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.

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

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.