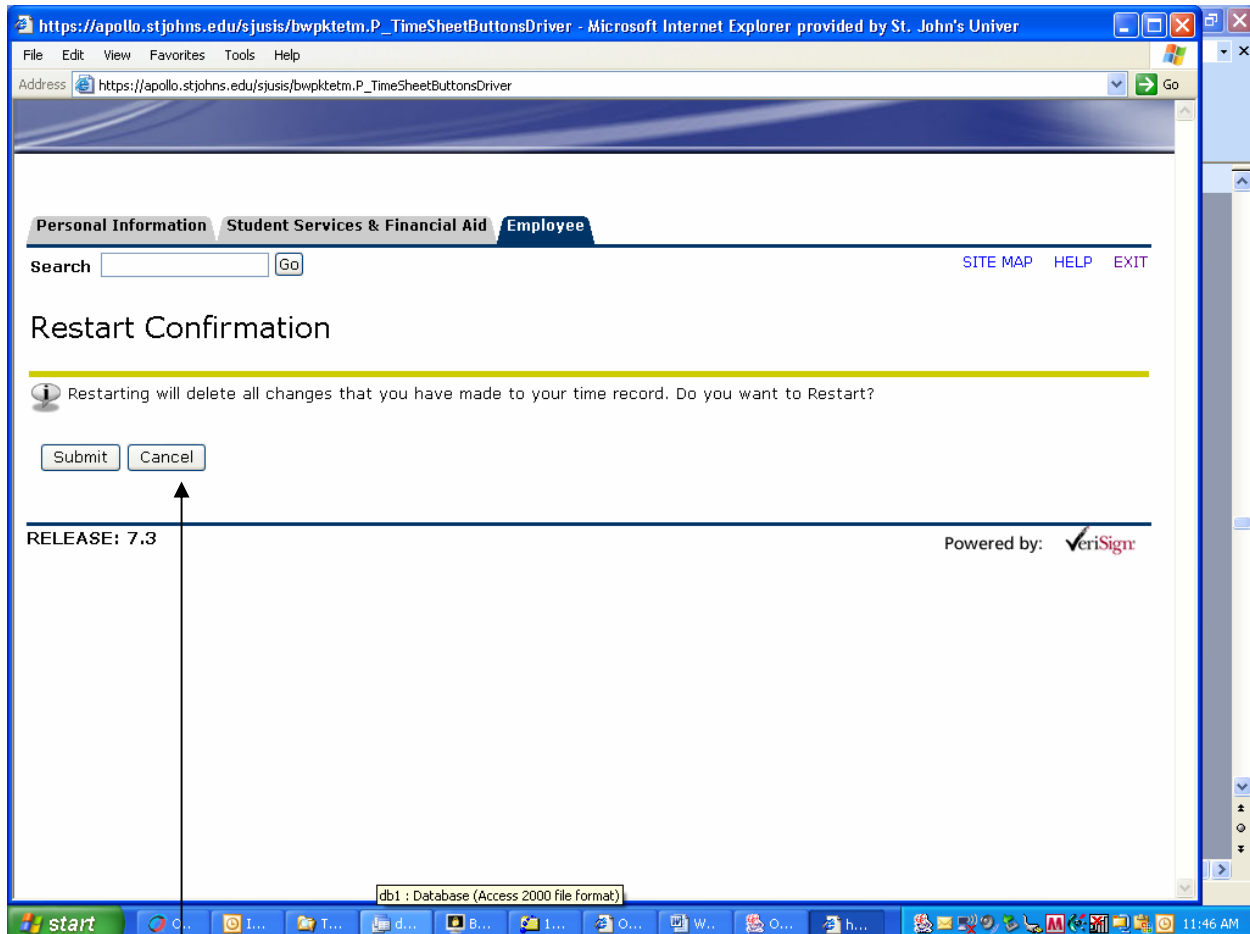


## I. Restarting

The Restart Confirmation Page will appear when you click the **Restart** button from the Time Sheet Page. All previously made entries will be removed and the record re-initialized with the most current information.

***NOTE: If changes are made to your job mid pay period, you may be asked by Payroll Office to restart your timesheet to capture those changes.***



Clicking **Cancel** returns the employee back to the unchanged time sheet. If you click **Submit** you must re-enter hours.