






Mobile: Timesheet Change Requests

This job aid steps you through the process of submitting a request to modify time punches and modify cost centers via the mobile application.

Submitting a Change Request to Modify Punches

- 1 Select the **Show Menu**  icon.
- 2 Navigate to **My Info** tab then **My Time > Timesheet > Current Timesheet**.
- 3 Select the ellipsis  at the bottom of the screen to expand the **Actions** menu.
- 4 Select **Change Request**.
- 5 Select the **Change Type** drop-down list and select **Modify Punch In** or **Modify Punch Out**.
- 6 Select the desired date and then press the arrow  next to the punch time requiring editing.
- 7 Type in the **new punch time**.
- 8 Type a **Comment** (optional).
- 9 Select **Submit Changes**.

MY TIME

Timesheet Time Off

Timesheet Edit

July 27, 2020 - August 09, 2020

Date	Raw / Calc. Total	Actions
MON Jul 27	0.00 / 0.00	+
TUE Jul 28	7.82 / 7.25	+
WED Jul 29		+
THU Jul 30		+
FRI Jul 31		+
SAT Aug 1		+
SUN Aug 2		+

Submit
Change Request
Schedule
Edit Schedule
Print

SAVE

Change Request

Change Type *
Modify Punch In

EXPAND ALL

MON Jul 27	0.00 hrs
TUE Jul 28	7.82 hrs
WED Jul 29	8.35 hrs
THU Jul 30	6.73 hrs
FRI Jul 31	7.03 hrs

11:05 pm - 03:48 am (4.72 hrs)

04:18 am - 07:56 am (3.63 hrs)

CANCEL

Change Request

Change type *
Modify Punch In

Wed, Jul 29

From *
10:35 PM




To
03:48 AM

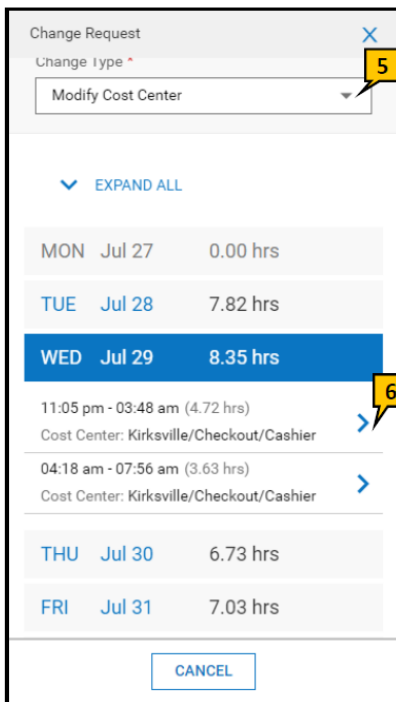
Total
5.22

Comment
Called in half our earlier than scheduled,
forgot to clock in on arrival

CANCEL SUBMIT CHANGES

Submitting a Cost Center Change Request

- 1 Select the **Show menu**  icon.
- 2 Navigate to **My Info** tab then **My Time > Timesheet > Current Timesheet**.
- 3 Select the ellipsis  at the bottom of the screen to expand the **Actions** menu.
- 4 Press **Change Request**.
- 5 Press the **Change Type** drop-down list and choose **Modify Cost Center**.
- 6 Select the desired date and then press the arrow  next to the punch time requiring a cost center modification.
- 7 Select the **Cost Center** drop-down list and choose a listed cost center or select **Browse...** to select from additional cost center values.
- 8 Type a **Comment** (optional).
- 9 Press **Submit Changes**.



Change Request

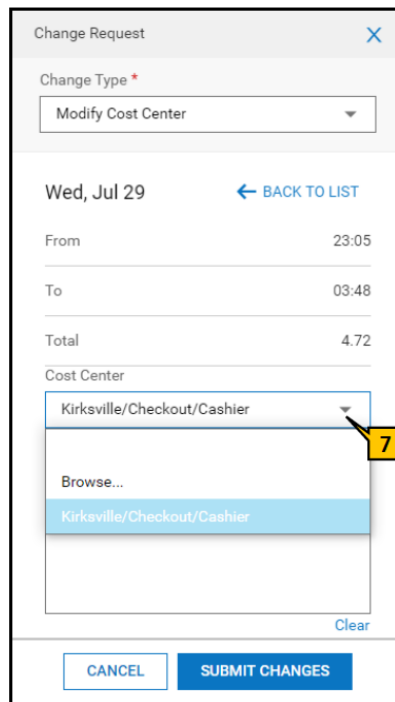
Change Type *

Modify Cost Center

EXPAND ALL

MON	Jul 27	0.00 hrs
TUE	Jul 28	7.82 hrs
WED	Jul 29	8.35 hrs
11:05 pm - 03:48 am (4.72 hrs)		>
Cost Center: Kirksville/Checkout/Cashier		>
04:18 am - 07:56 am (3.63 hrs)		>
Cost Center: Kirksville/Checkout/Cashier		>
THU	Jul 30	6.73 hrs
FRI	Jul 31	7.03 hrs

CANCEL



Change Request

Change Type *

Modify Cost Center

Wed, Jul 29

BACK TO LIST

From 23:05

To 03:48

Total 4.72

Cost Center

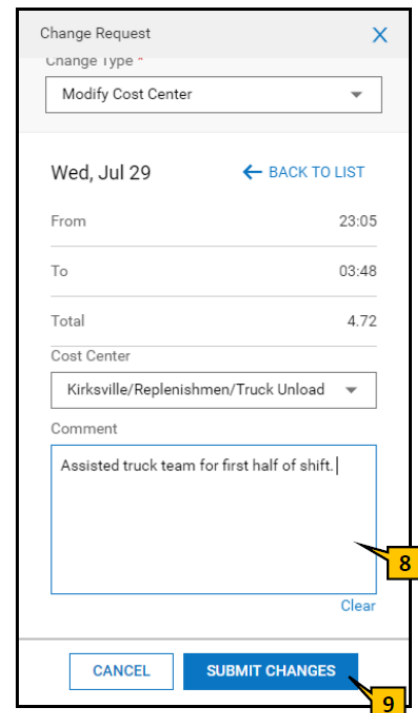
Kirksville/Checkout/Cashier

Browse...

Kirksville/Checkout/Cashier

Clear

CANCEL SUBMIT CHANGES



Change Request

Change Type *

Modify Cost Center

Wed, Jul 29

BACK TO LIST

From 23:05

To 03:48

Total 4.72

Cost Center

Kirksville/Replenishmen/Truck Unload

Comment

Assisted truck team for first half of shift.

Clear

CANCEL SUBMIT CHANGES