



Change Requests: Punch Times

This job aid steps you through the process of submitting a request to add, modify, and delete punches from a timesheet.

Submitting a Change Request

- 1 In the Menu, ☰ select the **My Info** tab, and navigate to one of the following:
 - **My Time > Timesheet > Current Timesheet.**
- 2 Click **Change Request.**
- 3 Click the **Change Type** drop-down menu.

Submitting a Change Request to Add Punches

- 1 Select **Add Punch In** or **Add Punch out** or **Add Time Entry**.
 - To add a punch in and out for the same day select **Add Time Entry**.
- 2 Select the desired **Date**.
- 3 Type in the **Punch Time**.
- 4 Type a reason for the update in the **Comment** field.
- 5 Click **Submit Changes**.

The screenshot shows a 'Change Request' form with the following elements and callouts:

- 1**: Points to the 'Change Type' dropdown menu, which is currently set to 'Add Punch In'.
- 2**: Points to the 'Choose Date' input field, which contains the date '06/04/2024'.
- 3**: Points to the 'From' time input field, which contains '08:00 am'.
- 4**: Points to the 'Comment' text area, which contains the text 'Punch in not recorded.'
- 5**: Points to the 'Submit Changes' button at the bottom right of the form.

Other visible elements include a 'Cancel' button, a 'Clear' link for the comment field, and a close button (X) in the top right corner of the form window.

Submitting a Change Request to Modify Punches

- 1 Select **Modify Punch In** or **Modify Punch out**.
- 2 Select the desired **Date** and click the **Arrow** > next to the punch time that requires an update.
- 3 Type in the **New Punch Time**.
- 4 Type a reason for the update in the **Comment** field.
- 5 Click **Submit Changes**.

Change Request

Change Type *

Modify Punch In 1

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

08:32 am - 11:32 am (3.00 hrs) > 2

Change Request

Change Type *

Modify Punch In

Tue, May 28 [← Back To List](#)

From * To Total

09:00 am 11:32 am 2.53 3

Comment

Incorrect punch in recorded. 4

Clear

Cancel Submit Changes 5

Submitting a Change Request to Delete Punches

- 1 Select **Delete Time Entry**.
- 2 Select the desired **Date** and **Check The Box** next to the punch time(s) that need to be deleted.
- 3 Type a reason for the update in the **Comment** field.
- 4 Click **Submit Changes**.

Change Request

Change Type *
Delete Time Entry 1

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

08:32 am - 11:32 am (3.00 hrs)

Activity:
Position: 2
Job Worked:
Role-Class:

Comment *

Incorrect punch in recorded.

Clear

3

4

Cancel Submit Changes