

Cost Center

- 1 Select the **Show menu** icon.
- 2 Navigate to **My Time > Timesheet**.
- 3 **6:00 AM** **APR 29**
- 4 Press **Change Request**.
- 5 Press the **Change Type** drop-down list and choose **Modify Cost Center**.
- 6 **6:00 AM** **APR 29**
- 7 **Cost Center** **Xrod!Xown `]st UnX c\oose U`]steX cost center or se`ect Browse... to select from additional cost center values.**
- 8 Type a **Comment** (optional).
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