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 s	BACK ADD NEW	d, click Viev	ı.		
Payroll Sent Date	Authorized Date	Action			
	10/31/2024	View			

2 c	lick the Cancel Autho	prization button to n	nake your timecard fu	Illy editable agai
			Cancel Au	thorization Back
rd has been	submitted for online authorization			
kending S	Sun 09/01/2024		Tim	necard Instructions
	Project/Cost Center	ln * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action Total Hours
	Ritz	08:30 AM	12:30 PM	

3 Adjust the hours/add time as needed.

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	ê	
	01:00 PM	04:00 PM	B	
			+	7

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.

			Jave Data
09/01/2024		Tin	necard Instruction
Project/Cost Center	In [*] (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action Total Hour
Ritz	08:30 AM	12:30 PM	â
	01:00 PM	04:00 PM	B
			+ 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.

edback	My Data	Timecards	Home	Logout	Help
er Timeca	rds				
	 Timeca 	rd has been s	ubmitted	for online	authorization

Adding Time to a Timecard That Has Been Submitted and Processed

entered for the se	elected assignment			BACK ADD NEW	TIMECARD
		~			
/2024 🗸		~			
2024 ~		~			
2024 V V chase Order	Status	▼ Submitted Date	Payroll Sent Date	Authorized Date	Action
2024 🗸	Status Awaiting Checking	Submitted Date	Payroll Sent Date	Authorized Date	Action

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	Hours
	Ritz	09:00 AM	12:30 PM	8	
	Ritz	01:00 PM	05:30 PM	8	
2024 to ' 🗸				+	8
	Project/Cost Center	ln * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
2024 to ' 🗸				+	0.00
	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours

O EII	ter your additional ho	ours in the lines prov	ided for each day.		
					nours
	Ritz	09:00 AM	12:30 PM	8	
	Ritz	01:00 PM	05:30 PM	8	
24 to ' 🗸				+	8
	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total
	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
24 to ' 🗸	Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM)	Action	Total Hours
24 to ' 🗸	Project/Cost Center Project/Cost Center	In * (e.g. 08:16 AM)	Out * (e.g. 12:32 PM) Out * (e.g. 12:32 PM)	Action + Action	Total Hours 0.00 Total Hours

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

 Submit For Authorization
 Save
 Back

 Timecard Instructions

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

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

9

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.

edback	My Data	Timecards	Home	Logout	Help	
ter Timec	ards					
	-					
(1)	 IImeca 	rd has been s	submitted	tor online	authorization	