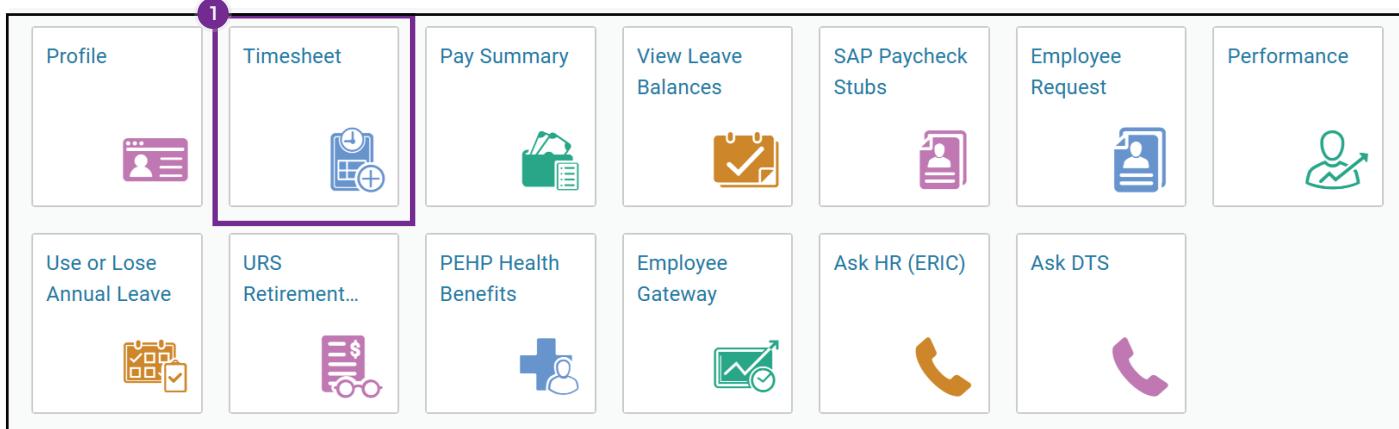


Adjusting or correcting a timesheet after submission

Instructions

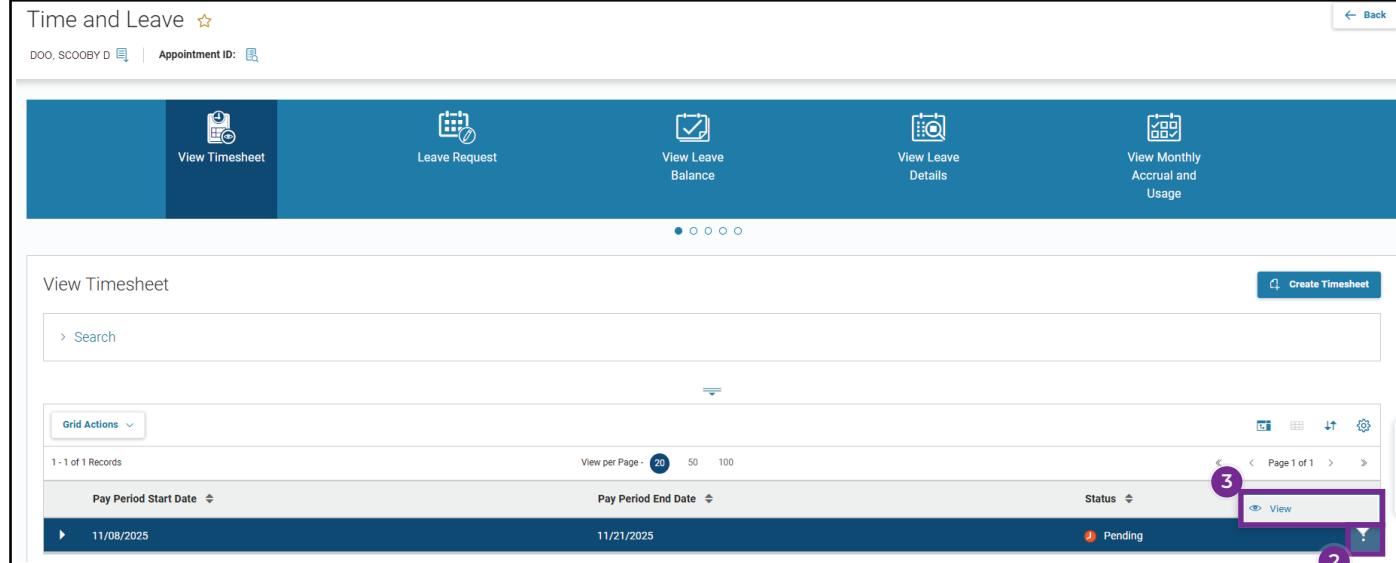
If you submit a timesheet but need to make a correction, you can recall it from your manager's workflow. This is only for timesheets that have not been approved yet.

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

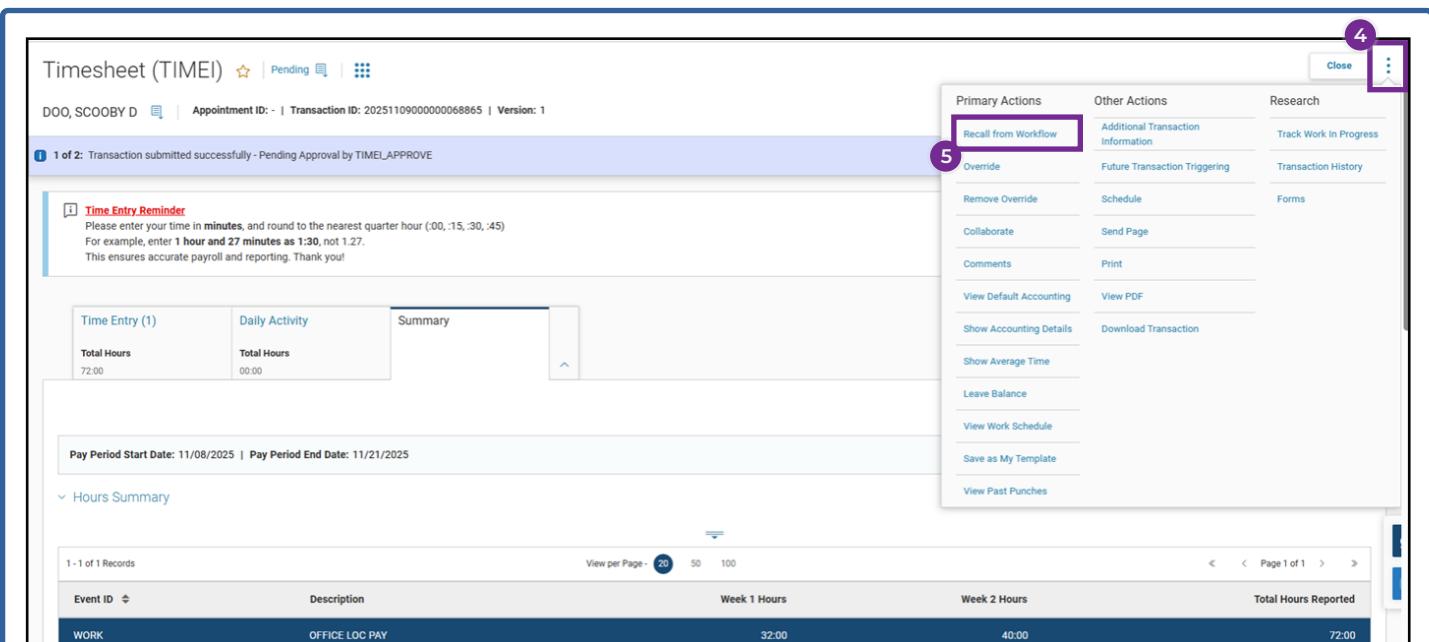


Your timesheet submissions will show under **View Timesheet**.

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



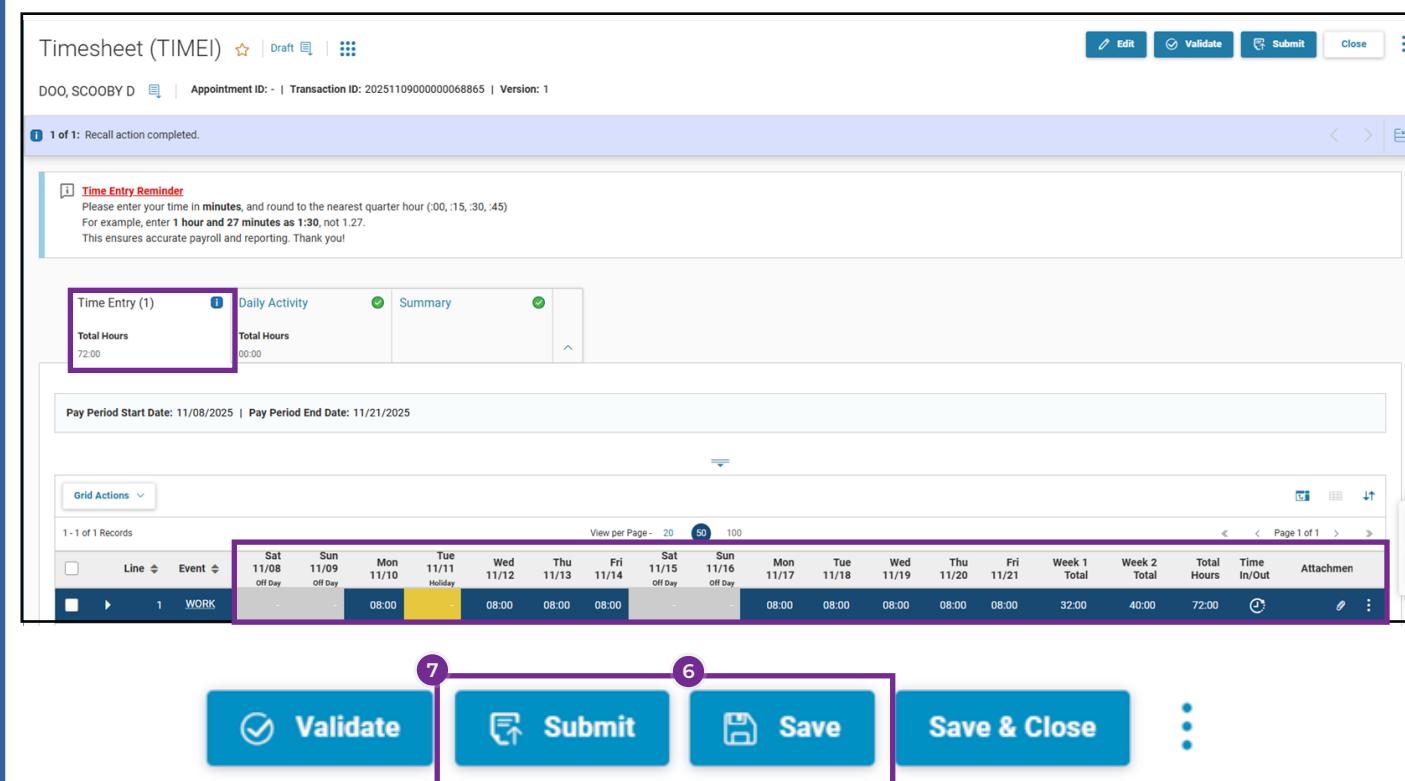
4. Click the **3-dot menu**  in upper-right corner near the Close button.
5. Select **Recall from Workflow** under the Primary Actions.



The screenshot shows the Timesheet (TIME1) page for user D00, SCOOBY D. The status is Pending. A message at the top says "1 of 2: Transaction submitted successfully - Pending Approval by TIME1_APPROVE". The main content includes a Time Entry table and a grid for hours summary. A context menu is open on the right, with the "Recall from Workflow" option highlighted in a purple box. Other options in the menu include Primary Actions (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) and Other Actions (Additional Transaction Information, Future Transaction Triggering, Schedule, Send Page, Print, View PDF, Download Transaction) and 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.



The screenshot shows the Timesheet (TIME1) page for user D00, SCOOBY D. The status is Draft. A message at the top says "1 of 1: Recall action completed." The main content includes a Time Entry table and a grid for hours summary. A context menu is open on the right, with the "Recall from Workflow" option highlighted in a purple box. The grid shows a weekly summary of hours worked. At the bottom, there are buttons for Grid Actions, a table of hours, and a row of action buttons: Validate (7), Submit (6), Save, and Save & Close. The "Submit" button is highlighted in a purple box.

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.