Manage Employee Punch Entries - Search, View, Approve, Reject, or Export

Description: In this topic, the user will learn how to search, view, approve, reject, or export employee punches in pending status and all entries by object (employee, client, program, group, or cost center).

Role Required: Super User, Supervisor, or Employer in the Cost Center where the punch was made

Permission Required: N/A

For Pending Entries

1. Log in to personal profile
2. Click **Home** on the main menu
3. Click **Pending Entries** on the submenu
4. Use the filters to search for a punch or group of punches and click **Search**
5. In the Entries table below the search box, locate the punch requiring action.

    i. Click **Yes** to confirm
    i. Click **Yes** to confirm
    a. Click the **A** in the entry row to approve the punch
    b. Click the red **R** in the entry row to reject the punch
    c. **Click anywhere in the entry row** to view the Punch Detail page
6. Click the **Export** button to export the entries table to a CSV file
    a. Click the **Load More** button beneath the entries table to load the next 30 entries

All Entries by Object

1. Log in to personal profile
2. Click **Home** on the main menu
3. Click one of the following tabs on the submenu to open the object page:
    a. **Employees** - All entries for a particular employee
    b. **Clients** - All entries for a particular client
    c. **Residential Programs, Day Programs, Group Services,** or **Parenting Programs** - Only these types of punches will appear (excludes punches not made within the program or service such as Training, Admin, Hourly, etc.)
    d. **Cost Center** - All entries for a particular cost center
4. Use the filters to search by specific criteria and click **Search**
5. **Click anywhere in the object row** (employee, client, program or service, or cost center) to open the details page
6. Click the **Entries** tab
7. **Click anywhere in the punch row** to open the Punch Details page
8. Click **Actions**
9. Select **Approve** or **Reject** from the drop-down menu
    a. Please note: Not all punch statuses can be approved or rejected. Please view the Punch Entries Status section of the Status - Quick Reference article.

Related articles

- Create a Vendor Payment Entry - Employer & Client - FI Mode Only
- Reports Guide
- Authorizations Widget
- Authorizations - Overview
- Roles Overview