

Allowing Employees to Request Changes

Employees can be granted access to request changes on their time cards.

Granting Access to Employees:

Setup menu: Access

Employee	PTO Usage Report Check All	Time Card Authorization Check All	Shift Comparison Check All	Exempt From Clock In Restriction Check All	Text Messaging Clock In [What's This?]	Time Card Edit Copy
Elizabeth Lee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="radio"/> None <input type="radio"/> Add Entry <input checked="" type="radio"/> Change Req. <input type="radio"/> Edit

Employees will see:

LegitCo Time Card Change Request [Logout](#)

[Time Card](#) |
 [Change Request](#) |
 [Change Password](#) |
 [Color Themes](#) |
 [Calendar](#)

Change Request page looks nearly identical to the Admin's Edit page.

Date Filter	Filter	Help Links
Pay Period 9/1/2022 - 9/15/2022 15 Days, 11 Weekdays	Date Range 09/01/2022 - 09/15/2022 Change Date	Employee: Elizabeth Lee Help File

The first workweek of this pay period started on 8/28/2022

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day	Week
Tue 9/6/2022	9:30 AM	5:00 PM	7h 30m	In/Out	Work	<input type="checkbox"/> Remove	7h 30m Wrk	7h 30m Wrk
Wed 9/7/2022	9:15 AM		0h 0m	In/Out	Work	<input type="checkbox"/> Remove	6h 9m Wrk	13h 39m Wrk

New Time Card Entries

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work
Wed 9/7/2022				In/Out	Work

When employee makes a change, the line greys out pending approval.

Date	In	Out	Hours	Entry Style	Project/PTO	Status	Remove
Tue 9/6/2022	9:30 AM	5:00 PM	7h 30m	In/Out	Work		<input type="checkbox"/> Remove
Wed 9/7/2022	9:15 AM		0h 0m	In/Out	Work	Change Pending	
	9:15 AM	5:35 PM	8h 20m	In/Out	Work	Change Request	<input type="checkbox"/> Remove

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When Admin (or Supervisor username) logs in, the Pending Requests page will appear.

Time Card menu: Pending Requests

Employee	Date	In For Work Out For Break	Out For Work In For Break	Hours	Entry Style	Project/PTO Type	Entry Note	Approve	Disapprove	Time Card Edit
Elizabeth Lee	Wed 9/7/2022	9:15 AM	Blank To 5:35 PM	0h 0m To 8h 20m	In/Out	Work	•	<input type="button" value="Change"/>	<input type="button" value="Disapprove"/>	<input type="button" value="Edit"/>

The request can also be approved/disapproved in the Admin/Supervisor's Edit page.

Time Card menu: Edit

Date	In	Out	Hours	Entry Style	Project/PTO	Approve	Remove
Tue 9/6/2022	9:30 AM	5:00 PM	7h 30m	In/Out ▼	Work ▼		<input type="checkbox"/> Remove
Wed 9/7/2022	9:15 AM		0h 0m	In/Out ▼	Work ▼	Change Pending	<input type="checkbox"/> Disapprove
	9:15 AM	5:35 PM	8h 20m	In/Out ▼	Work ▼	<input type="checkbox"/> Change	

Notification Option:

To receive an email when a change has been requested, go to Setup: General Setup Options.

Time Card Edit [\[What's This?\]](#)

Display Payroll Hours column

Email when there is a change request

Email when there is an edit

Entry Style Lunch:

10 Min 15 Min 20 Min 30 Min 45 Min 1 Hr 1 1/2
