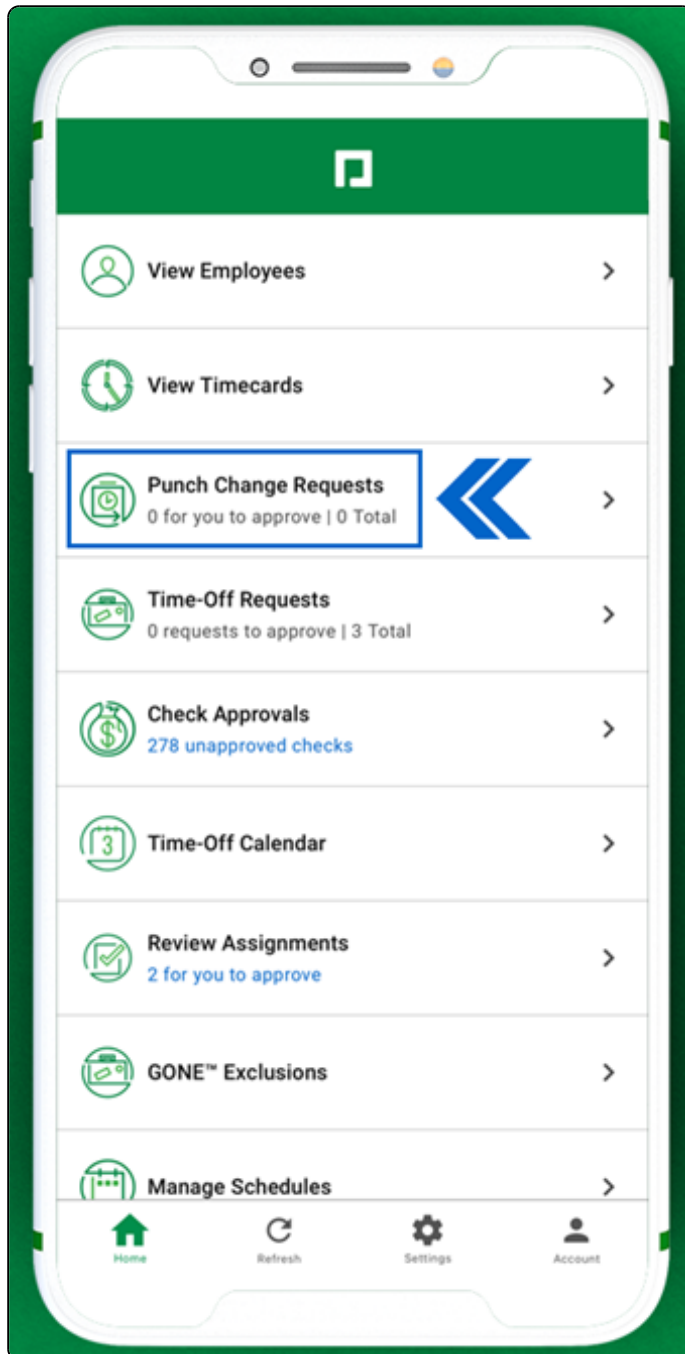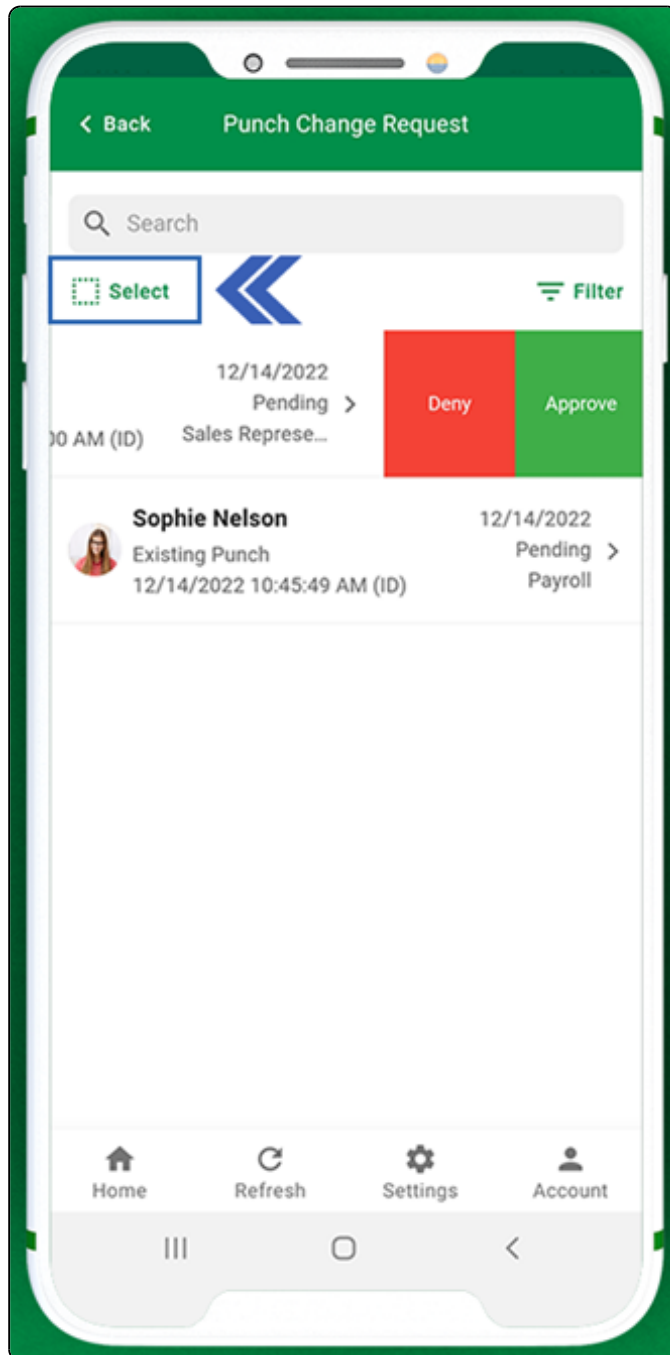# Punch Change Requests

To act on pending punch change requests, managers tap "Punch Change Requests" from the Manager on-the-Gohome screen.

Employees with pending punch change requests display on the Punch Change Request screen. Managers can approve individual punches by swiping left. Or, managers can check the box for "Select" to approve multiple punch change requests at once.

Depending on your permissions, you can save a shortcut from the Paycom app widget to automatically open Punch Change Requests in Manager on-the-Go.