How to Approve Manual Punches on Student Life Timeclocks

1. The screen to the right will appear during clock in if your supervisor has entered manual punches on your timecard. There are two options to proceed on this screen:
   a. The “Remind” button will show you this message again upon clock out.
   b. The “Ok” button will acknowledge the message for the day.
After your response, you will get the punch accepted screen and your punch will be recorded with no further action needed.
TIP: You can come back to the clock when convenient to approve the manual edits.

2. When you have time to approve your punches, go to the Punch Approval module.
   a. Press the button to scroll to the next page of buttons, then
   b. Press the Punch Approval icon.
   c. Swipe your BuckID when you see the Enter Badge Screen.
TIP: If your BuckID does not work at the clock, check the back. If you do not see a Huntington logo, it may not be compatible with the clock and you will need to get a new ID in order to approve manual punches. You may still use the keypad to clock in and out.
If none of your coworkers’ IDs seem to work either, please call 292-5700 to log a ticket with Tech Services.

3. You will now see messages telling you what was done to your time card and who did it. You can choose one of three options:
   a. Remind: This option will not record a response to the punch and will show you the message again later. Choose this message if you need to check with your supervisor prior to approving the punch.
   b. No: If you do not agree with the manual punch, you can select no.
   c. Yes: If you agree with the edit to your time, please select yes.
TIP: You will have 20 seconds per message. If the message times out, it will proceed to the next message and will appear again if you access the Punch Approval icon again.
TIP: The messages change after a response is selected with no sound. Please be careful not to push the response buttons multiple times/too quickly, or you will respond to multiple messages without realizing it!
FYI: Your supervisor and/or Student Life Payroll will be following up with you regarding any “No” responses and any messages that have no response for a week to ensure you were paid appropriately.

4. Once you have reviewed all of your punches, you will see the screen to the right. This screen only indicates that you have seen the whole list of punches to approve – not that you have approved them all.