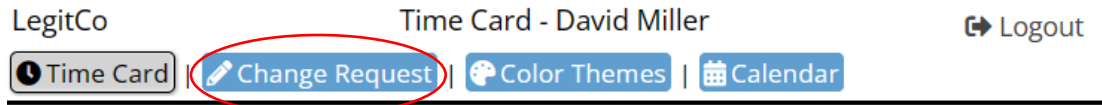


Log in using your username and click on the page called “**Change Request.**” This is where you can request changes, add missed punches, and request time off.



**How the page works:**

Filters to choose the pay period or date range

Date Filter		Filter	Help Links
Pay Period 1/1/2023 - 1/14/2023 14 Days, 10 Weekdays	Date Range 01/01/2023 - 01/14/2023 Change Date	Employee: David Miller	<a href="#">Help File</a>

Your time card

Date	In	Out	Hours	Entry Style	Project/PTO	Status	Remove	Day	Week
Mon 1/2/2023	9:10 AM	5:30 PM	8h 20m	In/Out	Work	Add Request	<input type="checkbox"/> Remove		
Tue 1/3/2023	9:15 AM		0h 0m	In/Out	Work	Add Request	<input type="checkbox"/> Remove		

Add new lines to your time card

New Time Card Entries

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 1/10/2023				In/Out	Work
Tue 1/10/2023				In/Out	Work

Always click “Save Changes” at the bottom of the page to submit the request!



The change will appear grayed out on the page until your Admin or Supervisor approves or denies the request.

Date	In	Out	Hours	Entry Style	Project/PTO
Mon 1/2/2023	9:10 AM	5:30 PM	8h 20m	In/Out	Work
Tue 1/3/2023	9:15 AM	5:25 PM	8h 10m	In/Out	Work
Wed 1/11/2023	9:10 AM		0h 0m	In/Out	Work

**Tip:** Always use “am” or “pm” (or military time) to avoid mistakes!

Find the scenario below that applies to your needs and follow the directions to submit a request...

**Entering time for a missed punch:**

In the time card section, type the missing time into the blank box. Make sure to use am / pm.

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	
Wed 1/11/2023	9:10 AM	5:05 PM

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	525p
Wed 1/11/2023	9:10 AM	5:05 PM

**Changing an incorrect time:**

In the time card section, highlight and delete the incorrect time and enter the correct time.

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	5:25 PM
Wed 1/11/2023	9:10 AM	5:05 PM

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9am	5:25 PM
Wed 1/11/2023	9:10 AM	5:05 PM

**Removing a punch:**

In the time card section, highlight and delete the incorrect time.

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	5:25 PM
Wed 1/11/2023	9:10 AM	5:05 PM

Date	In	Out
Mon 1/2/2023	9:10 AM	5:30 PM
Tue 1/3/2023	9:15 AM	5:25 PM
Wed 1/11/2023	9:10 AM	

To delete an entire row, use the "Remove" checkbox.

Date	In	Out	Hours	Entry Style	Project/PTO	Remove
Wed 1/11/2023	9:10 AM	5:05 PM	7h 55m	In/Out	Work	<input type="checkbox"/> Remove
	5:05 PM	5:06 PM	0h 1m	In/Out	Work	<input checked="" type="checkbox"/> Remove

**Adding a clock in:**

In the New Time Card Entries section, choose the day and enter the time under "In Time."

New Time Card Entries [\[?\]](#)

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Thu 1/12/2023	910am			In/Out	Work

**Requesting PTO:**

Use the New Time Card Entries section...

1. Change the Entry Style column to "Hours"
2. Choose the day
3. Enter the number of PTO hours you want to use
4. Choose the PTO category
5. Save Changes

New Time Card Entries [?](#)

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Fri 1/13/2023			8 h <input type="text"/> m	Hours	Vacation (PTO 19.95 Hrs Avail.)

**Requesting PTO in the future:**

Use the Date Range filter to access future dates

Date Filter	Filter	Help Links
Pay Period <input type="button" value="Display Pay Periods"/>	Date Range 02/01/2023 - 02/28/2023 <input type="button" value="Change Date"/>	Employee: David Miller <a href="#">Help File</a>

The first workweek of this pay period started on 1/29/2023

New Time Card Entries [?](#)

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 2/14/2023			8 h <input type="text"/> m	Hours	Vacation (PTO 19.95 Hrs Avail.)

1. Choose the day
2. Change the Entry Style column to "Hours"
3. Enter the number of PTO hours you want to use
4. Choose the PTO category
5. Save Changes