

The Change Request feature allows employees to request changes to their time cards or request time off. These requests are sent to the Admin and any applicable Supervisors.

**Administrator Setup**

**Setup tab, Access**

Settings For Each Employee Access

Filter by:

Location  Department  Employee

Employee	PTO Usage Report <input type="button" value="Check All"/>	Time Card Authorization <input type="button" value="Check All"/>	Shift Comparison <input type="button" value="Check All"/>	Exempt From Clock In Restriction <input type="button" value="Check All"/>	Access Mobile App <input type="button" value="Check All"/>	Mobile App Only <input type="button" value="Check All"/>	Mobile App Require GPS <input type="button" value="Check All"/>	Text Messaging Clock In <input type="button" value="What's This?"/>	Time Card Edit <input type="button" value="Copy"/>
Bathory, Elizabeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit
Berkowitz, David	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit
Bianchi, Kenneth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit
Bittaker, Larry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit

Here, you will grant access to your employees for change requests. This means that they can alter their time cards; however, the changes won't be applied until the Supervisor or Admin approves them.

**Time Card Edit**

None  Add Entry  Change Req.  Edit

None  Add Entry  Change Req.  Edit

None  Add Entry  Change Req.  Edit

None  Add Entry  Change Req.  Edit

**Optional:**  
Send an email alert to the Supervisor (if applicable) or Admin when an employee requests a change.

**Setup tab, General Setup Options**

Time Card Edit

- Display In / Out edited asterisk flags
- Edit Style column default to Hours
- Display Pay Period column
- Display Payroll Hours column
- Entry Note column (not displayed on reports)
- Email when there is a change request

**Employee Requests**

**Time Card Change Request**

sdafsad Time Card Change Request

If an employee forgets to clock in or out and needs to alter her time punch, she can highlight the incorrect time, replace it with the correct time, and click Save Changes. This will then be sent for approval before applying to the time card. This change will appear greyed out pending approval.

Date	In	Out	Hours	Entry Style
Tue 10/11/2016	10:15 AM		0h 0m	In/Out

**New Time Card Entries**

Date	In Time	Out Time	Hours	Entry Style	Project/PTO	Entry Note
Fri 10/14/2016			8h 0m	Hours	Vacation 6+ (PTO 51 Hrs Avail.)	Going out of town

If an employee is trying to request PTO for a future date, she can do so with the New Time Card Entries section. This change will appear greyed out pending approval.

Date	In	Out	Hours	Entry Style	Project/PTO	Entry Note	Status
Tue 10/11/2016	8:15 AM		0h 0m	In/Out	Management (Project)		Change Request
	10:15 AM		0h 0m	In/Out	Management (Project)		Change Pending
Fri 10/14/2016			* 8h 0m	Hours	Vacation 6+ (PTO 51 Hrs Avail.)	Going out of town	Add Request

This is what the employees will see on their time card once the requests have been sent. The grey fields indicate pending requests.

Here, the employee can view the status of their request.

### Supervisor or Admin Approvals

Admin and Supervisors will be redirected to the Change Request page upon login when a request is sent.

Here, you can see the Admin approved the future request for 10/14/2016 but denied the edit for 10/11/2016.

Date	In	Out	Hours	Entry Style	Project/PTO	Entry Note	Approve	Remove
Tue 10/11/2016	8:15 AM		0h 0m	In/Out	Management (Project)		<input type="checkbox"/> Change	<input checked="" type="checkbox"/> Disapprove
	10:15 AM		0h 0m	In/Out	Management (Project)		Change Pending	
Fri 10/14/2016			* 8h 0m	Hours	Vacation 6+ (PTO 51 Hrs Avail.)	Going out of town	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Disapprove

This is what the Admin or Supervisor will see on their page after requests have been sent.

The grey fields indicate pending requests.

To approve the request, check this box and click Save Changes.

To deny the request, check this box and click Save Changes.

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Employee	Date	In	Out	Hours	
Bathory, Elizabeth	Tue 10/11/2016	*8:15 AM	2:30 PM (Time So Far)	5h 45m	M
Bathory, Elizabeth	Fri 10/14/2016			8h 0m	Va

When the In/Out times have been edited an asterisk will appear.

For further assistance with Change Requests, contact Customer Service.

(405) 314-2436 • [support@easytimeclock.com](mailto:support@easytimeclock.com)