



Change Requests: Cost Center

This job aid steps you through the process of submitting a cost center change request to a timesheet.

Submitting a Cost Center Change Request

- 1 In the Menu, ☰ select the **My Info** tab, and navigate to one of the following:
 - **My Time > Timesheet > Current Timesheet.**
- 2 Click **Change Request.**
- 3 Click the **Change Type** drop-down menu, and choose **Modify Cost Center.**
- 4 Click the **Date** that requires an update.
- 5 Click the **Arrow** icon Time Entry that requires an update. ➤
- 6 To see list of active jobs, click the drop down from the **Job Worked** section.
- 7 Select the appropriate **Job.**
- 8 Type a reason in the **Reason** field.
- 9 Click **Submit Changes.**

My Time > Timesheet > Current Timesheet

← Timesheet Edit

Save Submit **Change Request** ⋮

🕒 Clock In 🕒 Clock Out ➔ Multiple Job EEs Clock In Here

📅 May 25, 2024 - June 07, 2024 ▶ Open

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

9.25 hrs 0.00 hrs 0.00 hrs 0.00 hrs
Calc. Total Vacation Sick Personal

▼ Date	From	To	Raw Total	Calc. Total	In Date	On Call	Job Worked	Notes
> SAT May 25			0.00 hrs	0.00 hrs				⋮
> SUN May 26			0.00 hrs	0.00 hrs				⋮
> MON May 27			0.00 hrs	0.00 hrs				⋮
▼ TUE May 28 <small>No Schedule</small>	08:32 am	11:32 am	3.00	3.00	TUE May 28	Choose...	B123 - Office Assistant	⋮
			3.00 hrs	3.00 hrs				⋮

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Change Request ✕

Change Type*

- Add Punch In
- Add Punch Out
- Add Time Entry
- Cancel Time Off
- Delete Time Entry
- Modify Cost Center
- Modify Punch In
- Modify Punch Out
- Modify Time Off

Cancel

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Change Request

Change Type*
 Modify Cost Center

▼ Expand All

SAT	May 25	0.00 hrs
SUN	May 26	0.00 hrs
MON	May 27	0.00 hrs
TUE	May 28	3.00 hrs

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Change Type *

Modify Cost Center

Expand All

SAT	May 25	0.00 hrs
SUN	May 26	0.00 hrs
MON	May 27	0.00 hrs
TUE	May 28	3.00 hrs

08:32 am - 11:32 am (3.00 hrs)
 Activity: 90/712548/123
 Job Worked: B123 - Office Assistant

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Change Request

Change Type *

Modify Cost Center

Tue, May 28 [← Back To List](#)

From 08:32 To 11:32
 Total 3.00

Activity 05/126500/1017 On Call

Job Worked

Browse...
 B123 - Office Assistant
 C487 - Office Supervisor

6 7

Clear

Cancel Submit Changes

Comment

Incorrect job was recorded.

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9 Clear

Cancel Submit Changes