





Using Mobile to Submit Timesheet Change Requests

The mobile application allows you to submit timesheet change requests for situations where a punch may be missing or it was incorrectly recorded, modifying the cost center tied to a time entry, and other additional request types.

Requesting a modified in or out punch

- 1 Select the  menu icon.
- 2 Navigate to **My Time > Timesheet**.
- 3 Press **Change Request** by pressing the 3 dots to the right of "Submit".
- 4 Press the **Change Type** drop-down and choose **Modify Punch In** or **Modify Punch Out**.
- 5 Press the  arrow next to the punch times for the day.
- 6 Type in the **new punch time**.
- 7 If necessary, type in a **Comment**.
- 8 Press **Submit Changes**.

Timesheet 

Time Entry 

  Aug 4 - Aug 10 

SAVE

SUBMIT




Raw Total

25.10 hrs

Change Request

Change Type *



Add Punch In

Add Punch Out


Add Time Entry


Modify Cost Center

Modify Punch In


Modify Punch Out


THU Mar 29 7.05 hrs

09:01 am - 12:03 pm (3.03 hrs) 


01:02 pm - 05:03 pm (4.02 hrs) 

Change Type *


Modify Punch Out 

Thu, Mar 29  BACK TO LIST

From

01:02 pm 

To *

05:00 pm 

Total

3.58



Comment

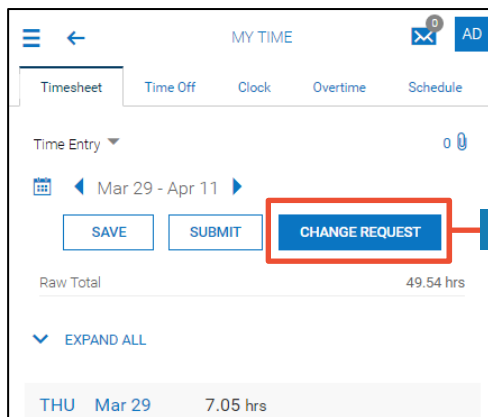
The correct end punch was 5:00pm.

Clear

CANCEL SUBMIT CHANGES

Requesting a modified cost center

- 1 Select the  menu icon.
- 2 Navigate to **My Time > Timesheet**.
- 3 Press **Change Request**.
- 4 Press the **Change Type** drop-down and choose **Modify Cost Center**.
- 5 Press the  arrow next to the punch times for the day.
- 6 Press the **Cost Center** drop-down and choose a **listed cost center**. Or choose **Browse...** to find additional cost center values.
- 7 If necessary, type in a **Comment**.
- 8 Press **Submit Changes**.



MY TIME

Timesheet Time Off Clock Overtime Schedule

Time Entry 0

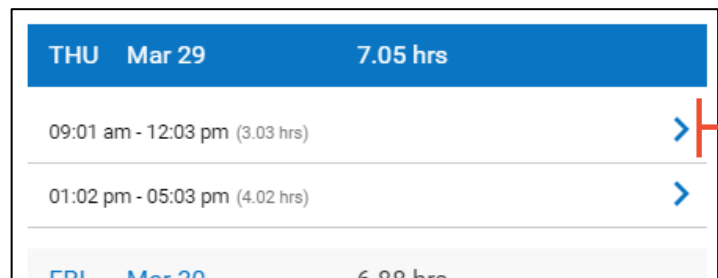
Mar 29 - Apr 11

SAVE SUBMIT **CHANGE REQUEST** 3

Raw Total 49.54 hrs

EXPAND ALL

THU Mar 29 7.05 hrs

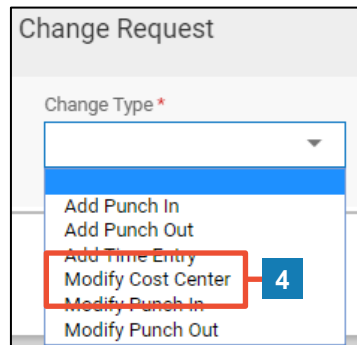


THU Mar 29 7.05 hrs

09:01 am - 12:03 pm (3.03 hrs) > 5

01:02 pm - 05:03 pm (4.02 hrs) >

FRI Mar 30 6.88 hrs



Change Request

Change Type *

Add Punch In

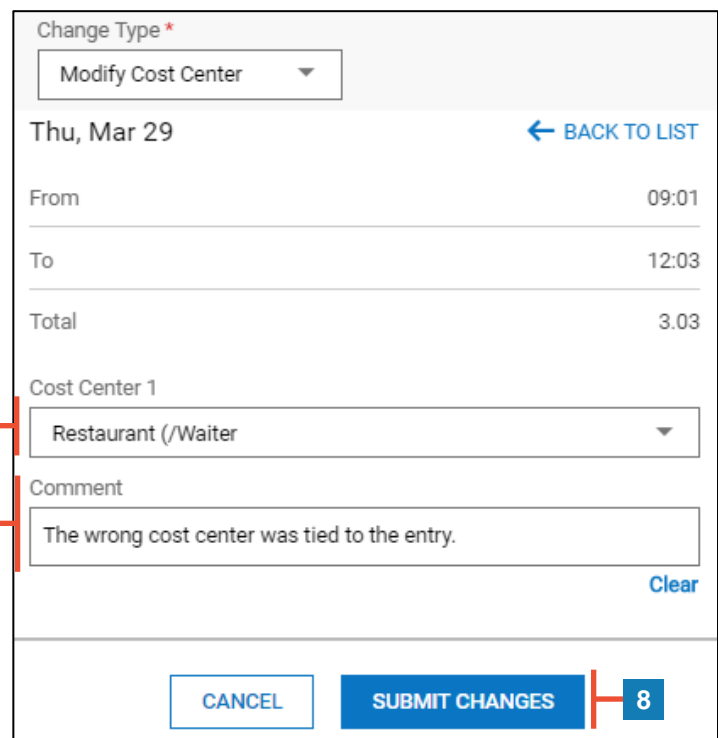
Add Punch Out

Add Time Entry

Modify Cost Center 4

Modify Punch In

Modify Punch Out



Change Type *

Modify Cost Center

Thu, Mar 29 [← BACK TO LIST](#)

From 09:01

To 12:03

Total 3.03

Cost Center 1

Restaurant (/Waiter)

Comment

The wrong cost center was tied to the entry.

Clear

CANCEL SUBMIT CHANGES 8