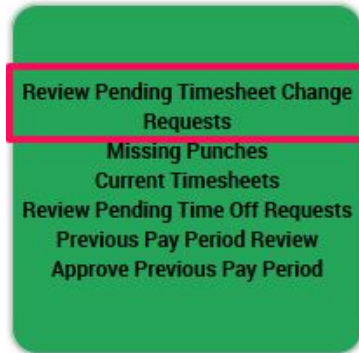


Review Pending Timesheet Change Requests


1. From your Dashboard, select *Manage Time* > *Review Pending Timesheet Change Requests*



2. Review the *Change Request* report

	FIRST NAME	LAST NAME	TIME ENTRY DATE	REQUEST TYPE	ACTION TYPE	REQUEST COMMENT	FIELD	OLD VALUE	NEW VALUE	TIMESHEET START	TIMESHEET END	REQUESTED ON DATE
	starts with	starts with	=	=	=	=	=	=	=	=	=	=
<input type="checkbox"/>	Jennifer	Jones	04/21/2016	Modify Punch Out	Change Field	Forgot to clock out for lunch.	End Time		12:00p	04/18/2016	05/01/2016	04/25/2016 12:32p

- **Time Entry Date:** The date the employee is requesting to change
- **Request Type:** The type of Change Request the employee submitted (ie: *Modify Punch Out, Modify Punch In, etc*)
- **Request Comment:** Comments submitted by the employee about the *Change Request*
- **Old Value:** The time recorded by the system (ie: will be blank if missing punch)
- **New Value:** The time the employee is requesting to change the 'Old Value' to

3. Select the  icon on the far left to jump to that specific day of the employees timesheet, for review

4. After reviewing the request, click the check box to the left of the employee's name



5. Select **APPROVE CHECKED REQUESTS** OR **REJECT CHECKED REQUESTS** at the top right
- Once approved, the employee's timesheet will automatically be updated to the new time requested
 - If Rejected, no changes are made. Include a comment to the employee explaining the rejection and to submit a new *Change Request*