

Re-Entering Rejected Time

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

1. Review the “**Rejected**” Time Entry row for the correction needed. Leave the “Rejected” row of time in the timecard.
2. *Scroll* to the bottom of the Grid to start a new line of Time Entry and *re-enter* your Time on a new line (*paying attention to the correct Day column*).
3. **Click Save & Submit**
4. Notify your Time Approving Supervisor that you have corrected the Timecard. If appropriate, check Status.

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

Totals	Mon 4/12	Tue 4/13	Wed 4/14	Thu 4/15	Fri 4/16	Sat 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
<input type="checkbox"/>	Rejected	1 Regular			10.00		
<input type="checkbox"/>	Approved	1 Regular					5.00
<input type="checkbox"/>	Approved	1 Regular					3.50
<input type="checkbox"/>	Approved	1 Regular					5.00
<input type="checkbox"/>	Approved	1 Regular					3.50
<input type="checkbox"/>	Approved	1 Regular					5.00
<input type="checkbox"/>	Approved	1 Regular					3.50

Records 1 - 11

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	Reason	Comments	Reason
<input type="checkbox"/>	Approved	1 Regular				5.00					09	29			
<input type="checkbox"/>	Approved	1 Regular				3.50					11	31			
<input type="checkbox"/>	Approved	1 Regular					5.00				09	29			
<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						3.50			33	47			
<input type="checkbox"/>	Approved	1 Regular							5.00		09	29			
<input type="checkbox"/>	Approved	1 Regular							3.50		33	47			
<input type="checkbox"/>	Saved	1 Regular			5.00						09	29			
<input type="checkbox"/>	Saved	1 Regular			5.00						31	51			

Records 1 - 11

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

Records 1 - 11

Approved	Approved
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