Changing timesheets after submission

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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.

1 = Würk Home		<i>,</i>	
Announcements (2)	Clock View Timesheet	8 ¹ My Pay View Pay History	
OPEN EXPOLLENT FLAS NOLED OFF OPEN TATE OFF SP Note 31 20 T pm WELCOME TO WEAK OPEN TO WEAK	Thurnday, Jul 18 05:37 PM [MDT] You clusted out at 62:15am	1 days til next payment	
2 🧕 - 📑	× würk	MY TIME	
	← My Timesheets	SUBMIT	FOR APPROVAL PRINT REFRESH
▲ My Information >	Approval State 👻 á	Timesheet Start 🔹 Timesheet End 🔹	Raw Hours 👻 # Records
2 🕑 My Time 🗸	Den Den	08/22/2019 10/05/2019 08/28/2019 09/21/2018	67.08
Timesheet	Subwitted	08/25/2019 09/07/2019	67.19
Y Trivestveet Historical Trivestveets Ovarge Requests	Find the timeshee need to change a click the View/Ed	it you nd It icon	213.94
Time Dif >			
ng My Schedule >			
# Home in Dashboard			

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 () CHANGE REQUEST
Calc Detail	Raw Total 67.19 hrs		
Summary By Day	Y EXPAND ALL		Change Request X
You can expand the day where you need to change your hours to see more detail	SUN Aug 25	0.00 hrs	Change Type *
	A No time reported		
	MON Aug 26	8.48 hrs	Cancel Time Off Choose the type of change you want CANCEL
	TUE Aug 27	7.38 hrs	Modify Purch In
	WED Aug 28	7.15 hrs	woolly Parch Col
	N/A SHIFT 07:55 am - 03:04 pm Department: CannaLlive/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 F	Request			X	
Change T	ype *			A	
Modify	Punch In 👻]			
✓ EX	PAND ALL				
SUN	Aug 25	0.00 hrs			
MON	Aug 26	8.48 hrs			
TUE	Aug 27	7.38 hrs			Click the item v
07:15 an	n - 11:35 am (4.33 hrs)		>	\mathcal{F}	want to change
12:07 pn	n - 03:10 pm (3.05 hrs)		>		
WED	Aug 28	7.15 hrs			
THU	Aug 29	6.90 hrs		•	

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 O 03:10 p Comment Leave a comment here to explain the reason for the change	← BACK TO LIST Total pm ② 14.58
-	m	Once you submit the request, it goes to you hanager'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.

