

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.

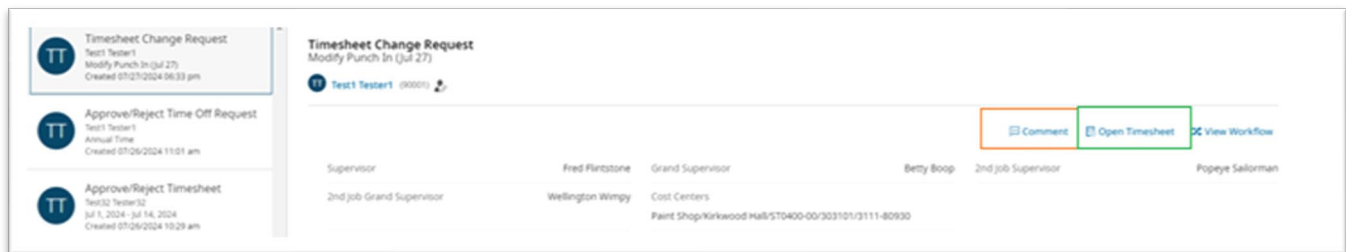
Supervisors must Approve or Reject the Change Request form to remove it from the *My To Do* Items listing.

Watch the video [Approve Change Requests](#)

View Change Requests

Navigation: Dashboard > Bell icon > My To Do Items

My To Do Items lists all supervisor timesheet tasks by submission date. Tasks include *Timesheet Approvals*, *Requests for Time Off*, and *Timesheet Change Requests*.



The image shows a 'Filters' panel with the following options:

- Created Date: From (mm/dd/yyyy) and To (mm/dd/yyyy)
- To Do Types:
 - Timesheet
 - Timesheet Change Request





To filter by *Change Requests*, select the filter icon located to the right of the form and choose *Timesheet Change Requests*.

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

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? ×

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

