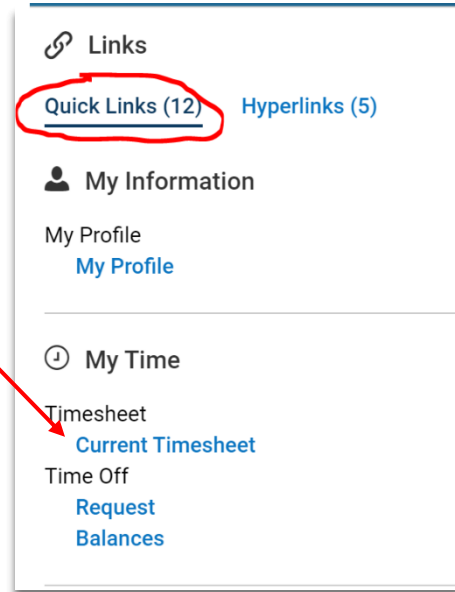


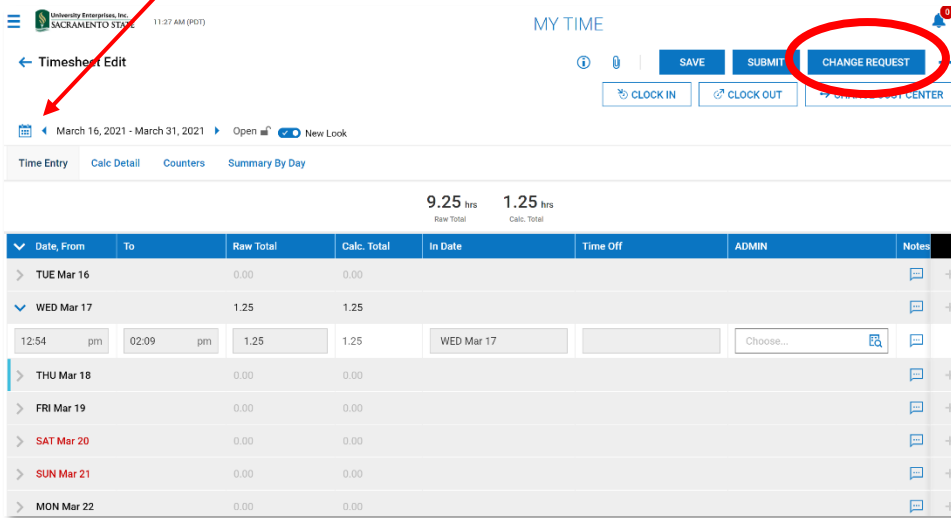
Requesting Timesheet Changes

To make changes to a **current** timesheet, a timesheet change request should be submitted.

1. From the main dashboard, scroll down to **Links**. Within **Quick Links**, select **Current Timesheet**.

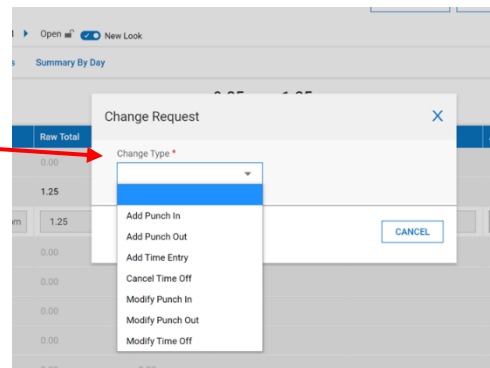


2. Select the desired date range using the arrows or calendar symbol:



3. Select **CHANGE REQUEST**.

4. Select desired **Change Type** from the drop-down menu.



5. Complete all fields in the *CHANGE REQUEST* pop up menu. Always include a comment.

6. If needing to work in multiple accounts or cost centers, select the **arrow** symbol to display the available **cost centers**.

7. Use the drop-down menu to select from the available cost centers.

From: 08:00 am To: 12:00 pm Total*: 4.00

ADMIN
03/Human Resources/8003

HIDE DETAILS

+ ADD TIME ENTRY

Comment *
I forgot to clock in and out this morning.

Change Request

Change Type *
Add Time Entry

Choose Date *
07/16/2021

From: 08:00 am To: 12:00 pm Total*: 4.00

+ ADD TIME ENTRY

Comment *
I forgot to clock in and out this morning.

CANCEL SUBMIT CHANGES

8. **SUBMIT CHANGES.** A message will appear confirming the timesheet change request was successfully submitted.

Hooray!
Change Request submitted

OK

9. After a pay period has closed, the **CORRECTION** button is needed to submit timesheet changes. Do **not** use the *CHANGE REQUEST* button to submit changes to a closed pay period. Corrections made to a closed timesheet are applied during the next pay cycle.

To review a submitted change request, from the main menu - **My Time – Timesheet – Change Requests**

Please note – Change requests/corrections will not be visible on your timesheet until your manager has approved the request.

Questions? Contact your supervisor. If needing further support, contact UEIPayroll@csus.edu or call (916) 278-7427.

