

HOW TO REQUEST TIMESHEET CHANGES

Workforce Ready Admin

https://secure.saashr.com/ta/6120773.admin?rnd=IRH&showAdmin=1&Ext=login&sft=OEUXUWKIQJ

Fred Beans Family of Dealerships

MY ACCOUNT | MY REPORTS | LINKS

My Dashboard

MAIN | FUN | Reset Windows

Start

Current Timesheet
Request Time Off
Request Calendar
Historical Timesheets

My Pay

My Benefits

My Saved Reports

Sticky Note

On your Home Page, select **Current Timesheet**

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Fred Beans Family of Dealerships

MY ACCOUNT | MY REPORTS | LINKS

My Account > My Timesheet > My Current Timesheet > Timesheet Edit

- Time Sheet: June 07, 2015 - June 20, 2015
- This Is Your Current Timesheet

Clock In | Change Cost Center | Clock Out

Timesheet | Exceptions | Calc. Detail | Calc. Summary | Summary By Day

Date	Labor Level	Cancel Lunch	Time Off	In Date	From	To	Raw Total	Calc. Total
Sun 7			No Data					
Mon 8	Boyertown/Fred Beans C/Collision/Paint Tech/Flat Rate De		Vacation	Mon 8			8.00	8.00
						Day Total	8.00	8.00
Tue 9			No Data					
Wed 10			No Data					
Thu 11			No Data					
Fri 12			No Data					
Sat 13			No Data					
Sun 14			No Data					
Mon 15			No Data					
Tue 16			No Data					

Change Requests

Request Timesheet Change

On the bottom of the screen, click on **Change Requests**

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File Edit View Favorites Tools Help

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Clock In Change Cost Center

Timesheet Exceptions Calc. Detail Calc. Summ

Date	Labor Level
Sun 7	
Mon 8	Boyertown/Fred Beans C/Collision/Paint Tech/Fl
Tue 9	
Wed 10	
Thu 11	
Fri 12	
Sat 13	
Sun 14	
Mon 15	
Tue 16	

Request Timesheet Change

Change Type

- Add Punch In
- Add Punch Out
- Modify Punch In
- Modify Punch Out

Submit Changes Close

Previous Screen Save Undo Does Change Requests Utilities Info

Selecting **Change Requests** opens the **Request Timesheet Change** window.

Choose **Change Type** from drop down list.

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Fri 12

Sat 13

Sun 14

Mon 15

Tue 16

Wed 17 Boyertown/Fred Beans C/Collision/Paint T

Thu 18

Fri 19

Sat 20

Request Timesheet Change

Change Type Add Punch Out

Add Punch Out

Date Wed 17

Time 7:00PM

Submit Changes Close

Previous Screen Save Undo Does Change Requests Utilities Info

If you are requesting a missed **Punch Out/In**, Choose the **Date**, from the drop down list that needs the change. Enter the **Punch In/Out time missed**. Please remember to enter **A** for **AM** or **P** for **PM**.

Click on **Submit Changes** or the **Green Flag**

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Timesheet Exceptions Calc. Detail Calc. Summ

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Tue 9	
Wed 10	
Thu 11	
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Sat 13	
Sun 14	
Mon 15	
Tue 16	

Request Timesheet Change

Change Type: Modify Punch Out

Select Time Entry

	Date	From	To	Hours
	06/17/2015		04:04p	

Submit Changes Close

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Clock In Change Cost Center

Timesheet Exceptions Calc. Detail Calc. Summ

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Wed 10	
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Fri 12	
Sat 13	
Sun 14	
Mon 15	
Tue 16	

Request Timesheet Change

Change Type: Modify Punch Out

Select Different Time Entry

Edit Time Entry

Date: 06/17/2015

Time From: 04:04p To: 7:45p Total Time: 0.00

Submit Changes Close

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MY ACCOUNT | MY REPORTS | LINKS

My Account > My Timesheet > My Current Timesheet > Timesheet Edit

- Time Sheet: June 07, 2015 - June 20, 2015
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Request Timesheet Change

Change Type: Add Punch Out

Date: Wed 17
Time: 7:00p

Request Change Comment

Please enter reason for requesting a timesheet change

Reason:

Submit Changes Close

7:49am (EDT)

7:49 AM 6/18/2015

This will open the screen for you to enter a reason for your request.

You must enter a reason to continue.

Once you have entered the reason, click on the **Request** button

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Timesheet change request saved.

Clock In Change Cost Center Clock Out

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Previous Screen Save Undo Docs Change Requests Utilities Info

On the upper left hand corner of the page the message "Timesheet change request saved" will appear.

