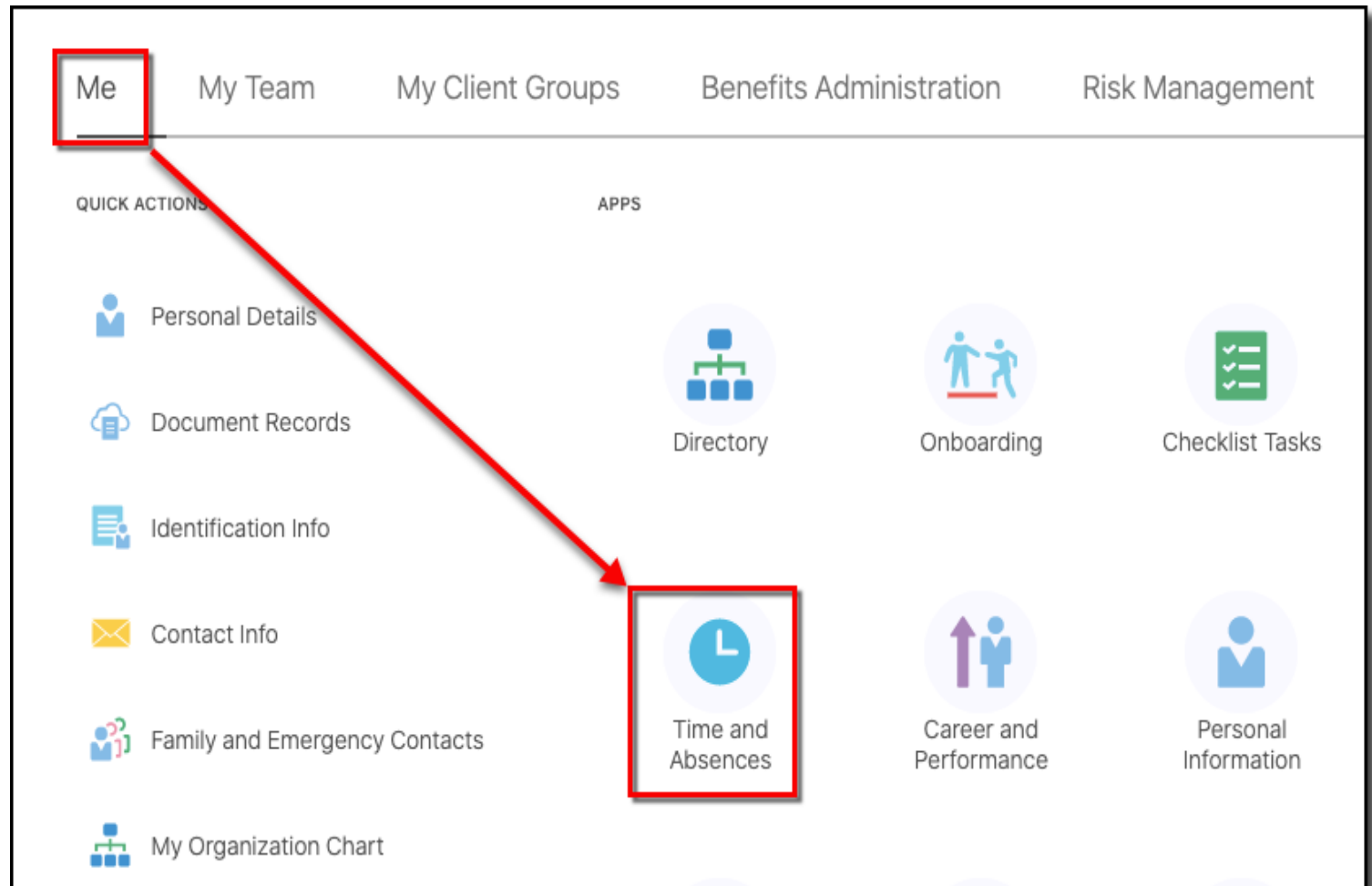


Submitting a Time Change Request

Note: If a time reporting change is needed after your time card was approved or after 5 days from the pay period end date (7 days if the timecard was rejected), you must use the **Request Time Change** function in Connect.

Changes to the actual time card can still be made if the status is New, Saved, or Submitted provided you are within the 5 day deadline (7 for rejected time.)

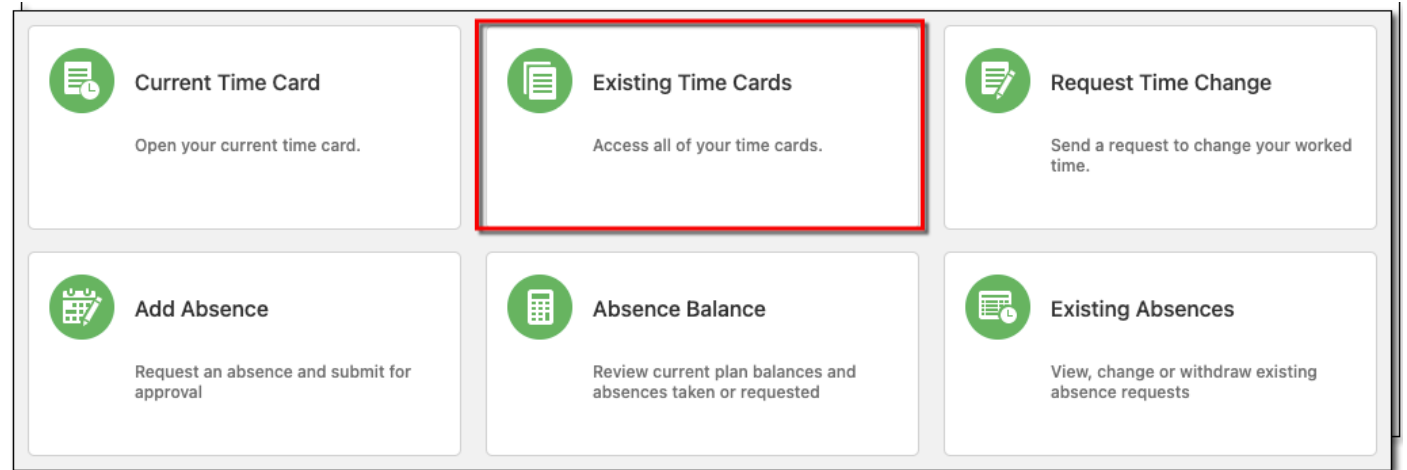
1. To submit a Time Change Request, select **Me** to display your employee functions.
2. Click the **Time and Absences** icon.



Note: Time change requests can be made from the **Existing Time Cards** tile or the **Request Time Change** tile.

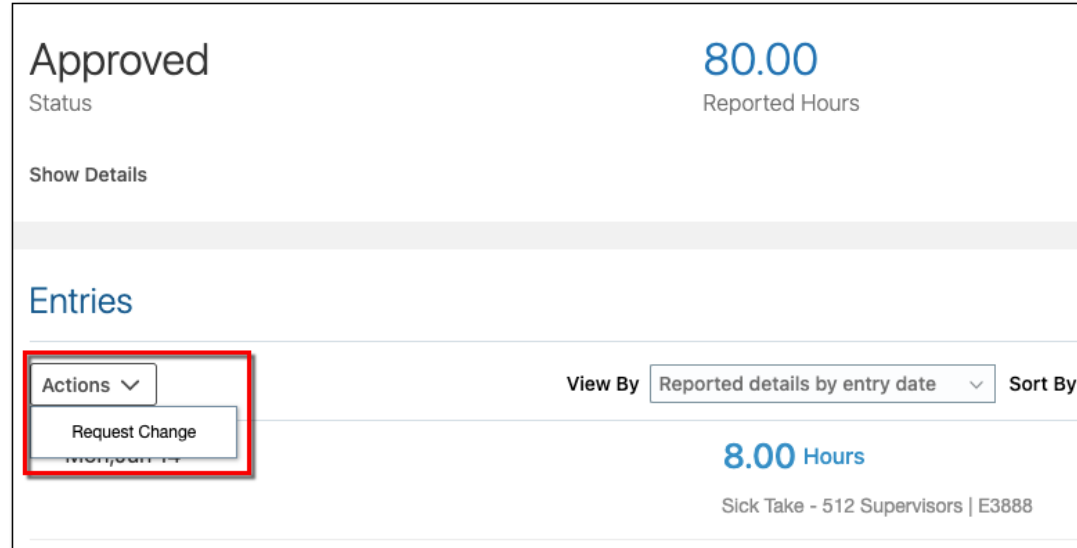
3. For this example, we'll show both options. Begin by clicking the **Existing Time Cards** tile.

4. Select the **pay period** for which the change is occurring.



Time Cards			+ Add
Last 5 time cards			
☆ 6/26/21 - 7/9/21	Entered	...	
Total Hours:110			
☆ 2/6/21 - 2/19/21	Approved	...	
Total Hours:80			
Absence Hours:6			
☆ 6/12/21 - 6/25/21	Approved	...	
Total Hours:80			
Absence Hours:24			
☆ 5/29/21 - 6/11/21	Approved	...	
Total Hours:80			

5. Click the **Actions** button.
6. Select **Request Change**.



Approved
Status

80.00
Reported Hours

Show Details

Entries

Actions ▼

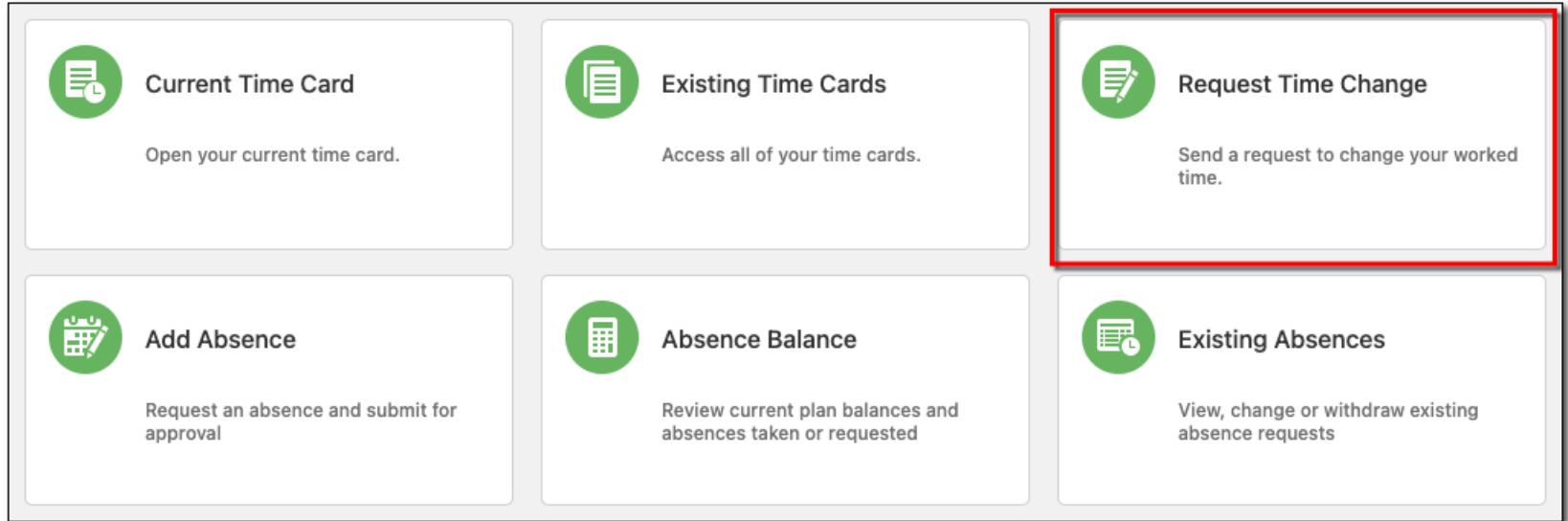
Request Change

View By: Reported details by entry date ▼ Sort By

8.00 Hours

Sick Take - 512 Supervisors | E3888

7. Alternatively, you can begin by clicking the **Request Time Change** tile.



 **Current Time Card**
Open your current time card.

 **Existing Time Cards**
Access all of your time cards.

 **Request Time Change**
Send a request to change your worked time.

 **Add Absence**
Request an absence and submit for approval

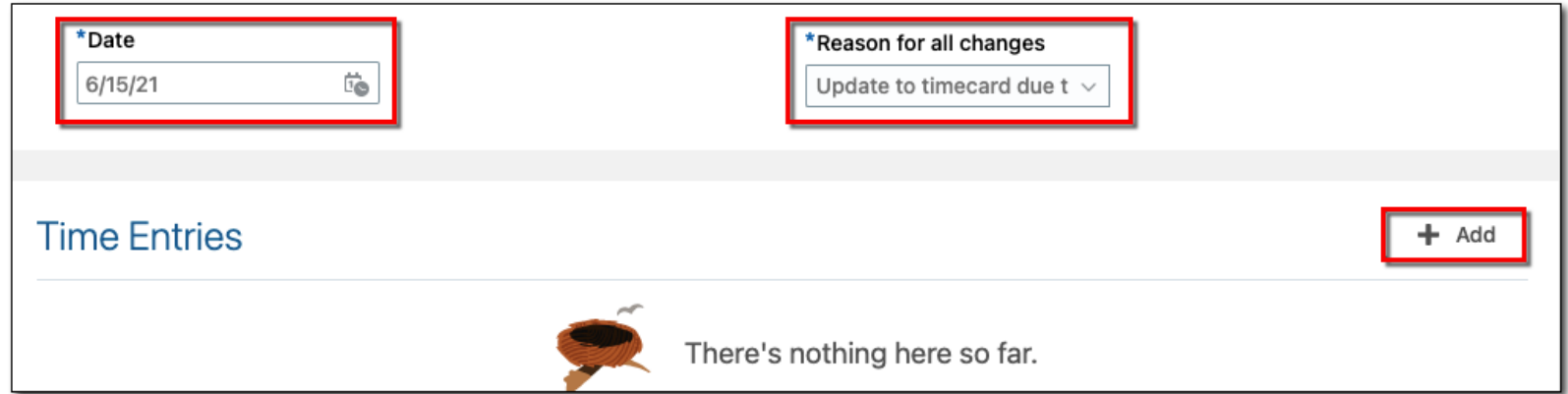
 **Absence Balance**
Review current plan balances and absences taken or requested

 **Existing Absences**
View, change or withdraw existing absence requests

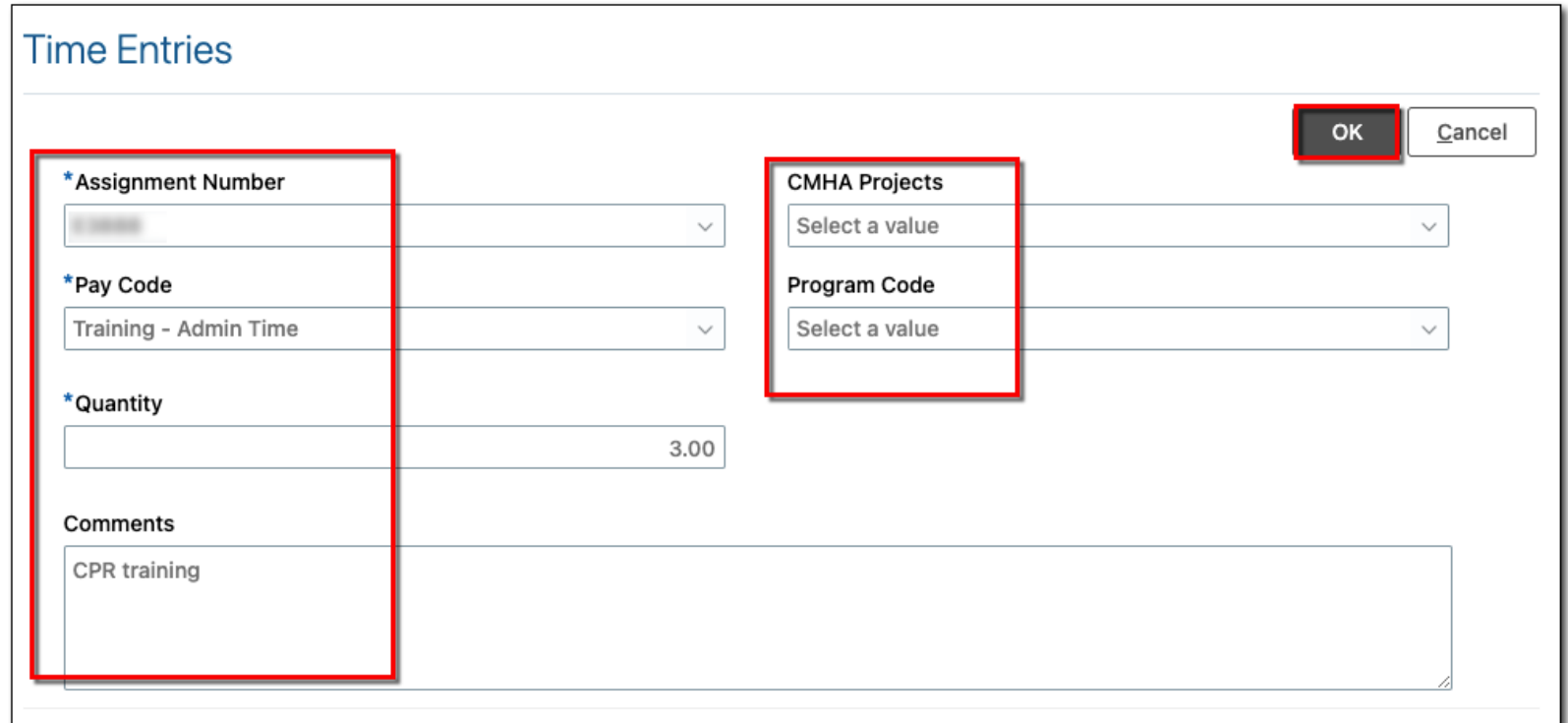
Note: You might need to enter the **date** before the **Reason** field is displayed.

Note: Time change requests can only be submitted for one day at a time. A new request must be submitted for each time change.

8. Enter the **date** of the time change.
9. Select a **reason** for the time change.
10. Click the **Add** button.
11. Enter the time change details.
12. Click the **OK** button.



This screenshot shows the top portion of the 'Time Entries' form. Two fields are highlighted with red boxes: the '*Date' field, which contains '6/15/21' and a calendar icon, and the '*Reason for all changes' dropdown menu, which is currently set to 'Update to timecard due t'. Below these fields, the 'Time Entries' section is visible, showing a '+ Add' button in a red box. The section contains a nest icon and the text 'There's nothing here so far.'



This screenshot shows the bottom portion of the 'Time Entries' form. Several fields are highlighted with red boxes: the '*Assignment Number' dropdown menu, the '*Pay Code' dropdown menu (set to 'Training - Admin Time'), the '*Quantity' text field (set to '3.00'), and the 'Comments' text area (containing 'CPR training'). To the right of these fields, there are two more dropdown menus: 'CMHA Projects' and 'Program Code', both set to 'Select a value'. At the top right of the form, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box.

13. Click the **Submit** button.

Note: The request will be routed to your manager for review and approval.

Note: Changed time will NOT be visible until the change request has been approved.

Request Change

SubmitCancel

*Date

6/15/21

*Reason for all changes

Update to timecard due t

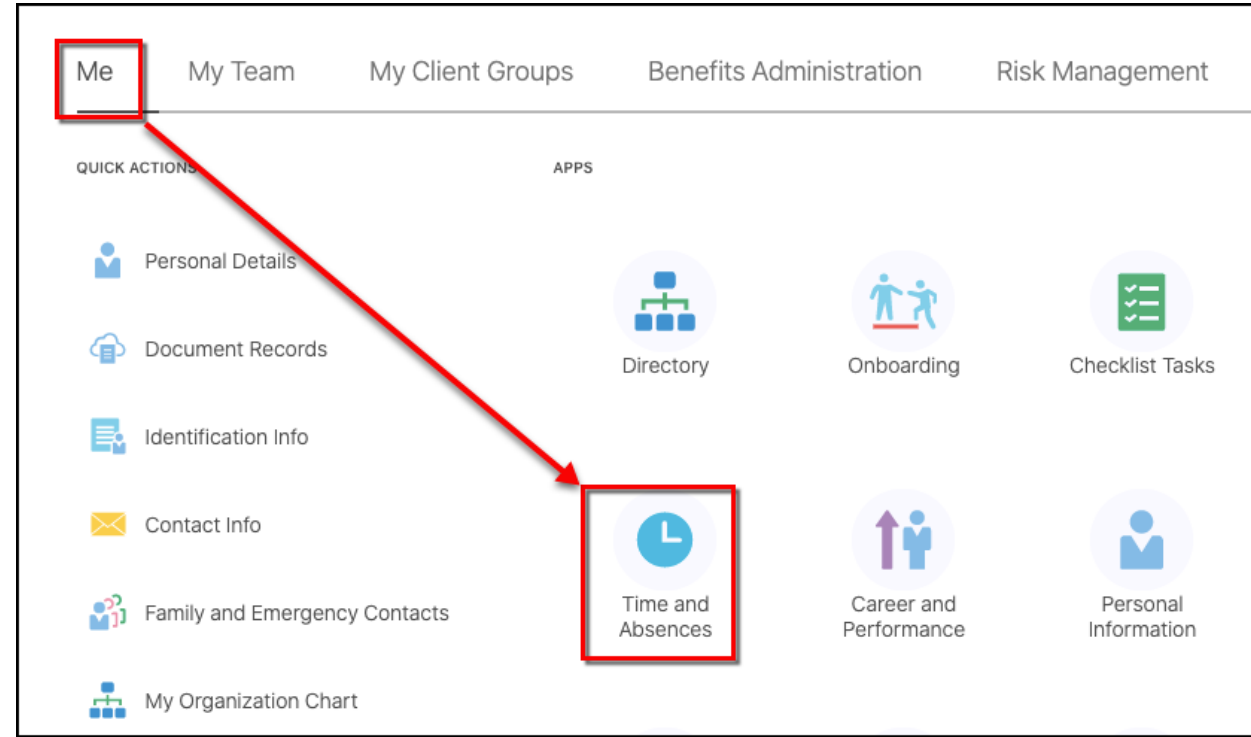
Time Entries

+ Add

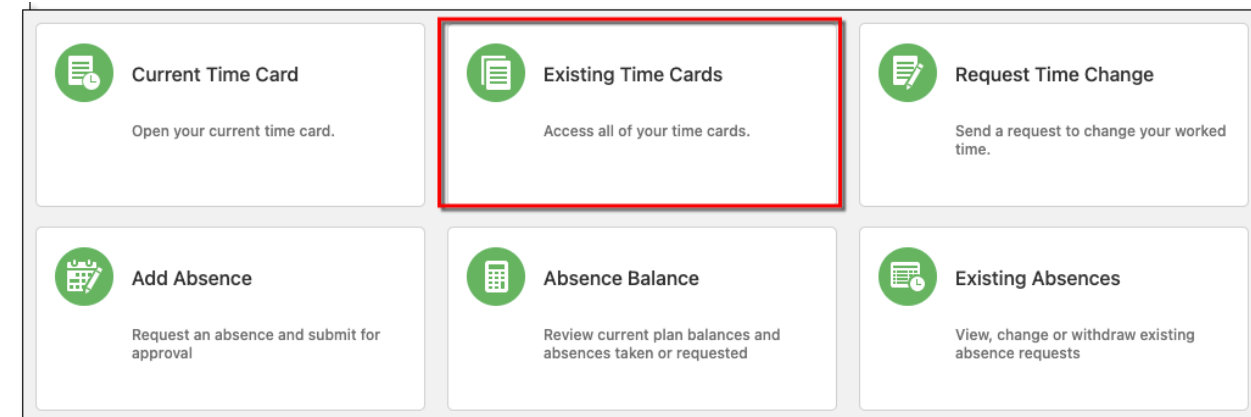
Training - Admin Time E3888	3.00	
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Viewing Time Change History

1. Select **Me** to display your employee functions.
2. Click the **Time and Absences** icon.



3. Click the **Existing Time Cards** tile.



4. Select the **pay period** for which you are viewing your time change history.

Note: A blue information box will appear at the top of the page.

5. Click the **View all change history** link.

Time Cards			+ Add
Last 5 time cards			
☆ 6/26/21 - 7/9/21 Total Hours:110	Entered	...	
☆ 2/6/21 - 2/19/21 Total Hours:80 Absence Hours:6	Approved	...	
☆ 6/12/21 - 6/25/21 Total Hours:80 Absence Hours:24	Approved	...	
☆ 5/29/21 - 6/11/21 Total Hours:80	Approved	...	



Information

Changes were made to this time card. [View all change history.](#)

Approved

Status

80.00

Reported Hours

[Show Details](#)

6. View your time change history.

Note: Employees and managers have access to view the change history information.

End of Procedure

Time Card: 2/6/21 - 2/19/21		
Search...		Show Filters
		Sort By
Time Card Status	Updated On 8/10/21 9:28 PM By [REDACTED]	
Before Change Submitted	After Change Approved	
Time Card Status	Updated On 8/10/21 9:26 PM By [REDACTED]	
Before Change Approved	After Change Submitted	
Time Card Status	Updated On 2/22/21 6:20 PM By [REDACTED]	
Before Change Submitted	After Change Approved	
Time Card Status	Updated On 2/22/21 5:51 PM By [REDACTED]	
Before Change Entered	After Change Submitted	
Time Card Status	Updated On 1/22/21 2:04 PM By [REDACTED]	
Before Change New	After Change Entered	