

How do I proceed when I receive an alert for exceeding the remaining balance for the authorization?

- When entering a punch (shift) or approving attendance, a user may receive an alert message if there are punches (shifts) that exceed the authorization balance.
- The alert will confirm if the user would like to add the punch or generate and approve the attendance
- Within the alert is a checkbox to acknowledge the processing of the shift or approving attendance with the authorization exceeded
- Check the box to proceed and then select yes to confirm. The punch will be saved or the attendance will be generated and approved.
- Immediately notify the supervisor or employer of the alert

Related articles

- [Business Rule List](#)
- [Authorizations - Overview](#)
- [System Set-Up - Admin Guide](#)
- [Where does the bill rate on a billing entry come from?](#)
- [How do I see all entries associated with an authorization?](#)