



# Re-Entering Rejected Time

When your timecard has been rejected by your Time Approving Supervisor, you should receive a communication (from your Time Approving Supervisor) stating that you will need to correct and re-submit the rejected time. Navigate to the Time Entry screen.

Employee Daily Time Entry

Home Business Unit: 1001

Period Dates: Pay Period Start: 201, Pay Period End: 201

Pay Type (Totals Only): Hours Worked: 43.50

Period Hours: Hours Worked: 43.50

**1**

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Totals	Wed 4/12	Thu 4/13	Fri 4/14	Sat 4/15	Sun 4/16
Regular Hours	10.00	8.50	8.00	8.50	8.50
All Other Hours					
Total Hours	10.00	8.50	8.00	8.50	8.50

Records 1 - 10

Select	Time Card Status	Pay Type	Pay Type Description	Sun 4/10	Mon 4/11	Tue 4/12	Wed 4/13	Thu 4/14	Fri 4/15	Sat 4/16	Time In	Time Out	Change Reason
<input type="checkbox"/>	Rejected	1 Regular			10.00						09	49	
<input type="checkbox"/>	Approved	1 Regular				5.00					09	29	
<input type="checkbox"/>	Approved	1 Regular					3.50				33	47	
<input type="checkbox"/>	Approved	1 Regular						5.00			11	31	
<input type="checkbox"/>	Approved	1 Regular							3.00		35	47	
<input type="checkbox"/>	Approved	1 Regular								5.00	09	29	
<input type="checkbox"/>	Approved	1 Regular									33	47	

1. Review your Time that was rejected.
2. Re-Enter your Time on a **new line** (at the bottom). DO NOT attempt to overwrite a previous entry.
3. **Save & Submit**
4. Notify your Time Approving Supervisor of corrected Time card entry. If necessary, review the status.

**2**

Approved 700 Holiday Pay 8.00 8.00

**4**

Approved  
Approved

**3**

Waiting for Approval	1 Regular			5.00
Waiting for Approval	1 Regular			5.00

**\* A Process note:** In the "Period Hours" section, you may see hours in the "Expected" box. IGNORE this value.