

Employee: How to Modify Previously Reported Time

1. Navigate to the **Time** application.



Time

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

Enter Time

This Week (0 Total)

Last Week (0 Total)

Select Week

3. Select the time block you wish to modify (see example below) by clicking on it.

Today
◀ ▶ Aug 13 – 19, 2022
Week
Actions

	Sat, 8/13 Total: 0	Sun, 8/14 Total: 0	Mon, 8/15 Total: 4	Tue, 8/16 Total: 0	Wed, 8/17 Total: 0	Thu, 8/18 Total: 0	Fri, 8/19 Total: 0
7 AM							
8 AM			Worked Hours 8:00am - 12:00pm (Meal) 4 Hours ☹ Not Submitted				
9 AM							
10 AM							

Summary
Aug 13 – 19, 2022

Total	4
Regular	4
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0
Call Back Minimum	0

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.

Status Not Submitted

Time Type *

In *

Out *

Out Reason *

Hours 3.5

Details

Waive Meal Break Penalty

Comment

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 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