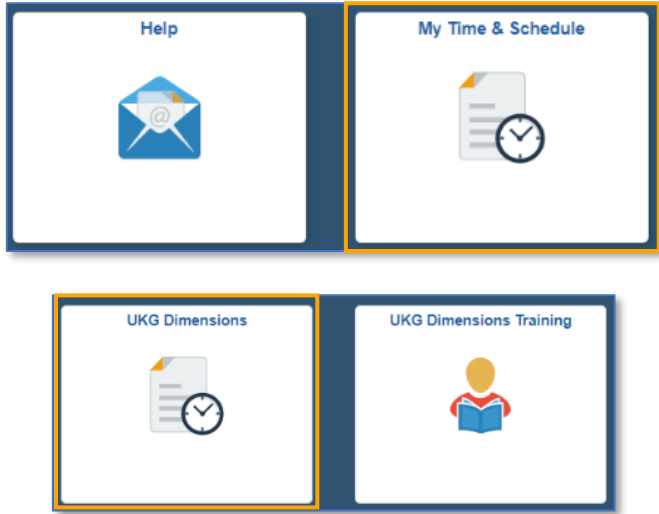



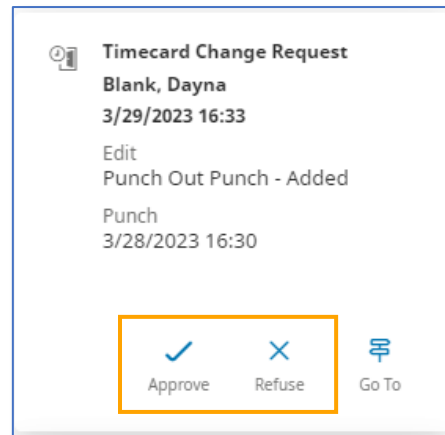
Approving Punch Corrections

Reference Guide

Purpose: This guide will show Managers how to review and approve their team members' current pay period punch corrections.

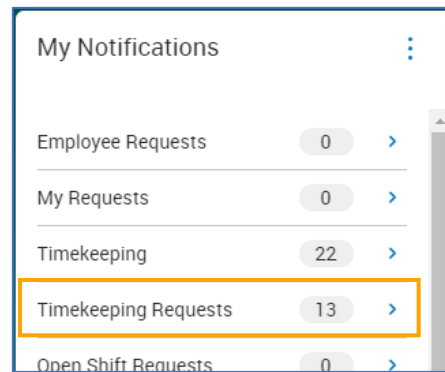
Action	Screenshot
About Punch Corrections	
<ul style="list-style-type: none"> Team members submit <u>current pay period</u> punch corrections directly on their timecards via The Hub or the UKG Dimensions mobile app. Managers must approve their direct reports' requests prior to the end of the pay period. Upon approval, the correction will display on the timecard. No manual entry is required. TCFs are still required for <u>prior pay period</u> corrections. 	
<p>Navigate: My Hub > My Time & Schedule tile > UKG Dimensions tile</p>	
Approving via the Bell icon	
<p>1. Click the Control Center bell icon.</p>	

2. Locate the request, then click the **Approve** or **Refuse** icon as applicable.

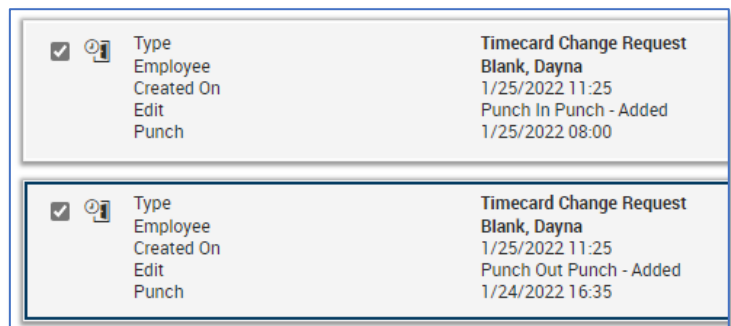


Approving via the My Notifications tile

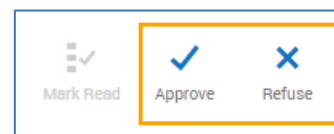
1. From the *My Notifications* tile, click the **Timekeeping Requests** category.

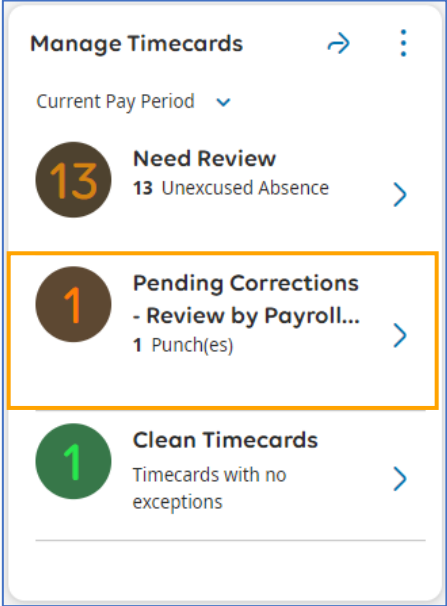


2. Select the requests to approve by marking the check box(es).



3. Click the **Approve** or **Refuse** icon as applicable.



Approving on the Timecard	
<p>1. From the Manage Timecards tile, click the Pending Corrections – Review by Payroll Deadline category.</p>	
<p>2. Click the drop-down to Approve or Refuse as applicable.</p> <p>If you're approving multiple corrections, use the Approve All button to disposition all corrections at once.</p> <div data-bbox="94 1194 662 1440" style="background-color: #e6f2e6; padding: 10px; margin-top: 10px;"> <p>Note: Use the <i>View Pending</i> icon on the upper-right corner of the timecard to hide/unhide the Pending Changes panel.</p> </div>	