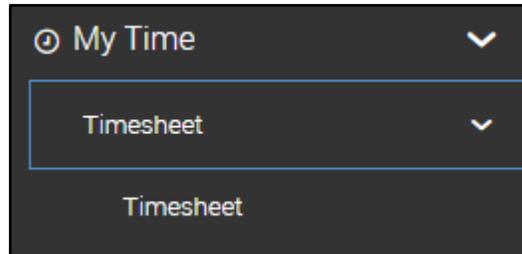


## PaycoHCM Tips and Tricks: Submitting Timesheet Change Requests

One of the many benefits of using PaycoHCM is the ability to request a timesheet change quickly and easily. Forgot to punch in this morning? Here is how to fix that:

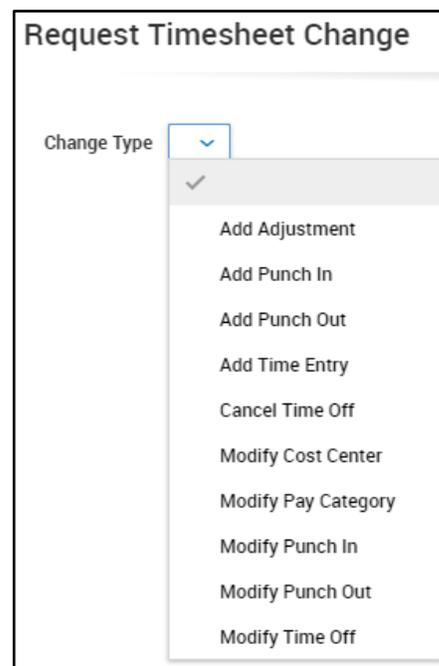
- 1) From the *My Info* navigation menu , select: *My Time* > *Timesheet* > *Timesheet*.



- 2) Select Change Requests.



- 3) Select the appropriate change type.





4) Enter the details for the change.

A screenshot of a web form titled 'ADD PUNCH IN'. At the top, there is a 'Change Type' dropdown menu with 'Add Punch In' selected. Below this, the form is divided into two sections. The first section is titled 'ADD PUNCH IN' and contains a 'Date' dropdown menu with 'Sun 19' selected and a 'Time' input field with '08:59a' entered.

5) Click **Submit Changes**.



6) Enter the reason for the change.

A screenshot of a web form titled 'Request Change Comment'. Below the title, there is a horizontal line and a prompt: 'Please enter reason for requesting a timesheet change.' Below this prompt is a large text input field with the label 'Reason:' to its left. At the bottom right of the form, there are two buttons: 'Cancel' and 'Request'.

7) Click **Request**.

