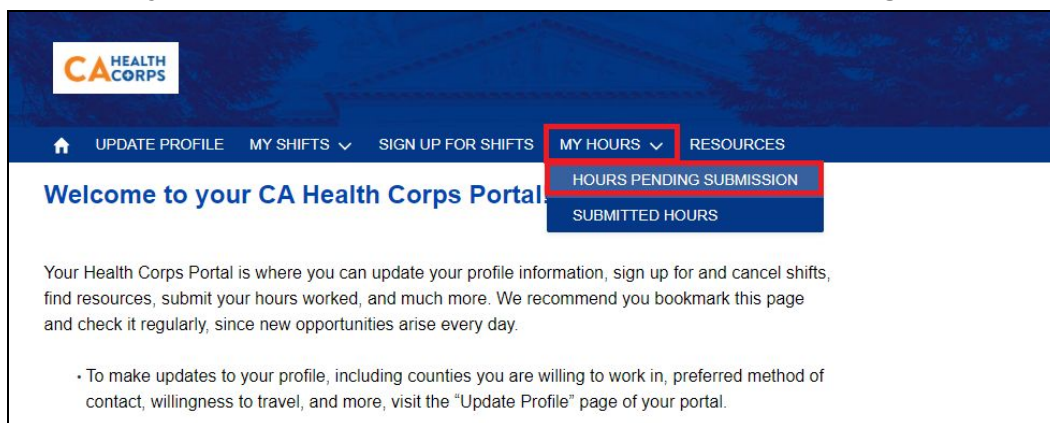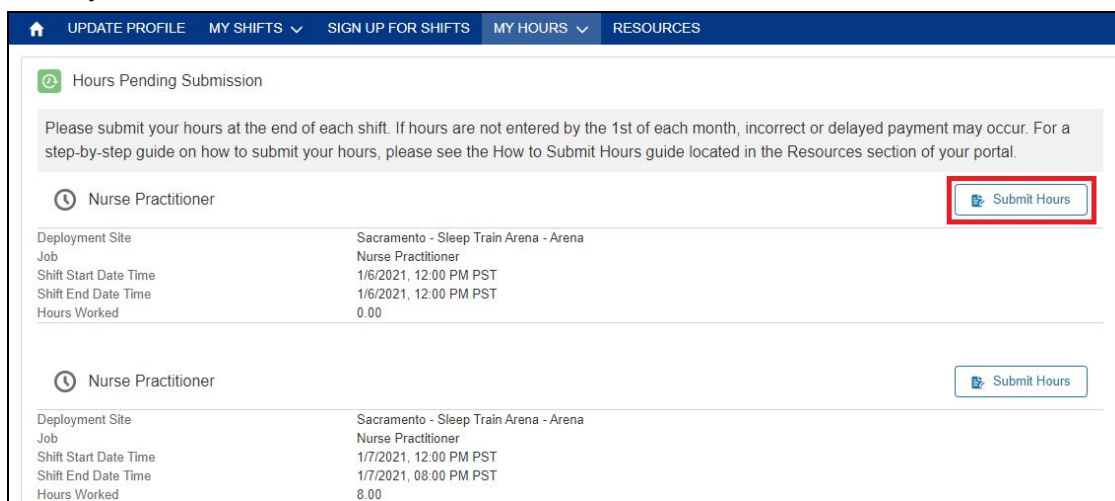# How to Modify Your Hours

1. Click on **My Hours** on the menu bar and proceed to **Hours Pending Submission**.

2. Next, you will click on **Submit Hours**.

3. A pop up screen will appear where you can adjust your time in and time out as well as write in comments as to why you are adjusting your time.

Start Date/Time value

Date   Time
Jan 6, 2021   12:00 PM

End Date/Time value

Date   Time
Jan 6, 2021   8:00 PM

Comments

4. Click on **Save Changes** to save your new hours.

Submit Your Hours

Start Date/Time value

Date   Time
Jan 6, 2021   12:00 PM

End Date/Time value

Date   Time
Jan 6, 2021   8:30 PM

Comments

Shift went over 30 minutes.

Cancel   Save Changes