How to Approve Manual Punches on Student Life Timeclocks

1. **Beginning October 21st, 2015** you will be alerted to manual edits made to your timecard upon clock in the day after the change is made. The screen below will appear before the punch accepted screen. 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. The message will appear again tomorrow if there are edits you still need to approve.

![Screen Showing Remind and Ok Options]

**TIP:** You can come back to the clock when convenient to approve the manual edits.

2. **When you have time to approve your punches, you can access them using the Punch Approval icon on the time clock.**
   a. Press the button to scroll to the next page of buttons, then
   b. Press the Punch Approval icon.

![Screen with Punch Approval Icon]

3. **Swipe your BuckID when you see the screen below to review your manual punches.** You cannot keypad your ID into this module for security purposes.

![Screen Showing BuckID Insertion]

**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.
4. 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. You can 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.
      i. Please note that the icon for no is a red checkmark. We are working to differentiate this from the yes option with an X, but until then please take care to select No only if you do not agree with the manual punch!
   c. **Yes**: If you agree with the edit to your time, please select yes.

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**Six Types of Manual Punch Edits**

<table>
<thead>
<tr>
<th>Action/Edit Type</th>
<th>Punch</th>
<th>Block of Regular Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Added</strong></td>
<td>“A punch on (date/time) was ADDED on your (job label) timecard by (username). Supervisor Comments: (comment). Do you approve this edit to your timecard?”</td>
<td>“A block of (# hours) beginning (date/time) was ADDED on your (job label) timecard by (username). Supervisor Comments: (comment). Do you approve this edit to your timecard?”</td>
</tr>
<tr>
<td><strong>Deleted</strong></td>
<td>“A punch on (date/time) was DELETED on your (job label) timecard by (username). Supervisor Comments: (comment). Do you approve this edit to your timecard?”</td>
<td>“A block of (# hours) beginning (date/time) was DELETED on your (job label) timecard by (username). Supervisor Comments: (comment). Do you approve this edit to your timecard?”</td>
</tr>
<tr>
<td><strong>Edited</strong></td>
<td>“A punch on (old date/time) was edited to (new date/time) on your (job label) timecard by (username). Supervisor Comments: (comment). Do you approve this edit to your timecard?”</td>
<td>“A block of (old # hours) beginning (old date/time) was edited to (new # hours) beginning (new date/time) on your timecard by (username). Supervisor Comments: (comment). Do you approve this edit to your timecard?”</td>
</tr>
</tbody>
</table>

Here are some important items to note:

- **Blocks of Regular hours**: The purpose of these blocks is to pay you for a set number of hours. They are most frequently entered to account for out of office professional development days or to ensure pay during an emergency University closure.
- **Job Label**: The job label field is a short description of your timecard. If you are a student with multiple jobs, this can help to identify on which timecard the edit was made.
The “Supv Comment” will show the comment made by the user who made the edit. The idea is that your supervisor can note why they have made an edit to your timecard so that you feel comfortable approving it. If you have any concerns about an edit, please feel free to use the “Remind” function and ask your supervisor about an action before responding with a Yes or No.

You will have 20 seconds per message. You are encouraged to take time to understand the edit to your time. If the message times out, it will proceed to the next message and will appear again if you access the Punch Approval icon again.

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!

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.

You will see these messages for any punch entered before the approval deadline for the timecard. However, you will still need to fill out Time Change Request (TCR) forms for any manual edit to a timecard made after the deadline. Please inform your supervisor of any necessary time edits before the approval deadline (Monday morning after paydays) to avoid needing to fill out the form.

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

If you have any questions, concerns, or feedback about this process, please contact your supervisor or Student Life Payroll (sl-payroll@osu.edu). Thank you!