**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*