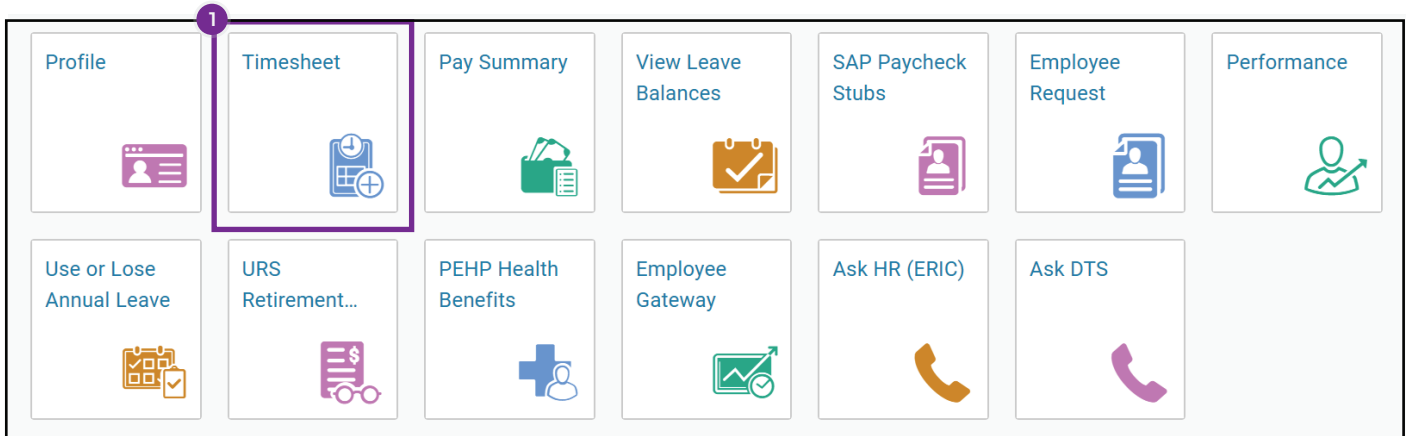


# Adjusting or correcting a timesheet after submission

## Instructions

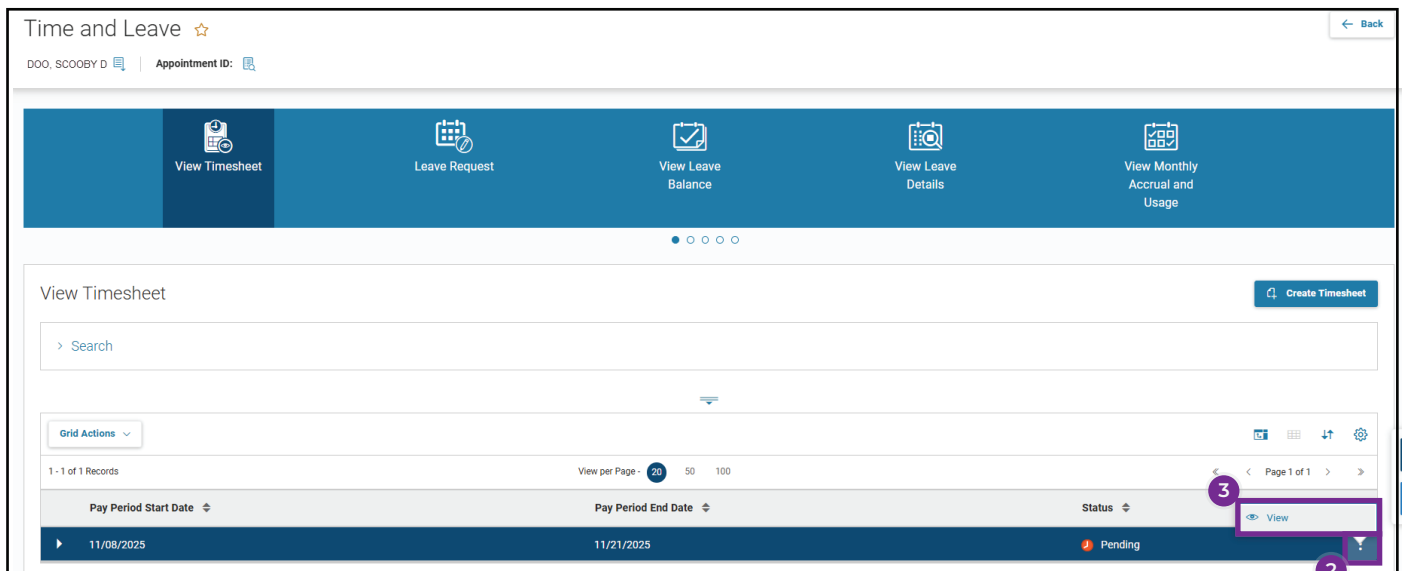
If you submit a timesheet but need to make a correction, you can recall it from your manager's workflow. This is only for timesheets that have not been approved yet.


1. Click on the **Timesheet** tile on the Employee Dashboard landing page.



Your timesheet submissions will show under **View Timesheet**.

2. Click on the row **3-dot menu**  near the end of the line.
3. Select **View**.



4. Click the **3-dot menu**  in upper-right corner near the Close button.
5. Select **Recall from Workflow** under the Primary Actions.

Timesheet (TIMEI) ☆ | Pending | [Grid Icon]

DOO, SCOOPY D | Appointment ID: - | Transaction ID: 2025110900000068865 | Version: 1

1 of 2: Transaction submitted successfully - Pending Approval by TIMEI\_APPROVE

**Time Entry Reminder**  
Please enter your time in minutes, and round to the nearest quarter hour (:00, :15, :30, :45)  
For example, enter 1 hour and 27 minutes as 1:30, not 1.27.  
This ensures accurate payroll and reporting. Thank you!

Time Entry (1) | Daily Activity | Summary

Total Hours: 72.00 | Total Hours: 00.00

Pay Period Start Date: 11/08/2025 | Pay Period End Date: 11/21/2025

Hours Summary

1 - 1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Event ID	Description	Week 1 Hours	Week 2 Hours	Total Hours Reported
WORK	OFFICE LOC PAY	32:00	40:00	72:00

Primary Actions: Recall from Workflow (5), Override, Remove Override, Collaborate, Comments, View Default Accounting, Show Accounting Details, Show Average Time, Leave Balance, View Work Schedule, Save as My Template, View Past Punches

Other Actions: Additional Transaction Information, Future Transaction Triggering, Schedule, Send Page, Print, View PDF, Download Transaction

Research: Track Work In Progress, Transaction History, Forms

The Recall action is complete, and now you can edit and resubmit your timesheet.

Click the **Time Entry** tab and make appropriate edits to your timesheet.

Timesheet (TIMEI) ☆ | Draft | [Grid Icon]

DOO, SCOOPY D | Appointment ID: - | Transaction ID: 2025110900000068865 | Version: 1

1 of 1: Recall action completed.

**Time Entry Reminder**  
Please enter your time in minutes, and round to the nearest quarter hour (:00, :15, :30, :45)  
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Time Entry (1) | Daily Activity | Summary

Total Hours: 72.00 | Total Hours: 00.00

Pay Period Start Date: 11/08/2025 | Pay Period End Date: 11/21/2025

Grid Actions

1 - 1 of 1 Records | View per Page: 20 | 50 | 100 | Page 1 of 1

Line	Event	Sat 11/08	Sun 11/09	Mon 11/10	Tue 11/11	Wed 11/12	Thu 11/13	Fri 11/14	Sat 11/15	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Week 1 Total	Week 2 Total	Total Hours	Time In/Out	Attachments
1	WORK	Off Day	Off Day	08:00	Holiday	08:00	08:00	08:00	Off Day	Off Day	08:00	08:00	08:00	08:00	08:00	32:00	40:00	72:00		

7. Validate

6. Submit

Save

Save & Close

6. After entering your total hours, click **Save** in the upper-right corner.

7. Once your timesheet is complete for the pay period, select **Submit** to route it to your manager for approval.