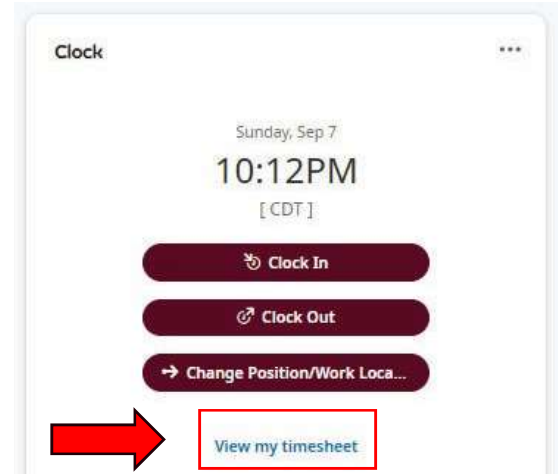


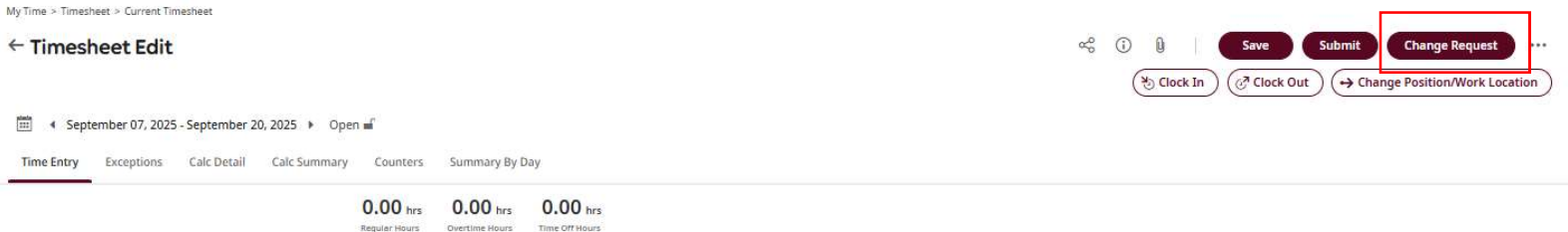
HOW TO SUBMIT A CHANGE REQUEST FOR AN HOURLY EMPLOYEE

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.

- Click on the **View my Timesheet** link in the Clock widget.



- Click on the **Change Request** button in the upper right to start the process.



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

- Enter the required fields in the Change Request popup box:

Change Request X

Change Type*
Add Punch In

Choose Date*
09/10/2025

From*
> 08:00 am

Comment
forgot to punch in
Clear

Cancel Submit Changes

- The “Add Punch In” option allows you to change the Cost Center, if necessary.

Change Request X

Change Type*
Add Punch In

Choose Date*
09/10/2025

From*
08:00 am

Position
1481206 - ST

Acct. Unit
107029 - HEA

Activities
Work Loc
02800A - SCHOOL OF SC

Submit Changes

- 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 time card with the change.