

## Submit Timesheet Change Requests

The application allows you to submit timesheet change requests for situations where a punch may be missing or was incorrectly recorded, a cost center needs modified, or other information associated with a time entry must be changed.

### Request to change an in or out punch

Navigation: **My Info > My Time > Timesheet > Timesheet.**

1. Select the ellipsis **...** at the bottom of the screen to expand the **Actions** menu.
2. Select **Change Request**.
3. Select the **Change Type** drop-down list and select **Modify Punch In** or **Modify Punch Out**.
4. Select the desired date and then press the arrow **>** next to the punch time requiring editing.
5. Type in the new punch time.
6. Type a **Comment** (optional).
7. Select **Submit Changes**.

The following screenshots illustrate the steps to submit a timesheet change request:

- Screenshot 1:** The 'Timesheet Edit' screen. The 'Actions' menu is expanded at the bottom, showing options: Submit, Change Request, Schedule, Edit Schedule, and Print. The 'Change Request' option is highlighted.
- Screenshot 2:** The 'Change Request' screen. The 'Change Type' dropdown is set to 'Modify Punch In'.
- Screenshot 3:** The 'Change Request' screen. The date 'WED Jul 29' is selected, and the punch time '11:05 pm - 03:48 am' is highlighted with a blue bar.
- Screenshot 4:** The 'Change Request' screen. The 'From' time is set to '10:35 PM'.
- Screenshot 5:** The 'Change Request' screen. The 'To' time is set to '03:48 AM'.
- Screenshot 6:** The 'Change Request' screen. A comment is entered in the 'Comment' field: 'Called in half our earlier than scheduled, forgot to clock in on arrival.'
- Screenshot 7:** The 'Change Request' screen. The 'SUBMIT CHANGES' button is highlighted.

## Request a modified cost center

Navigation: **My Info > My Time > Timesheet > Timesheet.**

1. Select the ellipsis **...** at the bottom of the screen to expand the **Actions** menu.
2. Select **Change Request**.
3. Select the **Change Type** drop-down list and select **Modify Cost Center**.
4. Select the desired date and then press the arrow **>** next to the punch time requiring a cost center modification.
5. Select the **Cost Center** drop-down list and choose a listed cost center or select **Browse...** to select from additional cost center values.
6. Type a **Comment** (optional).
7. Select **Submit Changes**.

The screenshots illustrate the process of requesting a modified cost center in the UKG mobile app. The first screenshot shows the 'Change Request' screen with the 'Change Type' dropdown set to 'Modify Cost Center'. The second screenshot shows the selection of the date 'Wed, Jul 29' and the time '11:05 pm - 03:48 am (4.72 hrs)'. The third screenshot shows the selection of the cost center 'Kirkville/Checkout/Cashier' and the entry of the comment 'Assisted truck team for first half of shift.'.

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