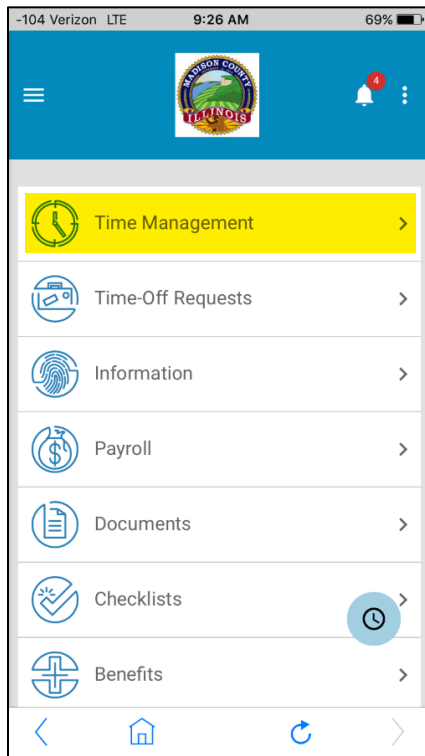
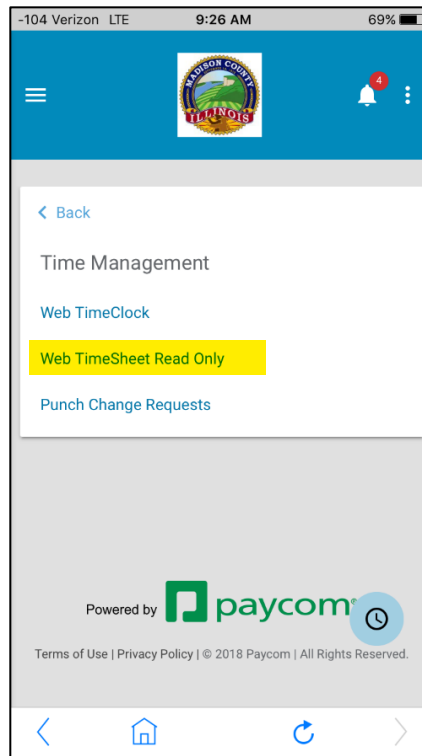


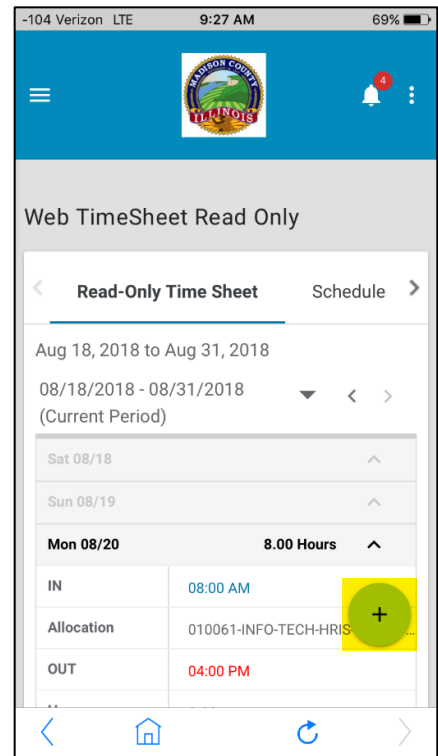
Click “Time Management”



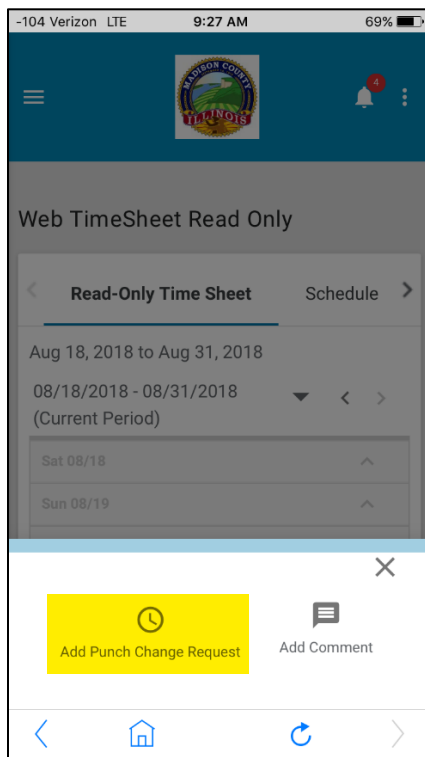
Click “Web Timesheet Read Only”



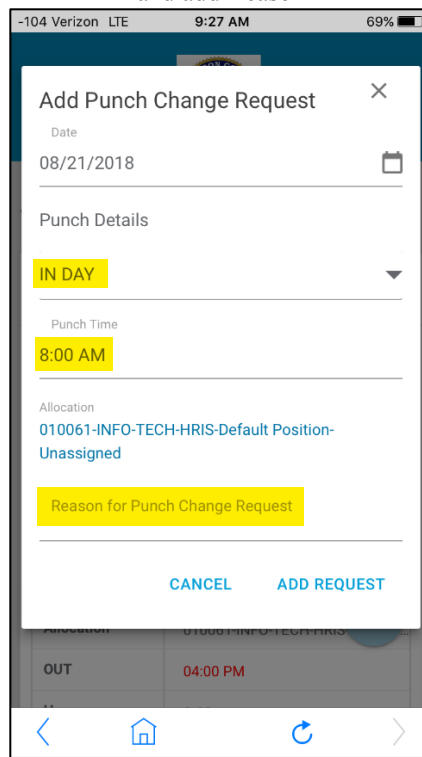
Click on the “+” circle.



Click “Add Punch Change Request”



Select In/Out Day, enter Punch Time, and add Reason



Click “Add Request”

