

Timesheet Change Requests

Change Requests allow you to make corrections to your timecard and have them electronically routed for approval. Change requests could consist of punch additions, corrections or deletions as well as job transfer corrections. Changes will not show on your timecard until they are approved.

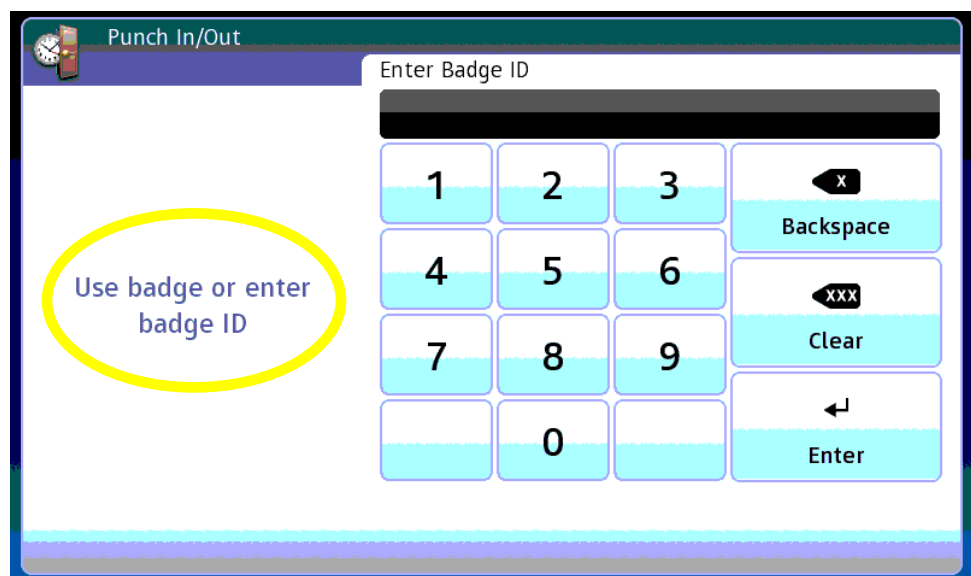
Submitting a Timesheet Change Request

- 1 Click on the **Timesheet Change** icon on the timeclock's home screen.
- 2 Once the keypad appears you will swipe your key fob along the bottom right front of the machine.
- 3 Select the **Type** of change that needs to be made (i.e. Add Time Entry, etc.)
- 4 Enter the **Requested Fields** pertaining to the type of change request
- 5 Click **Submit Changes**.

Step 1



Step 2



Step 3

Timesheet Change Request - KIMBERLY SMITH

Change Type

Add Punch In

Add Punch Out

Add Time Entry

Modify Cost Center

Modifv Punch In

Step 4

Timesheet Change Request - KIMBERLY SMITH

Date: Aug 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Date

Time From

Time To

Total Time

Step 4 Continued

Timesheet Change Request - KIMBERLY SMITH

Comment

Date: 08/23/2020

Time From: 7:45AM

Time To: 3:45PM

Total Time: 8:00

Edit

Accept

Step 5

Done

Date	08/23/2020
Time From	7:45AM
Time To	3:45PM
Total Time	8:00
School/Department	Leave Blank
Transfer	Leave Blank
Comment	

Back Submit