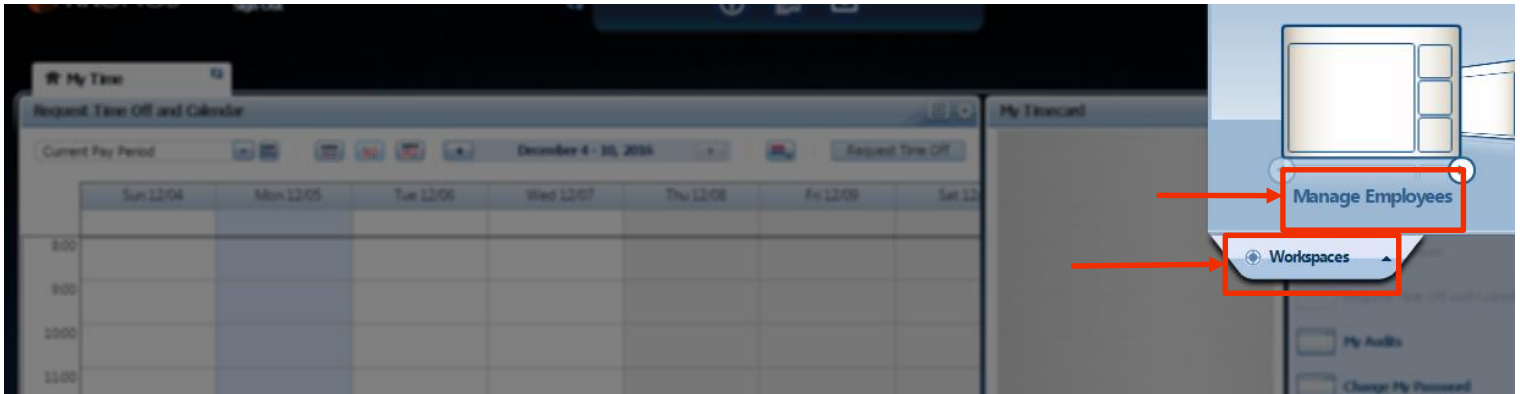
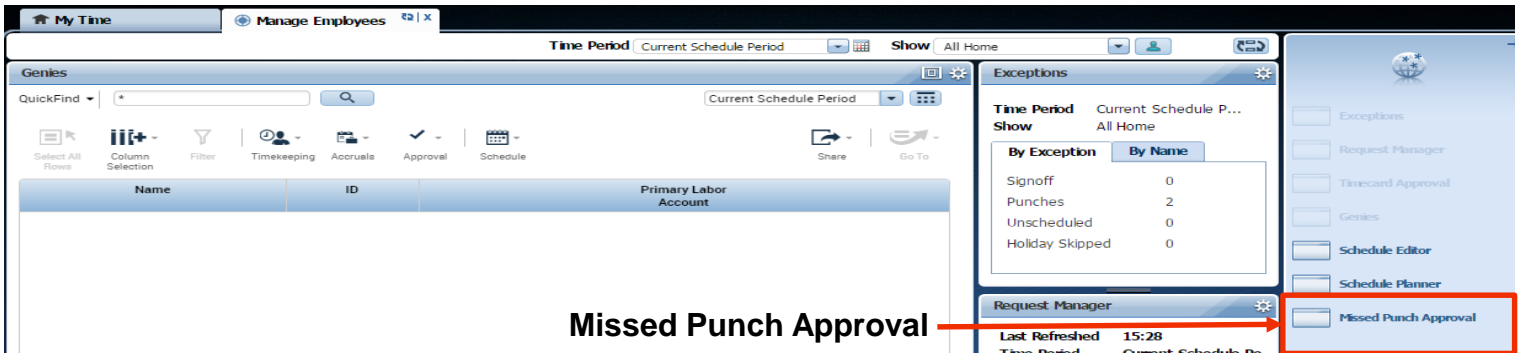


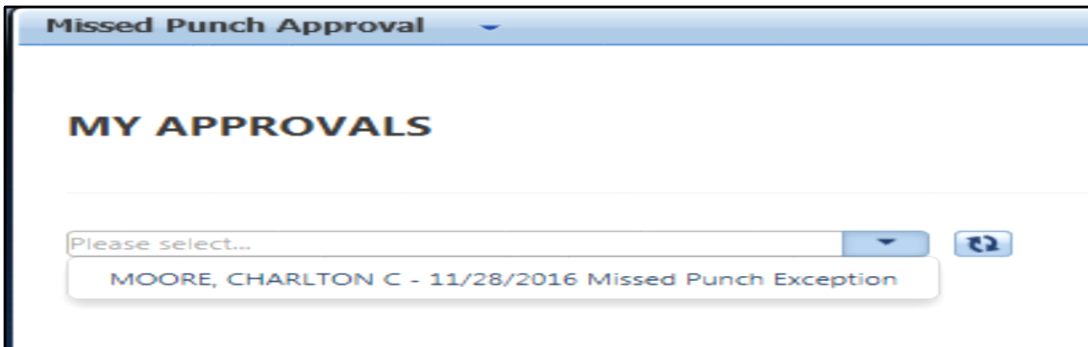
- 1 Once the Supervisor is logged in, go to Workspaces at the top and selected "Manage Employees".



- 2 Select "Missed Punch Approval" from the related items panes on right hand side.



- 3 Click the drop down and select the request.



- 4 Click either "Approve" or "Reject".

