold amounts are visible. See the article Authorizations - Overview for more information.

Related articles

- Authorizations - Overview
- What is a pre-authorization hold?