

Submit Timesheet Change Requests

Timesheet Change Requests

Employees can request a change to their timesheet by submitting a Timesheet Change Request.

Timesheet Change Requests are commonly made for situations where you need to modify a punch, change a cost center, or cancel an approved Time Off Request. The types of Change Requests available to employees varies based on company policy and configuration.

Request to Modify In or Out Punch

You can request to modify a punch in or out from your timesheet using the Change Request button.

Navigation: Menu > My Info > My Time > Timesheet > Current Timesheet

1. From the **Timesheet Edit** page, select **Change Request**. The **Change Request** window appears.
2. At the **Change Type** drop down list, select **Modify Punch In** or **Modify Punch Out**.
3. Select the applicable date. The employee punches for the selected date expand.
4. Select the arrow icon for the applicable punch.
5. At the **From** or **To** fields, enter the applicable new punch time.
6. (Optional) Enter a comment.
7. Select **Submit Changes**.

Request To Modify a Cost Center

You can request to modify a cost center from your timesheet using the Change Request button.

Navigation: Menu > My Info > My Time > Timesheet > Current Timesheet

1. From the **Timesheet Edit** page, select **Change Request**. The **Change Request** window appears.
2. At the **Change Type** drop down list, select **Modify Cost Center**.
3. Select the applicable date. The employee punches for the selected date expand.
4. Select the arrow icon for the applicable punch.
5. At the **Cost Center** field, select a listed cost center or select **Browse** from the drop down list to select from additional cost center values.
6. (Optional) Enter a comment.
7. Select **Submit Changes**.