

How to Submit a Change Request for an Hourly Employee:

This training document is intended to provide instruction on how to submit a change request to add a punch in, add a punch out, modify a punch, cancel time off or change a cost center (aka department) on your timecard.

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- 3. Select the Change Request type. Below is an explanation of each option:
 - a. Add Punch In: select this if you are missing a Punch In on your timecard.
 - b. Add Punch Out: select this if you are missing a Punch Out on your timecard.
 - c. Cancel Time Off: select this if you cancelling your scheduled and approved time off.
 - d. Modify Cost Center: select this if you recorded time under the incorrect Cost Center.
 - e. Modify Punch In: select this if you need to change your Punch In time.
 - f. **Modify Punch Out**: select this if you need to change your Punch Out time.
 - g. Modify Time Off: select this if you need to change the date of your time off request.





4. Enter the required fields in the Change Request popup box:

Change Type *	Choose Date *	
Add Punch Out 👻	12/17/2023	1000 1111
-o *		
04:00		pm 🤄
Comment		
I forgot to punch out. Thank you!		
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5. Then click the **Submit Changes** button. Please note this request will be routed to your manager for their review and approval. Upon their approval it will update your timecard with the change. Below shows the Punch Out now appearing on the timecard.

