

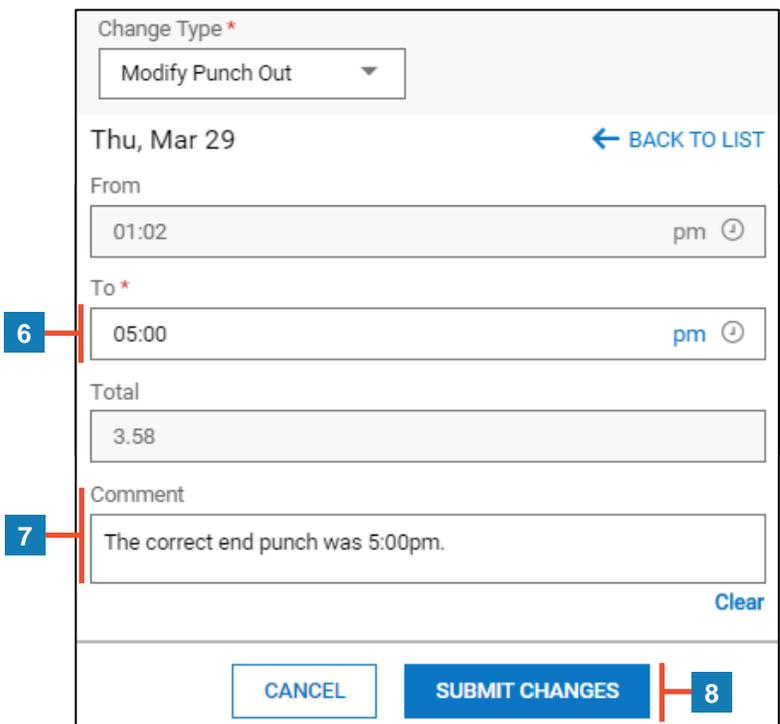
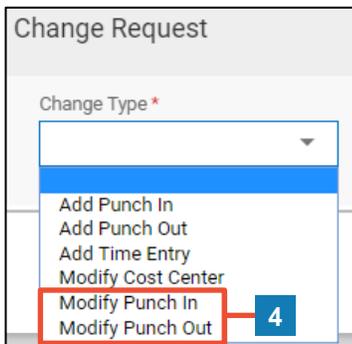
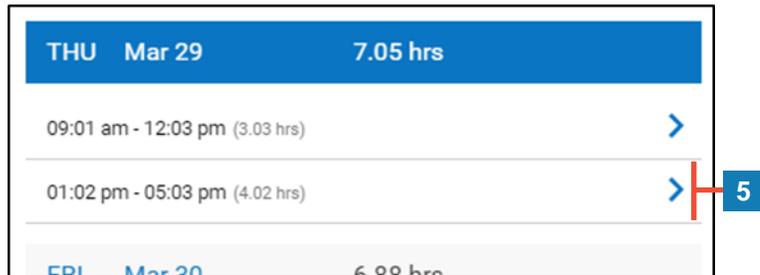
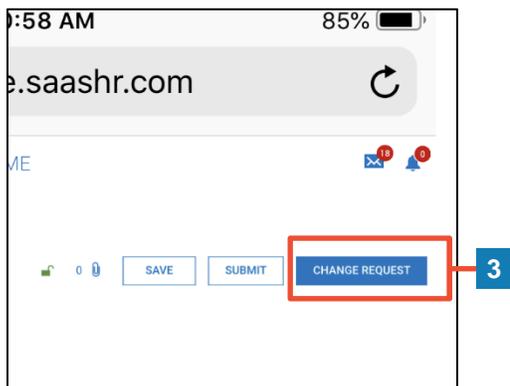


Using Mobile to Submit Timesheet Change Requests

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**.



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  **arrow** next to the punch times for the day.
- 6 Press the **Cost Center** drop-down list and choose a **listed cost center** or choose **Browse...** to find additional cost center values.
- 7 Type a **Comment** (optional).
- 8 Press **Submit Changes**.

