



# 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

- In the Menu, select the **My Info** tab, and navigate to one of the following:  
**My Time > Timesheet > [X] Timesheet.**
- Click **Change Request.**
- Click the **Change Type** drop-down menu, and choose **Modify Cost Center.**
- Click the [X] [X] [X]
- Click the [X] [X] [X] >
- 7RVHDOV [X] MREV**, click [X] -R: [X] [X]
- Select the appropriate -R.
- Type a reason in the **Reason** field.
- Click **Submit Changes.**  
Click **Request.**

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit **Change Request** ...

⌂ Clock In ⌂ Clock Out → Multiple Job EEs Clock In Here

May 25, 2024 - June 07, 2024 Open

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

9.25 hrs 0.00 hrs 0.00 hrs 0.00 hrs  
Calc. Total Vacation Sick Personal

Date	From	To	Raw Total	Calc. Total	In Date	On Call	Job Worked	Notes
SAT May 25			0.00 hrs	0.00 hrs				
SUN May 26			0.00 hrs	0.00 hrs				
MON May 27			0.00 hrs	0.00 hrs				
▼ TUE May 28 No Schedule	08:32 am	11:32 am	3.00	3.00	TUE May 28	Choose...	B123 - Office Assistant	
			3.00 hrs	3.00 hrs				

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**Change Request** [X]

Change Type\*

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Delete Time Entry
- Modify Cost Center
- Modify Punch In
- Modify Punch Out
- Modify Time Off

Cancel

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**Change Request**

Change Type\*  
Modify Cost Center

Expand All

SAT	May 25	0.00 hrs
SUN	May 26	0.00 hrs
MON	May 27	0.00 hrs
TUE	May 28	3.00 hrs

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Change Type \*

Modify Cost Center

Expand All

SAT	May 25	0.00 hrs
SUN	May 26	0.00 hrs
MON	May 27	0.00 hrs
<b>TUE</b>	<b>May 28</b>	<b>3.00 hrs</b>

08:32 am - 11:32 am (3.00 hrs)  
 Activity: 90/712548/123  
 Job Worked: B123 - Office Assistant

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### Change Request

Change Type \*

Modify Cost Center

Tue, May 28 [← Back To List](#)

From 08:32 To 11:32  
 Total 3.00

Activity On Call  
 05/126500/1017

Job Worked

Browse...  
 B123 - Office Assistant  
 C487 - Office Supervisor

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Clear

Cancel Submit Changes

Comment

Incorrect job was recorded.

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9 Clear

Cancel Submit Changes