Adding a missing punch

- 1. You will have to log in to your employee self-service (WFR) via the portal
- 2. Click on the start button on the top left of the page and select "My Current Timesheet"

START	My Account My Employees Manage					
HUMAN RESOURCES	PAYROLL					
My Profile	My Current Timesheet					
Review My Benefits	Timesheet Change Requests					
Change my address	My Pay Statements					
	Change my direct deposit account(s)					
	Change my 403(b) election					
	My Year End Tax Forms - W2(s)					
	My current tax withholding - W4(s)					
	Change my tax withholding - W4(s)					

3. This will take you to your timesheet. Select the "Change Requests" button on the top right of the screen

SAVE	UNDO	DOCS	CHANGE REQUESTS	UTILITIES	INFO		
						Request Timesh	eet Change
						Change Type	✓✓
4. This will take you to a screen with a drop down labeled				ed		Add Punch In	
"Change type" 5. Here you can select from several choices but for this example we will select "Add Punch In"							Add Punch Out
							Add Time Entry
							Cancel Time Off
	•						Modify Cost Center
							Modify Punch In
							Modify Punch Out
							Modify Time Off

- 6. A pop-up will appear that allows you to select the date and enter the time of your missing punch. Make sure to enter "a" or "p" when entering your time so the system knows where to place the punch.
- 7. Once you have entered the time click submit changes.

Request Timesheet Change	
Change Type Add Punch In 🗸	
ADD PUNCH IN	
Date Sat 21 🗸	
Time	
SUBMIT CHANGES CLOSE	

8. A box with then appear asking for a reason for the change request. Once you have filled in your reason click request. The system will then send an email to your timesheet approver with your change request. You will receive an email notice with approval or denial of your change request.

Request Change Comment						
Please ent	iter reason for requesting a timesheet change.					
Reason:						
	REQUEST CANCEL					

9. To modify a punch out select "punch out" for step 5