

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 \(*EVV\)](#)