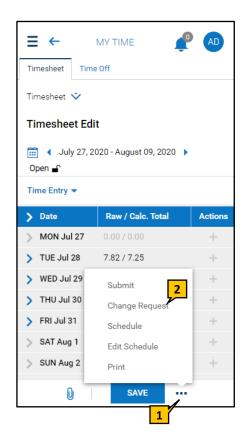
Submit Timesheet Change Requests

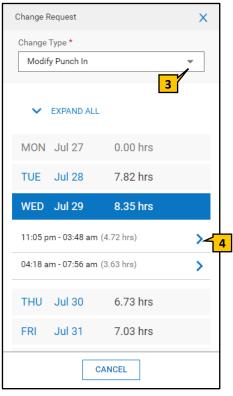
The application allows you to submit timesheet change requests for situations where a punch may be missing or was incorrectly recorded, a cost center needs modified, or other information associated with a time entry must be changed.

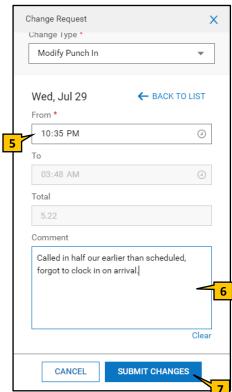
Request to change an in or out punch

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.





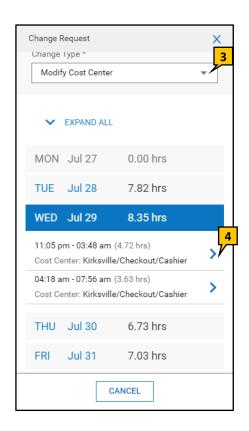


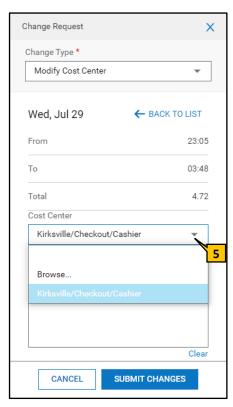
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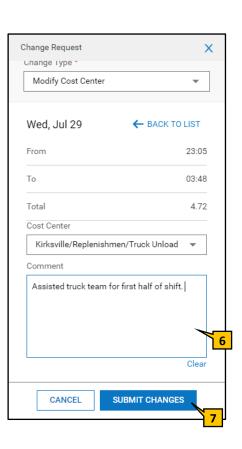
Request a modified cost center

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**.







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