Employee:
Create and Verify Shifts (Punches) in Mobile App

The employee must verify a shift (punch) that has been made or edited by the employer or Imagine Enterprises. The employee must verify the entry is correct before it can be approved for payment.

1. Log in to DCI with personal profile
2. Click **Home** on the main menu
3. Click **Entries** on the submenu
4. Search by status by selecting **Unverified** from the select status drop-down filter
5. Click the blue **Search** button
6. Select the punch by clicking anywhere in the punch row
7. Select the blue **Verify** button in the punch details widget
8. Click **Yes** in the confirmation alert window to save
9. The punch is now available for the client/employer to approve