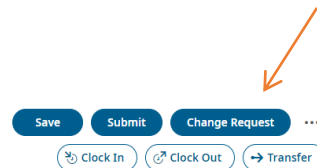
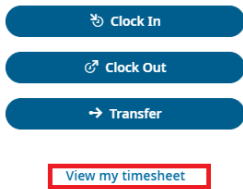


Quick Guide: Timesheet Change Requests

Overview: Employees unable to manually edit their timesheets can request changes for hours or requested leave via the *Timesheet Change Request* option. Employees who are able to edit their timesheets may use the *Timesheet Change Request* once the timesheet is in *submission* status or to request leave changes after the date of the planned occurrence.

- The Change Request is not necessary for Cost Center changes, which can be manually updated by all employees.
- [Timesheet Change Requests can be initiated until the timesheet status is fully *Approved*.](#)
- [Timesheet Change Requests can be viewed at any time and deleted up until date of occurrence.](#)

To Initiate a Change Request: navigate to the Dashboard > Clock widget > View my timesheet



From the top of any timesheet tab, select *Change Request*

In the *Change Request* pop up select the dropdown arrow to select the *Change Type*

When timesheet requires:	Choose this <i>Change Type</i> Option:
A change to an existing <i>In</i> or <i>Out Punch</i>	select the appropriate <i>Modify Punch In</i> or <i>Out</i>
A change to an existing <i>Request for Time Off</i>	<i>Modify Time Off</i> or <i>Cancel Time Off</i>
Entry of a missing <i>In</i> or <i>Out Punch</i>	Select the appropriate <i>Add Punch In</i> or <i>Add Punch Out</i>
Entry of both a missing <i>In</i> and <i>Out Punch</i>	<i>Add Time Entry</i>
A change to the <i>cost center</i> (job selection). This option may only be necessary if the timesheet is in <i>Submitted</i> status.	<i>Modify Cost Center</i>
An addition or modification to an Extra Pay and Counter Adjustment (Police and Facilities Only)	Use to request additions or modifications to the <i>Counter</i> pay codes of <i>Alternate Shift Pay</i> , <i>Emergency Closing Worked</i> or <i>Restricted On Call Exempt</i> .

Change Request >

Change Type*
Add Punch Out

Choose Date*
07/27/2024

To*
04:00 pm

Comment*
Please add a punch out to Friday

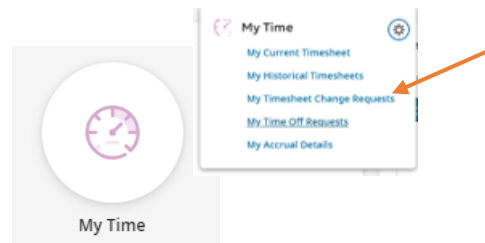
Cancel Submit Changes

Once the *Change Type* is selected, enter a detailed Comment for the request. The Comment is a required field and will be read by your supervisor and included in the report *All Timesheet Notes*.

Change Requests can be viewed at any time and deleted by you up until the date of occurrence.

View or Delete the Change Request

Navigation: Dashboard > My Time icon>My Timesheet Change Requests



- Search for all requests using the *Time Entry Date* calendar.

Time Entry Date: This Week

Filters X

Global Column

Time Entry Date

Type
Calendar Range

Date Range
This Month

- Click on the calendar to open
- In the Type field choose *Calendar Range*
- In the *Date Range*, open the drop down and choose the time range
- Select *Apply*
- Unwanted or unapproved requests can be removed via the trashcan icon
- Additional filtering is available via the column dropdown arrows

	Time Entry ... ↑ ▼	Request Type ▼	Action Type ▼	Status
	03/12/2024	Modify Punch In	Change Field	Approved
	05/15/2024	Cancel Time Off	Cancel/Delete Time Entry	Approved (Time Off Deleted)
	06/25/2024	Modify Punch In	Change Field	New
	06/25/2024	Modify Punch In	Change Field	Approved