Verifying Employee Entries

Presented By: Acumen Fiscal Agent

Acumen Fiscal Agent

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OUR MISSION

Acumen Fiscal Agent facilitates freedom, choice and opportunity through innovative fiscal agent solutions.

Unverified Entries



Clock In

Provider Four

← 02/21/2021 To 02/27/2021 →

Provider Four

02/21/2021 To 02/27/2021

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⊟ Home

Overtime Gauge

Total Hours

Approved Hours:

Pending Hours:

Unverified Hours:

Total Hours

In some cases, Employers may submit a punch on the Employee's behalf. These are called "unverified" hours. The Employee will need to take the action to verify those hours, so it is vital we are **not** submitting punches on their behalf unless it is **completely necessary.**

You, the Employee, will complete the following to verify the entered hours:

- 1. You will see that you have unverified entries in the Total Hours gauge.
- 2. To verify an entry, start by clicking the \equiv button to open the menu.

Unverified Entries

5. With the Entry Details page open, click on Action 6. Click on Verify 7. Click Confirm to verify entry

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Notes	Notes	Attachmente
Attachments	Attachments Verify 6 Reject Add Attachment Cancel	Attachments
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Unverified Entries –Next Step



Once an entry is verified, within a few minutes, the punch will appear as "Pending" on the Employee's entries screen. This means the punch has been confirmed by the Employee and is ready to be approved/rejected by the Employer.

Once your Employer approves the entry, the status will change to approved and will be processed for payment.

Questions?

Thank you!

Visit the Acumen Help Center to learn more at: acumenfiscalagent.zendesk.com



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