# 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.

Profile	Timesheet	Pay Summary	View Leave Balances	SAP Paycheck Stubs	Employee Request	Performance
Use or Lose Annual Leave	URS Retirement...	PEHP Health Benefits	Employee Gateway	Ask HR (ERIC)	Ask DTS	
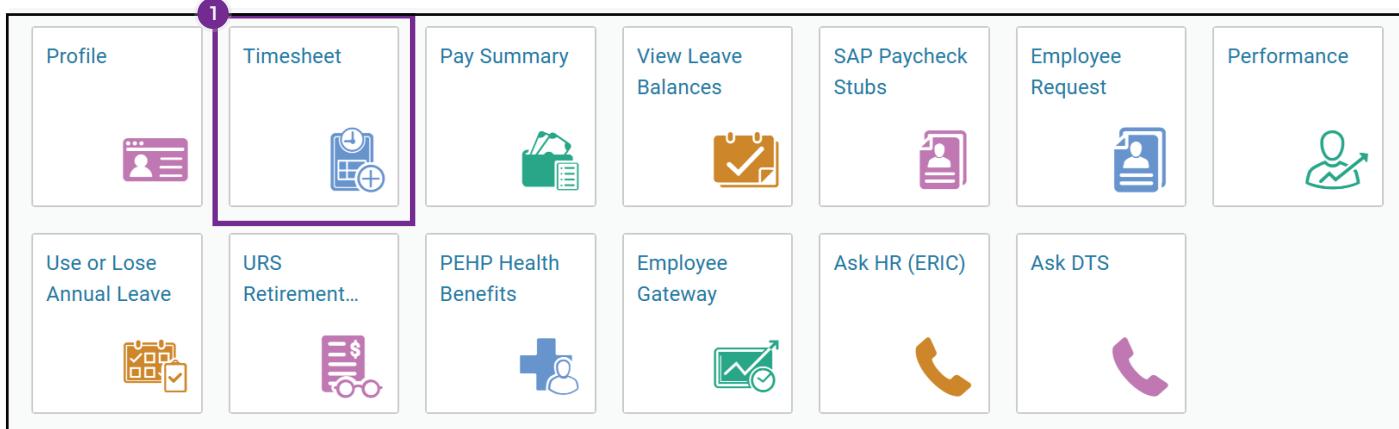
Your timesheet submissions will show under **View Timesheet**.

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

3. Select **View**.
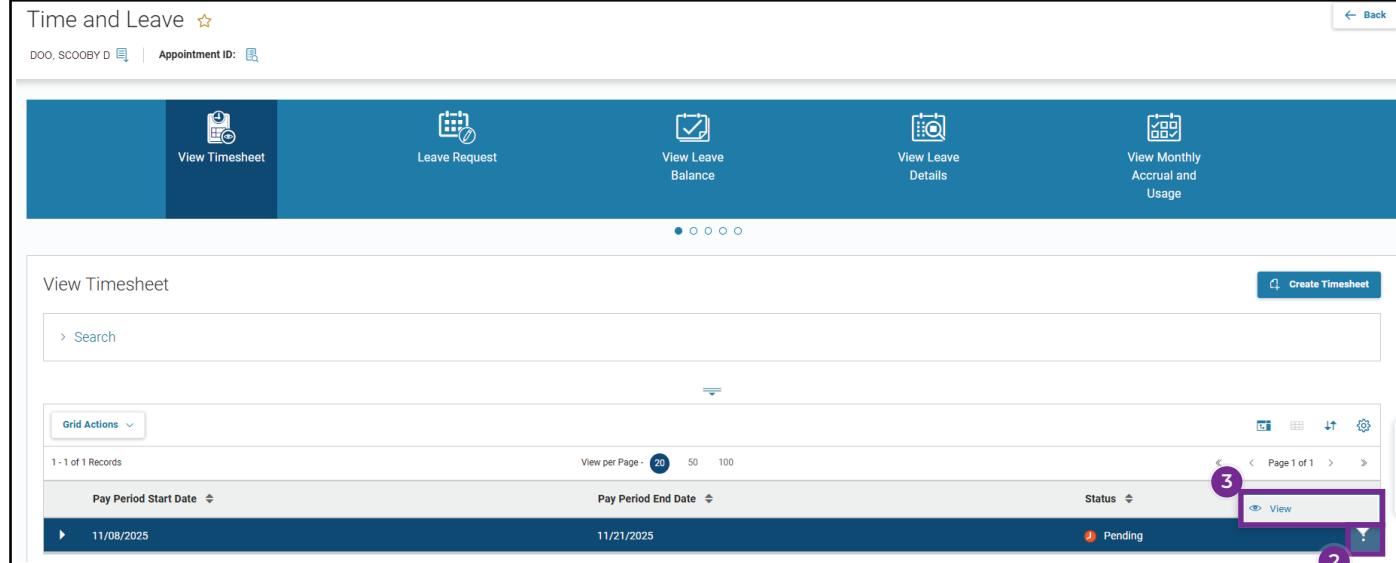
4. Click the **3-dot menu** ⋮ in upper-right corner near the Close button.

5. Select **Recall from Workflow** under the Primary Actions.

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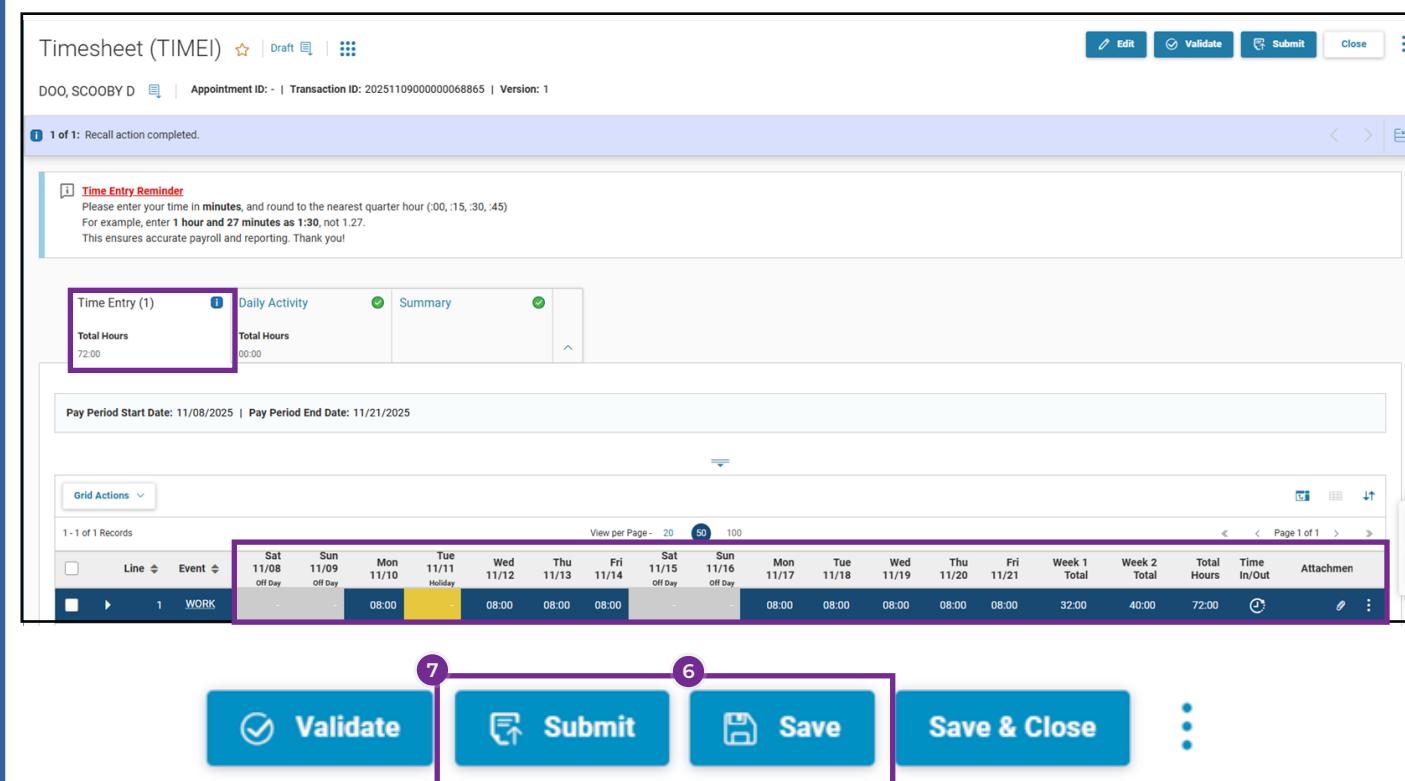
6. After entering your total hours, click **Save** in the upper-right corner.

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