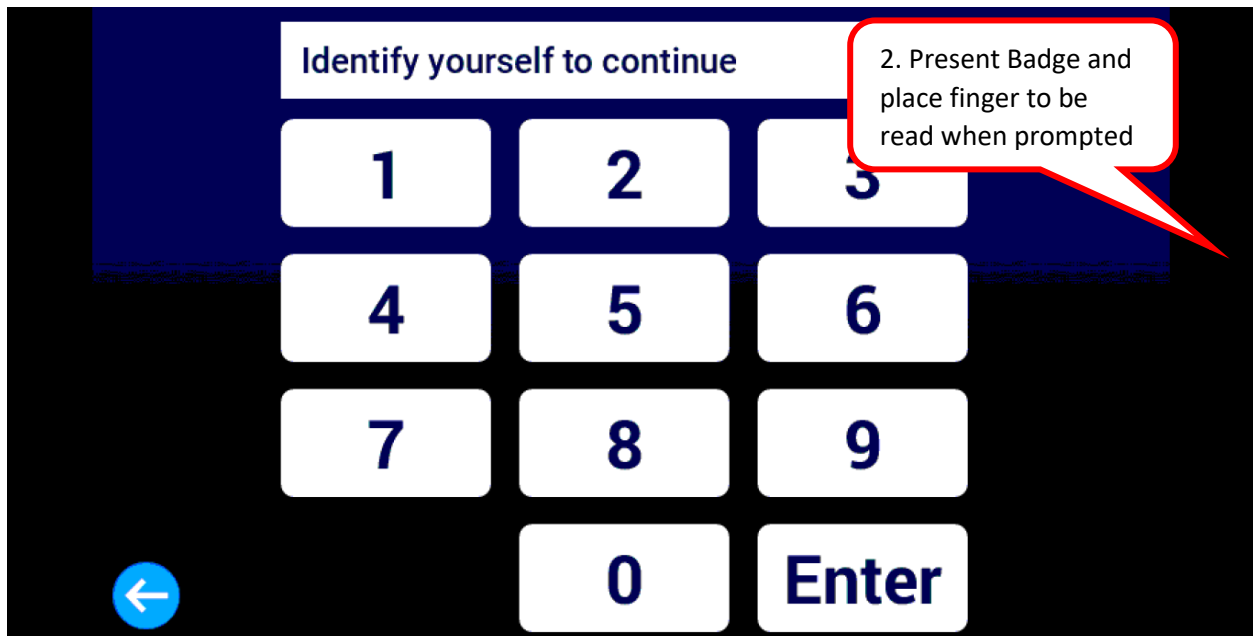
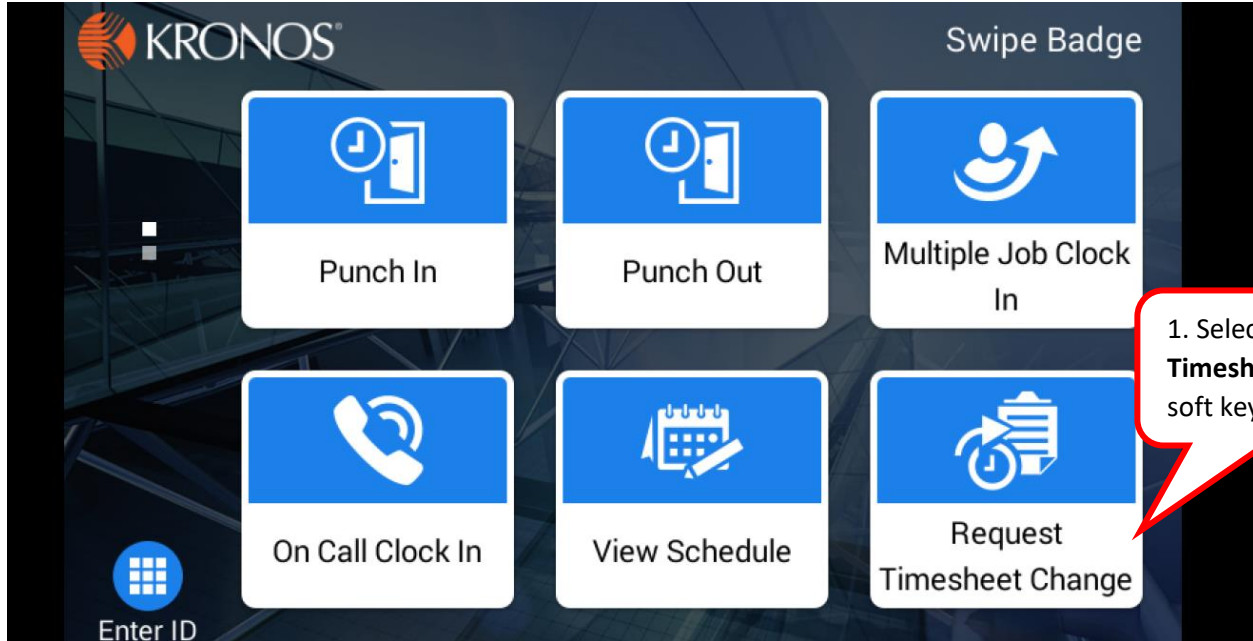


Employee – InTouchDX Clock – Requesting Timesheet Change



Change Type

Add Punch In

Add Punch Out

Add Time Entry

Modify Cost Center

3. Select appropriate
Change Type

4. Click **Select**



Select

Request Timesheet Change

5. Verify **Change Type**

Change Type Add Punch In

6. Click **Submit**

Submit

Request Timesheet Change

7. Select **Date** using calendar

8. Select **Time From** using keypad

9. Enter **Comment** if needed

10. Click **Submit**

Date 10/26/2020

Time From 8:30AM

Comment Enter Comment

Submit

13. Message will appear once request is created.



Accepted

Timesheet change request created