



Making Cost Center Change Requests to Timesheets

This job aid steps you through the process of submitting a cost center change request to a timesheet.

Submitting a Cost Center Change Request

- 1 In the Menu, select the **My Info** tab, and navigate to one of the following:
 - **My Time > Timesheet > Timesheets.**
 - **My Time > Timesheet > Historical Timesheets** and locate the timesheet containing the cost center you want to change for a time entry.
- 2 Click **Change Requests.**
- 3 Click the **Change Type** drop-down menu, and choose **Modify Cost Center.**
- 4 Click the **Modify Time Entry** icon for the listed time entry.
- 5 In the Edit Time Entry area, click **List Values (Cost Center)**. 
- 6 Select the appropriate **Cost Center.**
- 7 Click **Submit Changes.**
- 8 Type a reason in the **Reason** field.
- 9 Click **Request.**

← Timesheet Edit

Save Undo Submit For Approval Docs **Change Requests** Utilities Info

Time Sheet: September 24, 2018 - October 07, 2018 This Is Your Current Timesheet

CLOCK IN CHANGE COST CENTER CLOCK OUT

Timesheet Exceptions Calc. Detail Calc. Summary Counters Summary By Day

Date	Cost Center	In Date	From	To	Raw Total	Calc. Total	Schedule	Exceptions
MON 24	Customer Service Representa1	Mon 24	8:09a	1:17p	5:08	5:00	8am-5pm	
	Customer Service Representa1	Mon 24	2:19p	5:05p	2:46	2:45		
Day Total:					7:54	7:45		
TUE 25	Customer Service Representa1	Tue 25	8:01a	11:37a	3:36	3:30	8am-5pm	
	Customer Service Representa1	Tue 25	12:26p	5:01p	4:33	4:28		

Request Timesheet Change

Change Type

- ✓
- Add Extra Pay & Counter Adjustment
- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- 3** Modify Cost Center
- Modify Extra Pay & Counter Adjustment
- Modify Punch In
- Modify Punch Out
- Modify Shift Premium
- Modify Time Off

Change Type

SELECT TIME ENTRY

	DATE	TIME OFF	COST CENTERS	ACTIVITIES	FROM	TO	HOURS
	09/17/2018		Customer Service Representative		08:04a	12:21p	4:17
	09/17/2018		Customer Service Representative		12:41p	05:04p	4:23

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Request Timesheet Change

Change Type

[Select Different Time Entry](#)

EDIT TIME ENTRY

Date

Time From To Total Time

Cost Centers **5**

Activities

7

Lookup

- Cost Centers **6**
 - Location 1
 - Dept 100
 - Customer Service Representative
 - Online Customer Support
 - Location 2
 - Dept 100
 - Customer Service Representative
 - Online Customer Support

Request Change Comment

Please enter reason for requesting a timesheet change.

Reason: **8**

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