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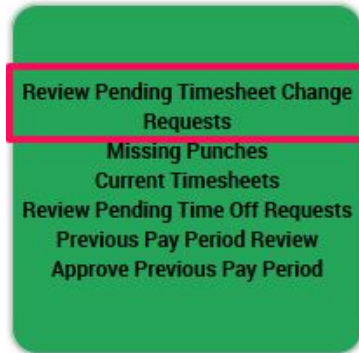
1. From your Dashboard, select *Manage Time> Review Pending Timesheet Change Requests*

2. Review the *Change Request* report

- ***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 explaning the rejection and to submit a new *Change Request*