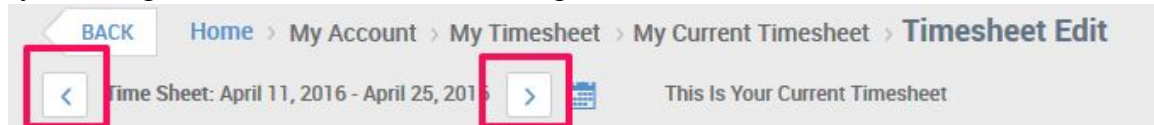


Timesheet Change Requests

1. Select the pay period (date range) with which you are needing to make an adjustment by selecting the arrows next to the date range.



2. Click **CHANGE REQUESTS** in the top right corner

3. Select the change type you're needing to make:


- **Cancel Time Off:** To remove current time off hours from timesheet
- **Modify Punch In:** To edit the 'From' or punch IN that is missing or incorrect
- **Modify Punch Out:** To edit the 'To' or punch OUT that is missing or incorrect
- **Modify Time Off:** To edit the number of hours attached to your current Time Off on your timesheet

Request Timesheet Change

A screenshot of the 'Request Timesheet Change' dropdown menu. The menu is open, showing four options: 'Cancel Time Off', 'Modify Punch In', 'Modify Punch Out', and 'Modify Time Off'. The 'Cancel Time Off' option is selected, indicated by a checkmark in a small box to its left.

FROM	TO	RAW TOTAL	CALC. TOTAL
	11:00a		0.00
11:30a	4:00p	4.50	4.50
Day Total:		4.50	4.50
Timesheet Total:		35.25	44.58


TIME OFF	IN DATE	FROM	TO	RAW TOTAL	CALC. TOTAL
	Thu 1	11:23a			0.00
Day Total:				0.00	0.00
Timesheet Total:				55.69	55.61

4. From the list, select the entry you're adjusting by clicking the  icon on the left

Request Timesheet Change ×

Change Type Modify Punch Out ▾

SELECT TIME ENTRY

	DATE	FROM	TO	HOURS
	04/21/2016	08:00a		

5. Add the adjustment time

EDIT TIME ENTRY

Date 04/21/2016

Time From 8:00a To Total Time

6. Select

SUBMIT CHANGES

7. Add a comment as to why you are making the adjustment, so the manager can confidently approve the change and select

REQUEST

Request Change Comment

Please enter reason for requesting a timesheet change

Reason:

REQUEST

CANCEL