

Adding Time to a Submitted Timecard

Upon initial Submit, all lines in the timecard will be grayed out/locked.

Steps 1-5: Adding Time to a Timecard That Has Been Submitted and Unauthorized

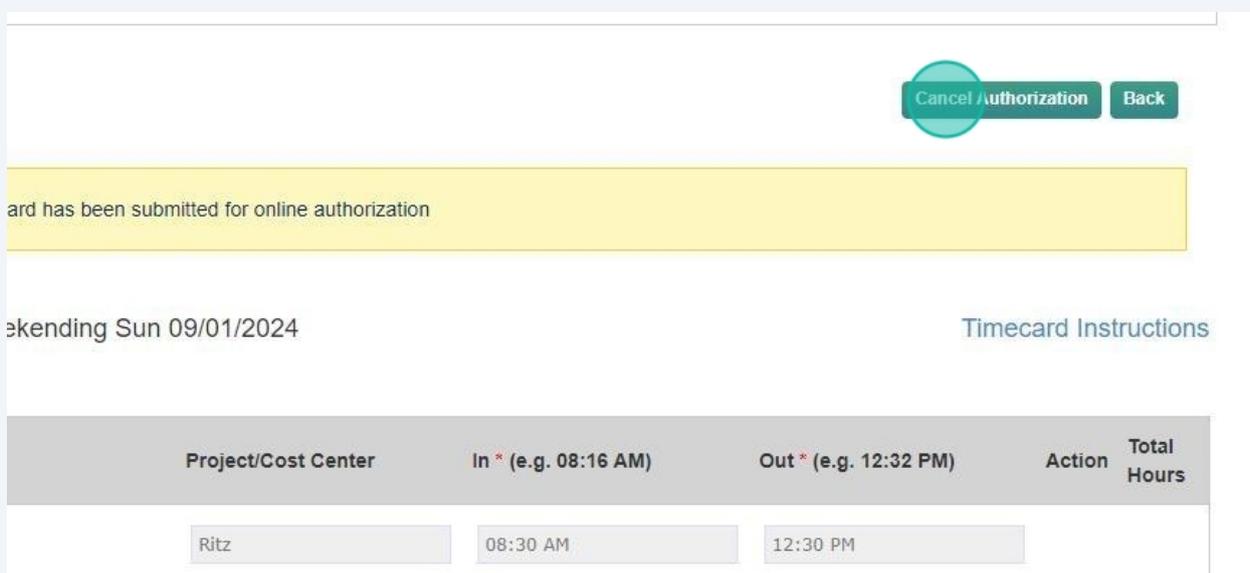
Steps 6-10: Adding Time to a Timecard That Has Been Submitted and Processed

Adding Time to a Timecard That Has Been Submitted and Unauthorized

- 1 To access the submitted timecard, click **View**.



- 2 Click the **Cancel Authorization** button to make your timecard fully editable again.



3 Adjust the hours/add time as needed.

ending Sun 09/01/2024 Timecard Instructions

Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
Ritz	08:30 AM	12:30 PM		
	01:00 PM	04:00 PM		
				7

Project/Cost Center In * (e.g. 08:16 AM) Out * (e.g. 12:32 PM) Action Total Hours

4 Click **Submit for Authorization** if you are ready to send the updated hours to the Client for Approval.

Click **Save** if you will need to make further adjustments before submitting.

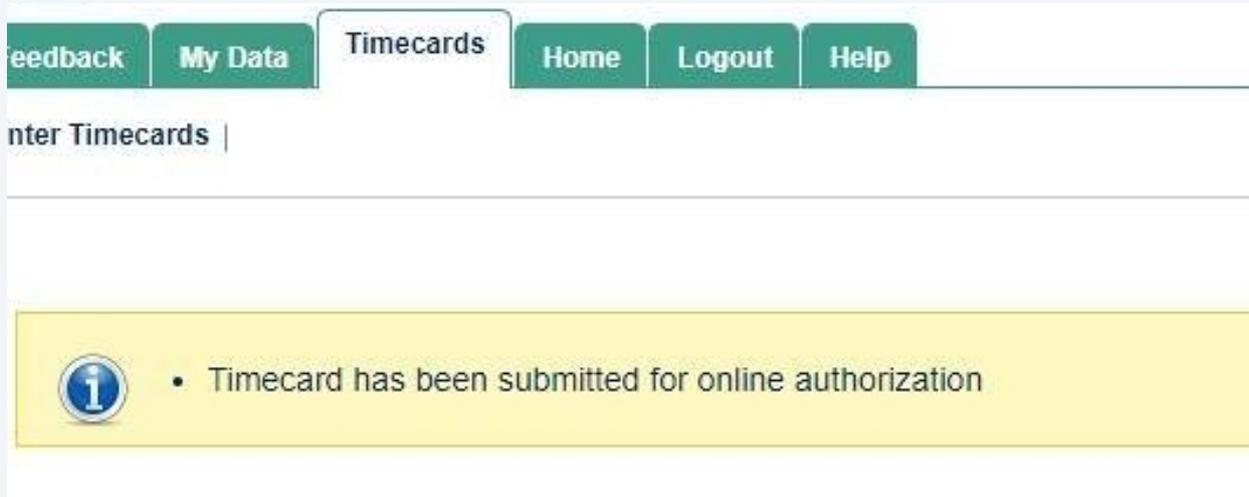
  

un 09/01/2024 Timecard Instructions

Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
Ritz	08:30 AM	12:30 PM		
	01:00 PM	04:00 PM		
				7

5

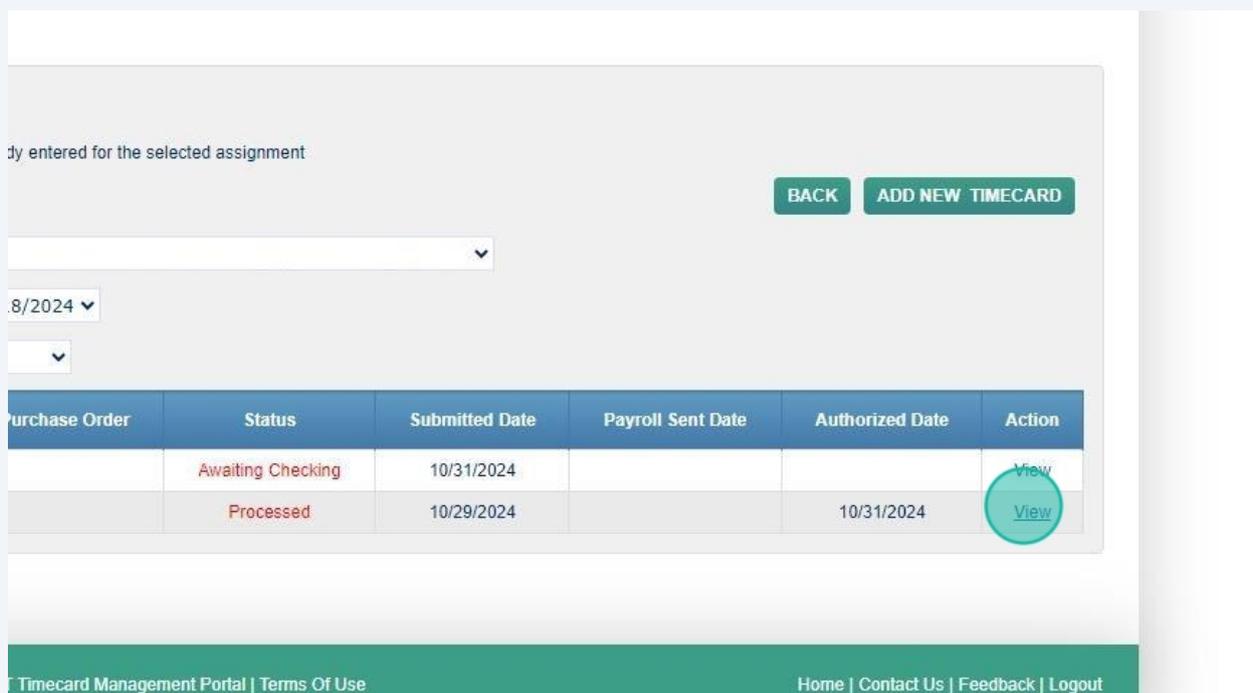
You'll know your timecard has been successfully submitted for approval once you see the **Timesheet has been submitted for online authorization** notification at the top of the screen.



Adding Time to a Timecard That Has Been Submitted and Processed

6

If your timecard has been processed and you need to add time, click **View**.



7

Times that have already been approved by the client will be grayed out/locked.

	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
	Ritz	09:00 AM	12:30 PM		
	Ritz	01:00 PM	05:30 PM		
1/2024 to ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		8

	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
1/2024 to ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00

	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
1/2024 to ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00

8

Enter your additional hours in the lines provided for each day.

	Ritz	09:00 AM	12:30 PM		
	Ritz	01:00 PM	05:30 PM		
1/2024 to ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		8

	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
1/2024 to ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00

	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
1/2024 to ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>		0.00

9

Click **Submit for Authorization** if you are ready to send the updated hours to the Client for Approval.

Click **Save** if you will need to make further adjustments before submitting.

In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
----------------------	-----------------------	--------	-------------

10

You'll know your timecard has been successfully submitted for approval once you see the **Timesheet has been submitted for online authorization** notification at the top of the screen.

Feedback My Data Timecards Home Logout Help

Enter Timecards |

 • Timecard has been submitted for online authorization