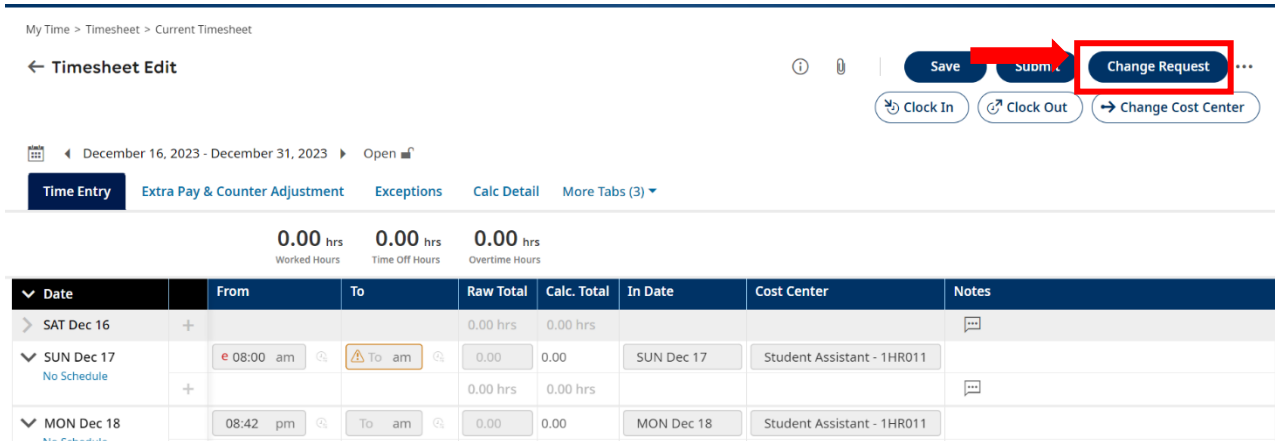
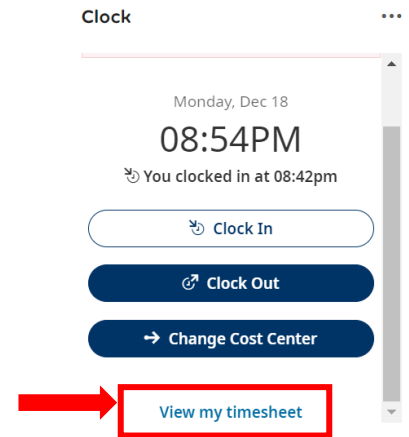


How to Submit a Change Request for an Hourly Employee:

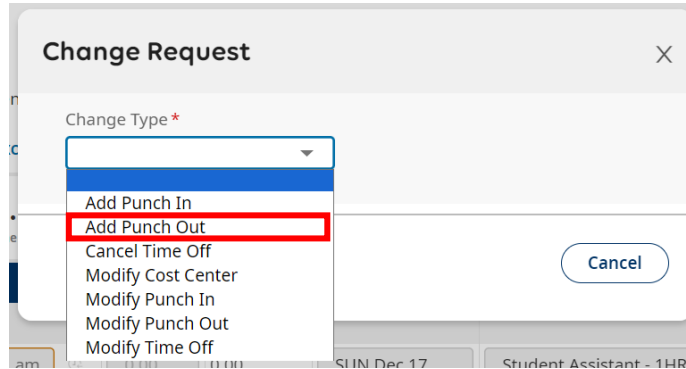
This training document is intended to provide instruction on how to submit a change request to add a punch in, add a punch out, modify a punch, cancel time off or change a cost center (aka department) on your timecard.

Login into UKG Ready by going to the Pace Portal and clicking on the UKG Ready button under the staff tab.

1. Click on the **View my Timesheet** link in the Clock widget.
2. Click on the **Change Request** button in the upper right to start the process.



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 are 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:

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.

▼ Date		From	To
> SAT Dec 16	+		
▼ ! SUN Dec 17		! LONG SHIFT	
No Schedule		e 08:00	04:00 pm