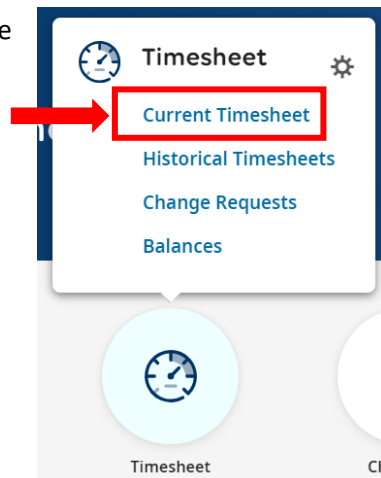


## How to Submit a Change Request for a Salary Employee:

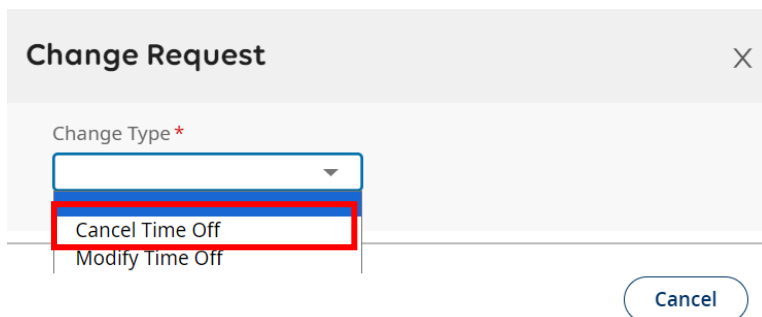
This training document is intended to provide instruction on how to submit a change request to add a punch in, add a punch out, modify a punch, cancel time off or change a cost center (aka department) on your timecard.

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

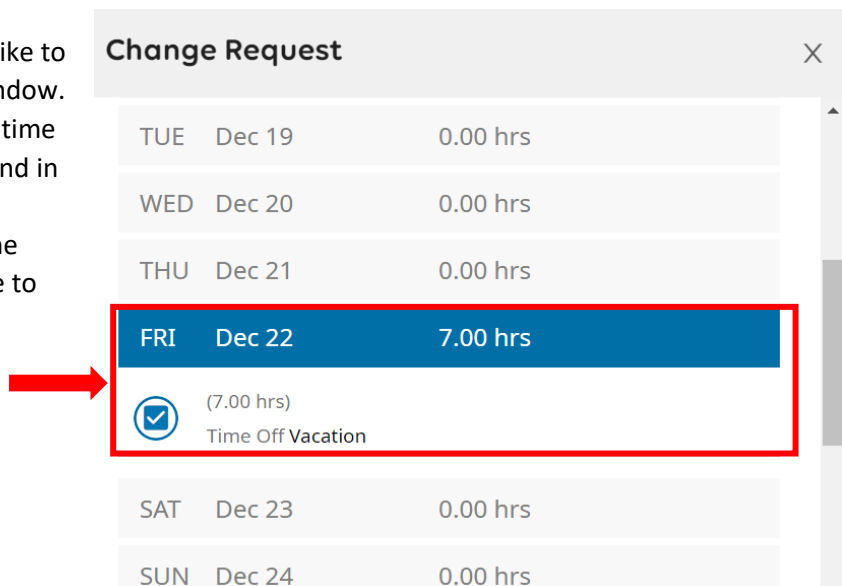


1. Click on the **Current Timesheet** link in the Timesheet menu.
2. Click on the **Change Request** button in the upper right to start the process.

3. Select the Change Request type. Below is an explanation of each option:
  - a. **Cancel Time Off**: select this if you are cancelling your scheduled and approved time off.
  - b. **Modify Time Off**: select this if you need to change the date of your time off request.



4. Click on the date that you would like to cancel or modify in the popup window. Please note, only dates that have time off scheduled will appear linked and in blue.
5. Click on the check box to select the amount of time off you would like to request.



6. Scroll towards the bottom and enter a comment that will be sent to your manager for their review.

**Change Request** X

THU	Dec 28	0.00 hrs
FRI	Dec 29	0.00 hrs
SAT	Dec 30	0.00 hrs
SUN	Dec 31	0.00 hrs

Comment

I would like to cancel my time off. Thank you!

Clear

Cancel
Submit Changes

7. 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. The below example shows the vacation time is no longer appearing on December 22<sup>nd</sup>.

Time Off	Cost Center		WED Dec 20	THU Dec 21	FRI Dec 22
			...	...	...
Vacation	PLV/AA0000/AS0000/AS0245/196699	1	...	...	...
	PLV/AA0000/AS0000/AS0245/196699		...	...	...
			0.00	0.00	0.00