Employee:
How to Modify Previously Reported Time

1. Navigate to the Time application.

2. Select the work week that needs to be modified under the Enter Time section; This Week, Last Week, or Select Week.

3. Select the time block you wish to modify (see example below) by clicking on it.
4. The **Enter Time** dialogue box will open. Make the edits needed and enter a brief comment explaining the need for the modification. Then, click the **OK** button.

![Enter Time Dialogue Box]

5. The calendar should now reflect the modification(s) you made. Once you have completed all the modification needed, click the orange **Review** button in the bottom right.

6. Review the changes for accuracy in the following dialog box and read the acknowledgement statement.
   a. If correct the hours are now correct, click **Submit** to submit your hours for re-approval.
   b. If the hours are still not correct, click the **Cancel** button, make any additional edits needed and click the Review button again.

*Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356*