



Punches Change Requests to Timesheets

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

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 <small>No Schedule</small>	08:32 am	11:32 am	3.00	3.00	TUE May 28	Choose...	B123 - Office Assistant	🗨
	+		3.00 hrs	3.00 hrs				🗨

Change Request X

Change Type *

3

- 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

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 Click the **Date** that requires an update.
- 5 Type a reason in the update in the **Comment** field.
- 6 Click **Submit Changes**.

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

- 1**: Points to the 'Change Type' dropdown menu, which is currently set to 'Add Punch In'.
- 2**: Points to the 'Choose Date' field, which contains the date '06/04/2024'.
- 3**: Points to the 'Comment' text area, which contains the text 'Incorrect punch in recorded.'
- 6**: Points to the 'Submit Changes' button at the bottom right of the form.

Other visible fields include 'From' with the value '08:00 am' and a 'Clear' link below the comment field.

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 in 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