


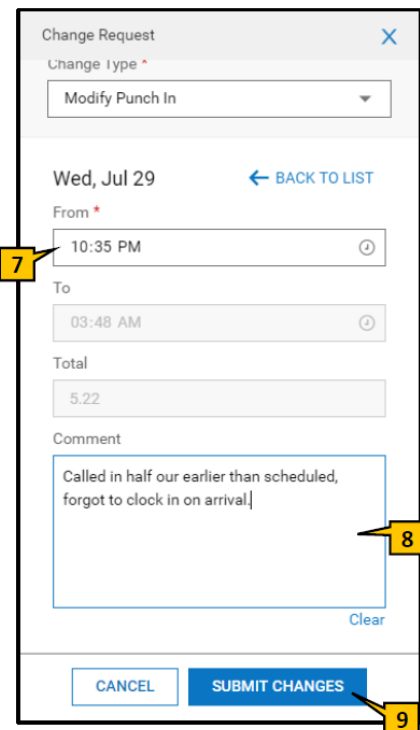
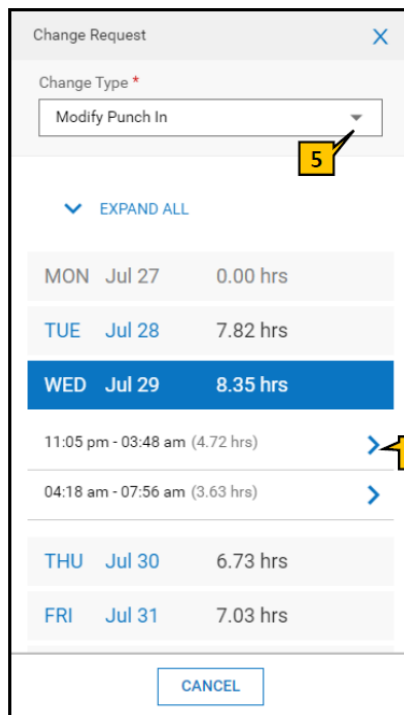
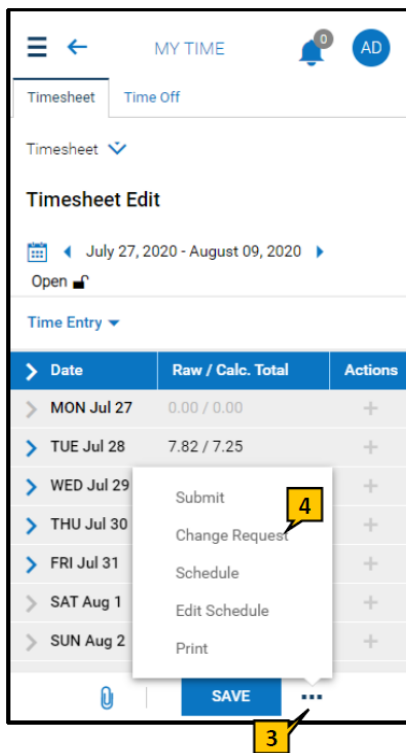


Using Mobile to Submit Timesheet Change Requests




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.

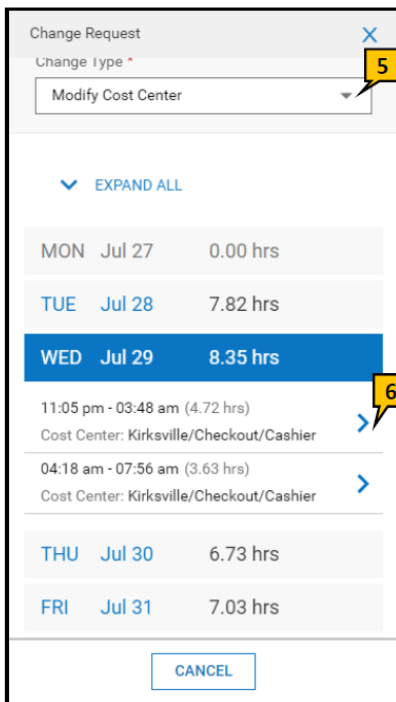
Requesting a modified in or out punch

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



Requesting a modified cost center

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



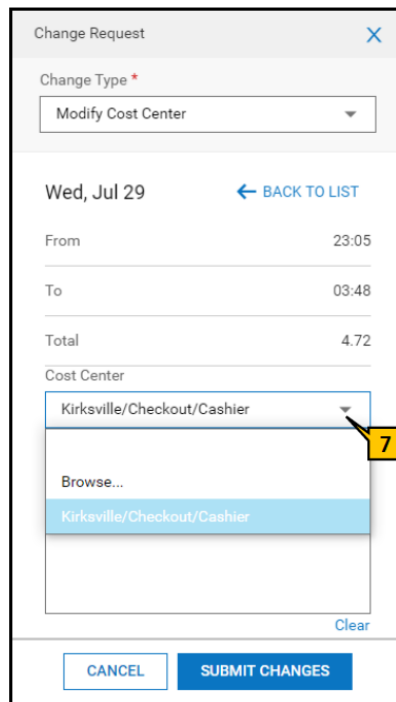
Change Request

Change Type *
Modify Cost Center

EXPAND ALL

MON	Jul 27	0.00 hrs
TUE	Jul 28	7.82 hrs
WED	Jul 29	8.35 hrs
	11:05 pm - 03:48 am (4.72 hrs)	>
	Cost Center: Kirksville/Checkout/Cashier	>
	04:18 am - 07:56 am (3.63 hrs)	>
	Cost Center: Kirksville/Checkout/Cashier	>
THU	Jul 30	6.73 hrs
FRI	Jul 31	7.03 hrs

CANCEL



Change Request

Change Type *
Modify Cost Center

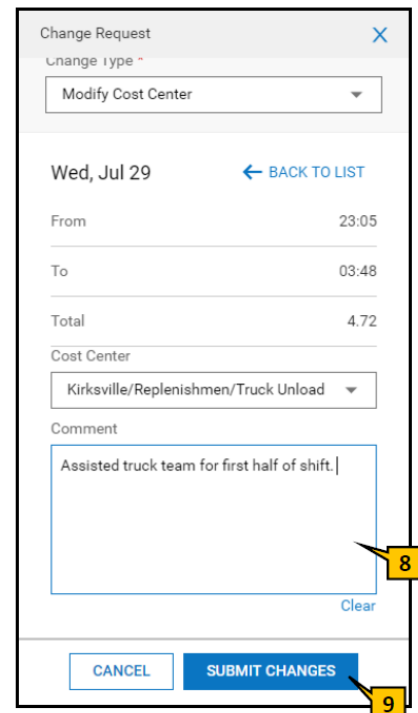
Wed, Jul 29 ← BACK TO LIST

From 23:05
To 03:48
Total 4.72

Cost Center
Kirksville/Checkout/Cashier
Browse...
Kirksville/Checkout/Cashier

Clear

CANCEL SUBMIT CHANGES



Change Request

Change Type *
Modify Cost Center

Wed, Jul 29 ← BACK TO LIST

From 23:05
To 03:48
Total 4.72

Cost Center
Kirksville/Replenishmen/Truck Unload

Comment
Assisted truck team for first half of shift.

Clear

CANCEL SUBMIT CHANGES