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Job Aid	,

Using Mobile to Submit Timesheet Change Requests

The mobile application allows you to submit timesheet change requests for situations where a punch may be missing or it was incorrectly recorded, modifying the cost center tied to a time entry, and other additional request types.

Requesting a modified in or out punch

- 1 Select the **Show Menu** icon.
- 2 Navigate to My Time > Timesheet > Timesheet.
- 3 Press Change Request.
- 4 Press the Change Type drop-down list and choose Modify Punch In or Modify Punch Out.
- **5** Press the **arrow** next to the punch times for the day.
- 6 Type in the new punch time.
- 7 Type a **Comment** (optional).
- 8 Press Submit Changes.

8 AM 85% 🔳)	т	HU Mar 29	7.05 hrs	
aashr.com C				
0	09	9:01 am - 12:03 pm (3.03)	hrs)	>
	0.	1:02 pm - 05:03 pm (4.02	hrs)	>
0 D SAVE SUBMIT CHANGE REQUEST	3	Pl Mar 20	6 00 bro	
	С	hange Type *		
		Modify Punch Out	-	
[]	TI	hu, Mar 29		- BACK TO LIST
Change Request	Fre	om		
Change Type *		01:02		pm 🕑
· · · · · · · · · · · · · · · · · · ·	То	*		
Add Punch In	6	05:00		pm ④
Add Punch Out Add Time Entry	To	otal		
Modify Cost Center Modify Punch In		3.58		
Modify Punch Out	Cc	omment		
	7 1	The correct end punch v	vas 5:00pm.	
				Clear
		CANCE	EL SUBMIT CH.	ANGES 8
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Requesting a modified cost center

- 1 Select the **Show menu** icon.
- 2 Navigate to My Time > Timesheet.
- 3 Press Change Request.
- 4 Press the Change Type drop-down list and choose Modify Cost Center.
- **5** Press the **2** arrow next to the punch times for the day.
- 6 Press the **Cost Center** drop-down list and choose a **listed cost center o**r choose **Browse...** to find additional cost center values.
- 7 Type a Comment (optional).
- 8 Press Submit Changes.



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09:01 am - 12:03 pm (3.03 hr	s)	>
01:02 pm - 05:03 pm (4.02 hr	s)	>
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Change Type *	
Modify Cost Center 🔹	
Thu, Mar 29	- BACK TO LIS
From	09:0
То	12:0
Total	3.0
Cost Center 1	
Restaurant (/Waiter	*
Comment	
The wrong cost center was tied to the entry.	
	Cle