

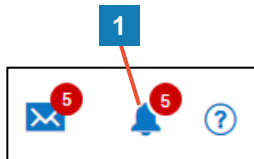


Approving/Rejecting a Timesheet Change Request

This job aid covers how to approve and reject a timesheet change request submitted by an employee.

Approving/Rejecting Timesheet Change Request

- 1 Click the **My To Do** icon.
 - 2 In the left panel, click to select the request.
 - 3 Review the request details using the text, icons and links in the right panel.
 - 4 At the bottom right, click the **Approve** or **Reject** button.
- (Note: After approving a timesheet change request, the time entry will be updated with the requested change on the employee's timesheet.)



Select multiple requests using the checkboxes and click one of these options to mass approve or reject them.

My To Do Items | My Notifications 18

← My To Do Items

Select all (0/0)

2 **AW** Timesheet Change Request
Modify Punch In (Feb 6)
Adil Wilcox
Created Feb 19, 2020, 4:39 pm

AE Approve/Reject Time Off Request
Paid Time Off
Alan Edwards
Created May 20, 2019, 11:43 am

AE Timesheet Change Request
Modify Punch In (Mar 27)
Alan Edwards
Created Apr 4, 2019, 9:32 am

AE Approve/Reject Time Off Request
Vacation
Alan Edwards
Created Feb 19, 2019, 10:39 am

AD Approve/Reject Time Off Request
Vacation
Amy Decker
Created Dec 10, 2018, 2:10 pm

AD Approve/Reject Timesheet
Nov 19, 2018 - Dec 2, 2018

REJECT **APPROVE**

Timesheet Change Request
Modify Punch In (Feb 6)

AW Adil Wilcox (1001)

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Timesheet

Manager 1 Carlos Hudson Manager 2 Max Blackburn

Cost Centers Location 1/Dept 200

Created Feb 19, 2020, 4:39 pm Timesheet Period Jan 27, 2020 - Feb 9, 2020

Fields	Current	New
Date	Feb 6, 2020	Feb 6, 2020
From	08:00 am	07:45 am
To	05:00 pm	05:00 pm

REJECT **APPROVE** **4**



This icon indicates that a comment was added to the request. Click the icon to view the comment.