Approve Pending Punches in Classic View

This guide will walk you through the steps to approve pending punches for employees in Thread HCM. Learn how to navigate to the pending punches section and process approvals efficiently.

1   Navigate to **https://connect.threadhcm.com/default.aspx#/default.aspx**

2 Click your name in the top left.

3 Click **Manager View** or **Supervisor View**

4 My Dashboard is the Manager/Supervisor Landing Page. Once you're here you can see if there are any missed punches to approve. You can click here and it will take you to the Pending Punches Dashboard, or you can click it in the list on the left of the Dashboard.

5 Once you're in there, you can filter employees up top or view the full list and sort.

6   Click **View** to see the employee's timecard.

7   You can Select All or check each employee you want to review.

8   With the dropdown, you can select Approve or Reject Selected and click **Process**

9   Then you'll see the confirmation that this punch was approved.