Changing timesheets after submission

Last Modified on 01/07/2022 3:39 pm EST

This section guides you in requesting changes to timesheets you already submitted, in the latest version of Wurk. Your request will be sent to your manager and approval chain for review and approval. Examples are shown for a typical Wurk employee on the desktop application. System behavior on the mobile application is very similar, so this guide can be used for either.

If you are an hourly employee and simply clock in or out, your company may not have enabled this feature for you.



Working with timesheets gives a more detailed view of your time entry and is designed for the desktop application.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

1. After logging into your company Wurk app, click the "hamburger menu" in the upper left corner to open the Main Menu.

2. Find the Timesheet you want to change and click the View/Edit icon.

OPEN ENROLLMENT HAS KICKED OFF	We was here a 1.1.1.0			
331 hours left	Thursday, Jul 18 05:37 PM	days til next paymen		
WELCOME TO NÜRK OR/11/2017 04.50 pm	[MDT] You clocked out at 02:15pm			
2 📓 -	× würk		MY TIME	
Search	٩			
0 Tr + 🔳 # 4	← My Timesheets		SUBMIT FOR	APPROVAL PRINT
	I of 1 → 3 Rows [System] ▼			Timesheet Dates This Marth
8 4				
🛓 My Information 🔶	Approval State		Intenhect End	Rev Hours -
🥂 🖻 My Time 🗸 🗸	Submitted		9/21/2019	79.67
Timesheet	Submitted	08/25/2019	9/07/2019	67.19
? Timesheet	Find the timesh	ieet you		213.94
	need to change			

3. From My Info, expand My Time>Timesheet>Historical Timesheets to see your submitted timesheets.

4. Click

CHANGE REQUEST and select the type of change you want to make.

× würk				\$
← Timesheet			Click here to start	
Time Entry	🛅 📢 Aug 25 - Sep 7 🕨		Submitted O O O CHANGE # C	EQUEST
Cate Densil Summary By Day You can expand the day where you need to change your hours to see more detail	Raw Total 67.19 hr	1		
	Y EXPAND ALL		Change Request	×
	SUN Aug 25	0.00 hrs	Change Type *	
	🔥 No time reported			
	MON Aug 26	8.48 hrs	Cancel Time Off Choose the ty change you w	
	TUE Aug 27	7.38 hrs	Modify Punch In	
	WED Aug 28	7.15 hrs	Modify Punch Out	
	N/A SHIFT 07:55 am - 03:94 pm Department: CannaLive/Wabash Ave	7.15 hrs		
	THU Aug 29	6.90 hrs		
	FRI Aug 30	6.50 hrs		
	SAT Aug 31	0.00 hrs		

5. Then select the date and hours where you want to make the change. In the example below, the user is requesting to modify a punch-in.

Change	Request		×	
Change T	ype *		<u>^</u>	
Modify	Punch In	*		
	PAND ALL	0.00 hrs		
MON	Aug 26	8.48 hrs		
TUE	Aug 27	7.38 hrs		Click the item yo
07:15 ar	m - 11:35 am (4.33 h	irs)	⋗←	want to change
12:07 pr	m - 03:10 pm (3.05 h	urs)	>	
WED	Aug 28	7.15 hrs		
тни	Aug 29	6.90 hrs	•	
			CANCEL	

You can only request changes to logged hours. If the date shows zero hours, you cannot request a change. This is because of how timesheets are reviewed and approved, shown here.

6. Make changes to the item. In the example below, the user is requesting a change a punch in.

	Change Request	×
	Change Type * Modify Punch In	
You can edit the time and am/pm.	Tue, Aug 27 From To 12:35 am (2) 03:10 pm Comment Leave a comment here to explain the reason for the change	BACK TO LIST Total
		you submit the request, it goes to y ger's inbox for review and approval.

7. Click **SUBMIT CHANGES** and then click **OK** on the confirmation. Your manager or supervisor will review the request and approve or reject it.



You can see your change requests under My Info>My Time>Timesheet>Change Requests.

