# Verifying Employee Entries

Presented By:  Acumen Fiscal Agent

# OUR MISSION

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

# Unverified Entries

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 ☰ button to open the menu.
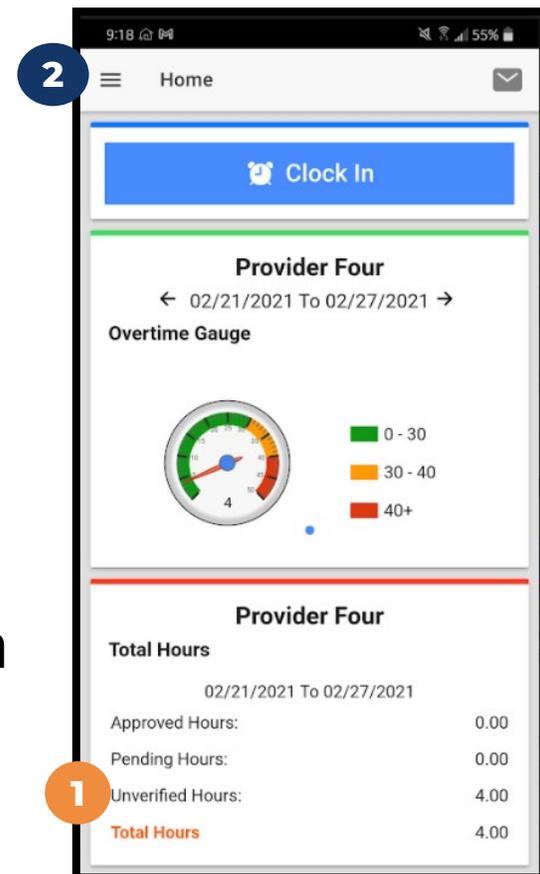
# Unverified Entries



5. With the Entry Details page open, click on **Action**

6. Click on **Verify**

7. Click **Confirm** to verify entry
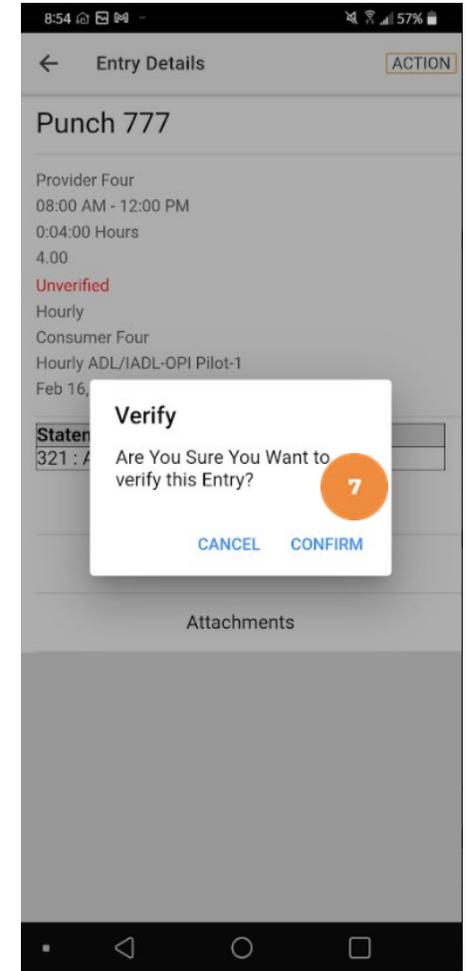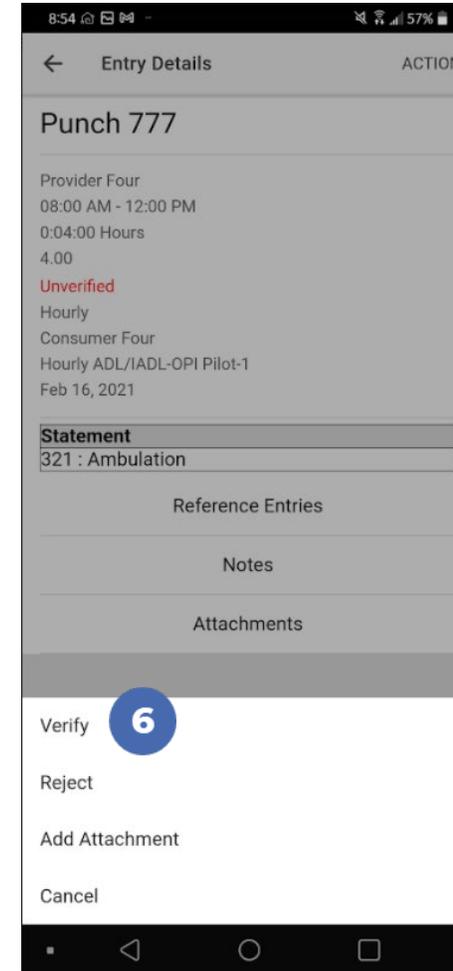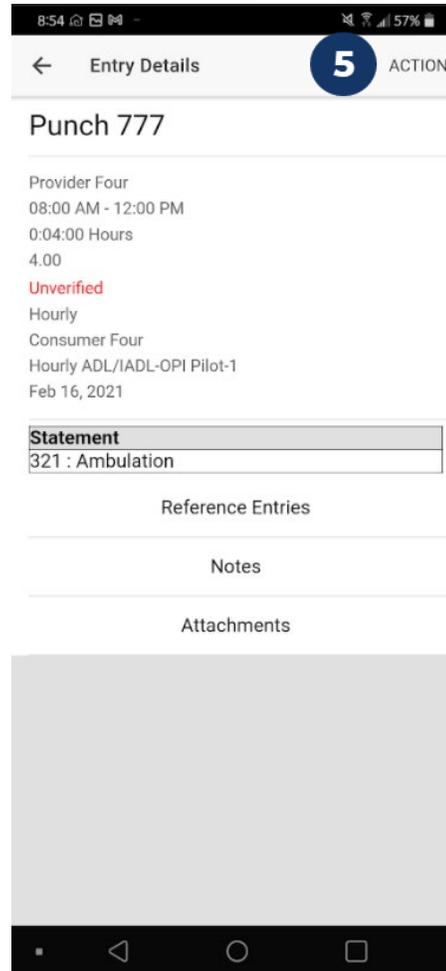
# Unverified Entries –Next Step

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!

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