

Quick Guide: Approve Timesheet Change Requests

Overview: Change Requests provide an audit trail for timesheet changes requested by the employee and performed by the supervisor. For employees with multiple supervisors, the Change Request will route to all supervisors simultaneously.

Timesheet Change Requests are submitted to supervisors when:

Employees who do not have edit abilities require changes to their timesheet for incorrect or missing punches
Employees require changes to their submitted *Requests for Time Off* after approval or the date of occurrence

View Change Requests

Change requests are located within *My To Do Items*.

Navigation: Dashboard > Bell icon > My To Do Items

My To Do Items lists all supervisor timesheet tasks by date.

1. To filter by *Change Requests*, select the filter icon and choose *Timesheet Change Requests*.

A [list of change requests](#) is displayed in the left-hand column.

2. Click on an individual change request to review/approve/reject

Filters

Created Date

From

mm/dd/yyyy

To

mm/dd/yyyy

To Do Types

Timesheet

Timesheet Change Request

Timesheet Change Request

Text1 Tester1

Modify Punch In (Jul 27)

Created 07/27/2024 06:53 pm

TT

Approve/Reject Time Off Request

Text1 Tester1

Annual Time

Created 07/26/2024 11:01 am

TT

Approve/Reject Timesheet

Text32 Tester32

Jul 1, 2024 - Jul 14, 2024

Created 07/26/2024 10:29 am

TT

Timesheet Change Request

Modify Punch In (Jul 27)

Text1 Tester1 (00001)

Supervisor

Fred Flintstone

Grand Supervisor

Betty Boop

2nd job Supervisor

Popeye Sailorman

2nd job Grand Supervisor

Wellington Wimpy

Cost Centers

Paint Shop/Kirkwood Hall/ST0400-00/303101/3111-80930

Comment

Open Timesheet

View Workflow

← Timesheet Edit



The *Change Request* includes employee name, supervisor(s), grand supervisor and primary *Cost Center* (job).

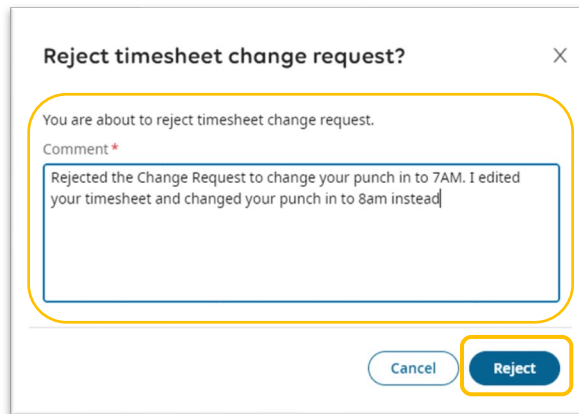
1. Select **Comment** to view comments entered by the employee
2. Select **Open Timesheet** to view the impact of the change
 - On the timesheet, use the *Timesheet Edit* back arrow to return to the *Change Request*
3. Select **Approve** or **Reject** to open the *Comment* box.
4. Enter a comment. The employee will receive a system notification of the approval and comment

Edit Timesheet Change Request

If the employee enters an incorrect Change Request the, supervisor can edit the timesheet accordingly then reject the Change Request.

Edit the Timesheet Manually and Reject the Request

1. Select *Open Timesheet*
2. On the *Time Entry Tab*, manually enter the needed changes
3. Click the *Save* button twice to ensure system updates 
 - use the *Timesheet Edit* back arrow button to return to the Change Request 
4. Select the *Reject* button to insert a comment. The employee will receive a system notification of the rejection and comment entered.



Reject timesheet change request? X

You are about to reject timesheet change request.

Comment *

Rejected the Change Request to change your punch in to 7AM. I edited your timesheet and changed your punch in to 8am instead

Cancel Reject