

L. Altering time after Submission

Once you **Submit** your time sheet for approval, **you cannot make changes to it**. If changes are necessary, you must contact your Approver (listed at the bottom of the Time Sheet page).

1. If the time sheet has been **Approved**, it cannot be changed by the Approver. Approver must contact Payroll to make any changes. Only time sheets **Pending** approval can be changed by approver.
2. If the time sheet has not been **Approved**, the Approver can either make the change or disapprove the time sheet, which returns the time sheet to the employee for correction.

M. Returned for Correction

If the Approver disapproves the time sheet, the status on the Position Selection Page will be ***Return for Correction***. When the time sheet is returned for correction, the employee must:

1. Choose the position and pay period for which corrections are necessary.
2. Click the link under the appropriate date and earn code
3. Enter the correct hours.
4. Click **Submit** to send it to the Approver again before the **Submit By** deadline shown on the time sheet.
5. **Certify Time** to complete the process.
6. Contact Approver to inform them you have re-submitted your time sheet.