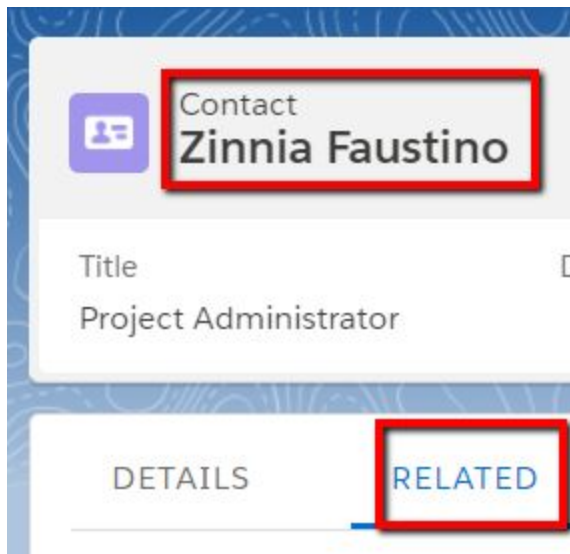


Recalling a Timecard


1. Find the **Submitted timecard** from your **PSE Contact record**.



Contact
Zinnia Faustino

Title
Project Administrator

DETAILS RELATED

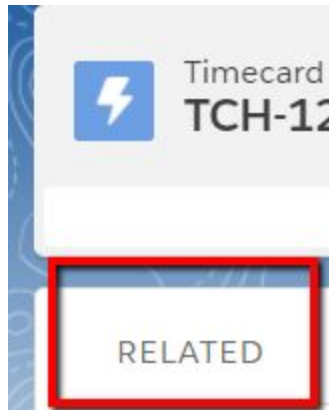
 Timecards (6+)				
TIMECARD ...	PROJECT NAME	ASSIGNMENT	START DATE	
TCH-12-1...	NSW FACS - ...	SWE NSW FA...	12/10/2017	▼
TCH-12-0...	NSW FACS - ...	SWE NSW FA...	12/3/2017	▼
TCH-11-3...	NSW FACS - ...	SWE NSW FA...	11/26/2017	▼
TCH-11-2...	NSW FACS - ...	SWE NSW FA...	11/19/2017	▼
TCH-11-1...	NSW FACS - ...	SWE NSW FA...	11/12/2017	▼
TCH-11-0...	NSW FACS - ...	SWE NSW FA...	11/5/2017	▼
View All				


	TIME... ▾	PRO... ▾	ASSI... ▾	ST... ↓ ▾	END ... ▾	T... ▾	STAT... ▾
1	TCH-12-...	NSW F...	SWE NS...	12/10/...	12/16/...	32.00	Submitted

2. From the list, click the 'Timecard ID' you wish to recall.

	TIME... ▾	PRO... ▾	ASSI... ▾	ST... ↓ ▾	END ... ▾	T... ▾	STAT... ▾	APPR... ▾
1	TCH-12-...	NSW F...	SWE NS...	12/10/...	12/16/...	32.00	Submitted	Zinnia F... ▾

3. Click the 'Approval History'.





Approval History (2)

Approve

Reject

▼

STEP NAME	DATE	STATUS	ASSIGNED TO
ApprovalF...	12/15/2017...	Pending	Jimmy Du <div>▼</div>
Approval ...	12/15/2017...	Submitted	Zinnia Fausti... <div>▼</div>

View All

4. Click the 'Recall Approval Request' button.



Approval History (2)

[Approve](#)[Reject](#)

STEP NAME	DATE	STATUS	ASSIGNED TO
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ApprovalF...	12/15/2017...	Pending	Jimmy Du
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Approval ...	12/15/2017...	Submitted	Zinnia Fausti...
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[View All](#)