

## Submit Timesheet Change Requests

### Timesheet Change Requests

Managers and employees can request timesheet information updates by submitting a Timesheet Change Request.

Timesheet Change Requests are commonly made for situations where you need to modify a punch, change a cost center, or cancel an approved Time Off Request. The types of Change Requests available to employees varies based on company policy and configuration.

### Request to Modify In or Out Punch

You can request to modify a punch in or out from your timesheet using the Change Request button.

Navigation: Menu > My Info > My Time > Timesheet > Current Timesheet

1. From the Timesheet Edit page, select Change Request. The Change Request window appears.
2. At the Change Type drop down list, select Modify Punch In or Modify Punch Out.
3. Select the applicable date. The employee punches for the selected date expansion.
4. Select the arrow icon for the applicable punch.
5. At the From or To fields, enter the applicable new punch time.
6. (Optional) Enter a comment.
7. Select Submit Changes.