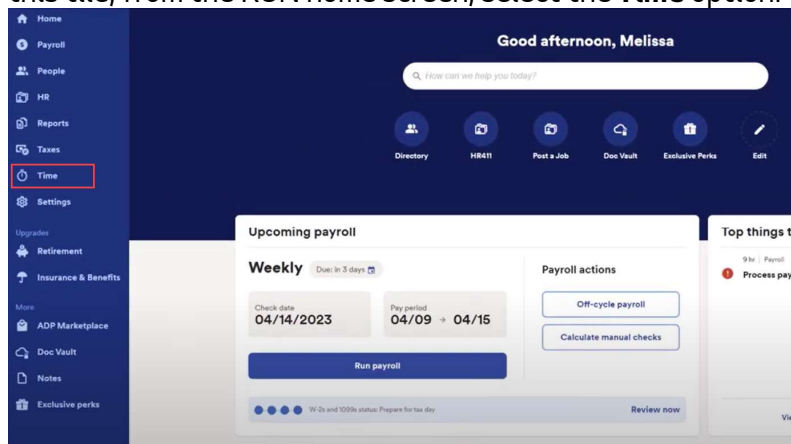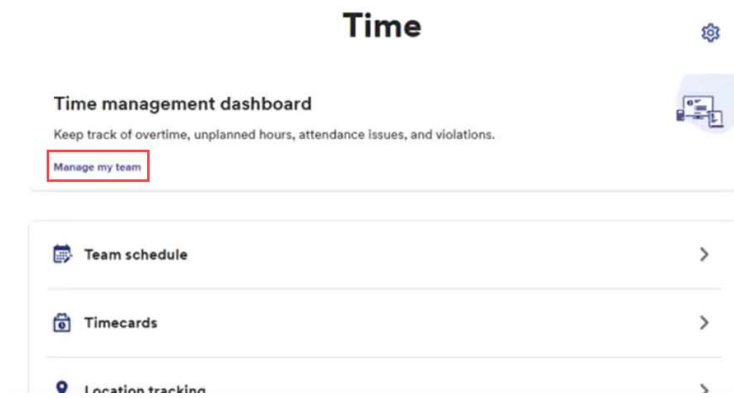1 The **Things to Do** tile is a quick and easy place to resolve missed punches and manage pending Time Off Requests. To navigate to this tile, from the RUN home screen, select the **Time** option.


**2** At the top of the screen, select the option for **Manage my team**.

3 In the upper left hand corner, you will see the **Things to Do** tile. To start fixing missed punches, click the arrow to the right of **Missed Punches**.
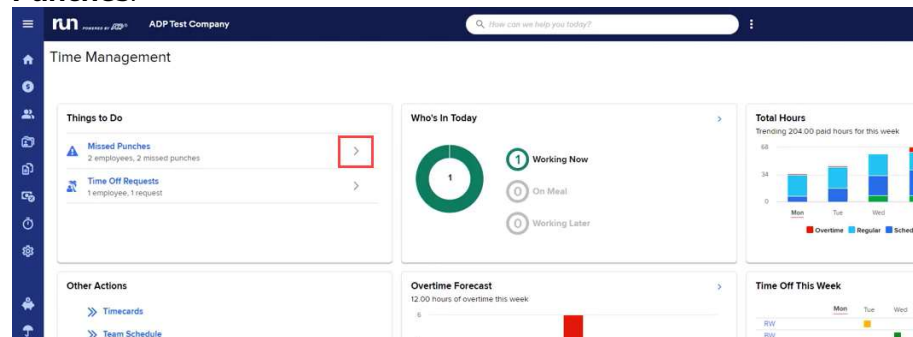
4 To enter a missed punch, click in the box that says **Enter Time** and type in the correct punch time. Next, on the right, choose if this violation is **excused** or **unexcused**. Finally, click the **Save** button.
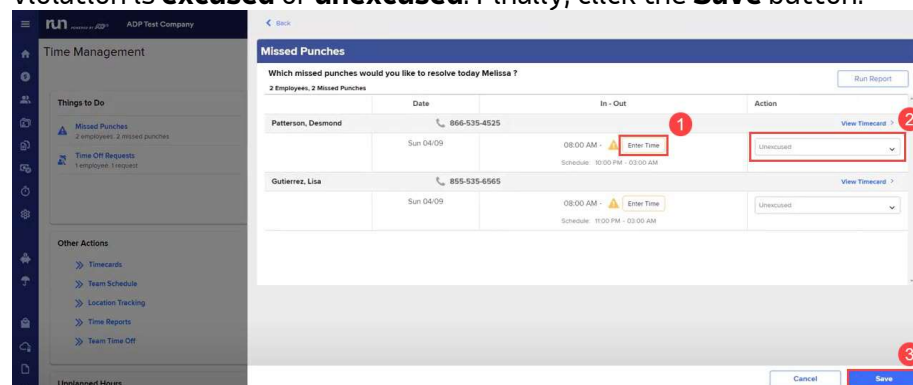
5 To manage pending time off requests, head back to the **Things to Do** tile and click on the arrow to the right of **Time Off Requests**.
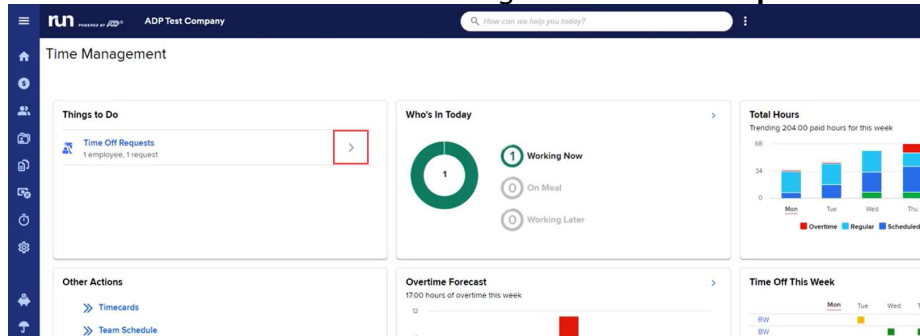
6 In the **Time Off Requests** slide out, first select the time off request you would like to manage. Then, at the bottom, simply select either **Decline** or **Approve**.