

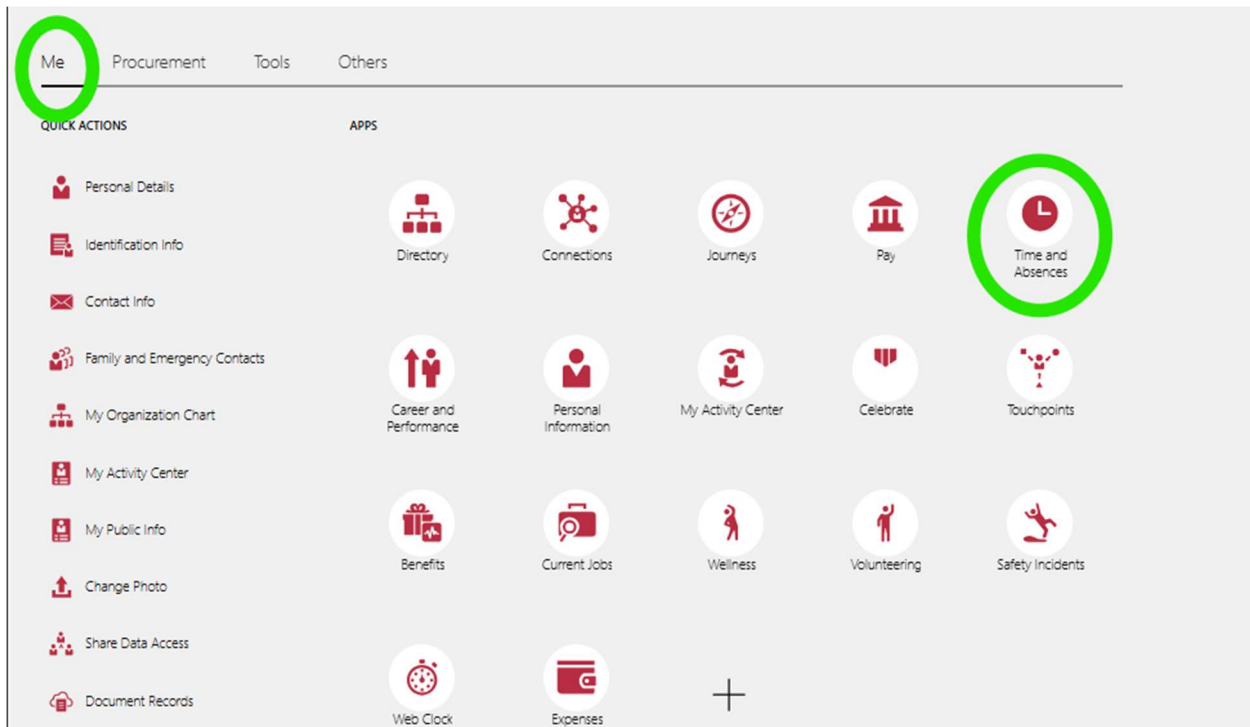
Requesting a Time Change

Web clock timecard users are required to record their time worked by clocking in and out. If you miss a clock in/out you will need to request a time change.

Log into Govs Suite

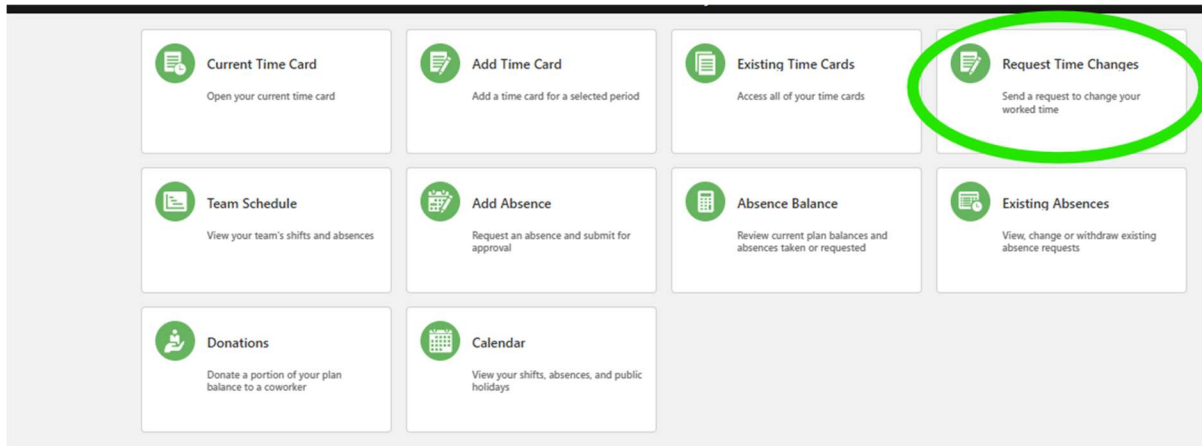
Select **Me** Tab

Select **Time and Absence**

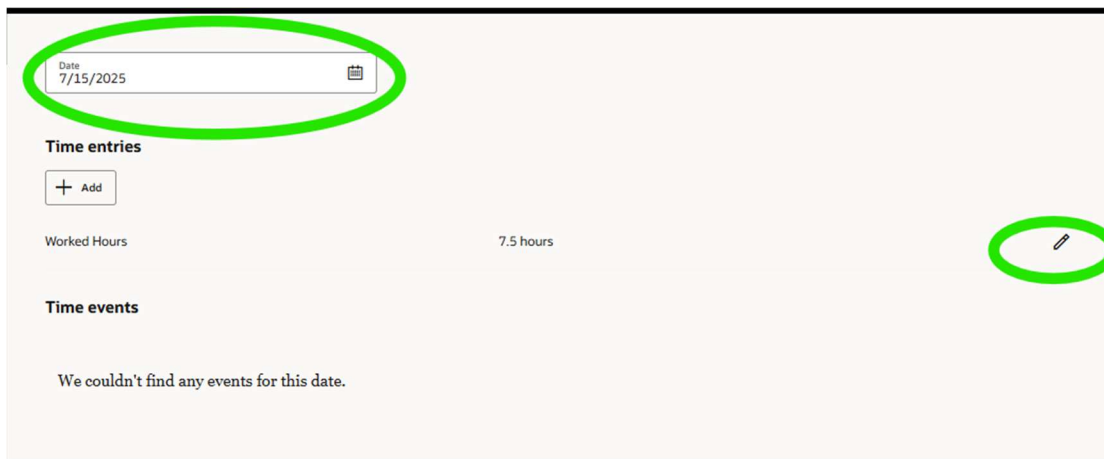


Requesting a Time Change

Select Request Time Change



Select the date you need to make the change.



Is there a line with Worked hours and punches?

- Yes – Select the pencil to edit the existing information.
- No – Select the + to Add missing information

Requesting a Time Change

Edit Existing Information

When the pencil opens it will provide you with the boxes to edit the exiting time. Complete the adjustments and make sure to add a note so your supervisor knows why you are requesting a change.

Select Save

CA Request Time Changes
Caroline Adams

Date: 9/5/2025

Time entries

+ Add

Start Time 8:00 AM	Stop Time 11:00 AM	Quantity
Business Title Student Help	Hours Type Worked Hours	

Comments
Forgot to clock in and out.

Cancel Save

Review your entries for accuracy

Submit – if you do not submit it will not transfer to be approved. If the request does not get approved it will not transfer for payment.

CA Request Time Changes
Caroline Adams

Date: 9/5/2025

Time entries

+ Add

Worked Hours	8:00 AM - 11:00 AM
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Time events

We couldn't find any events for this date.

Cancel Submit

Requesting a Time Change

Add Missing Information

CA Request Time Changes
Caroline Adams

Date: 9/5/2025

Time entries

+ Add

Add any missing entries.
We couldn't find any entries for this date.

Time events

We couldn't find any events for this date.

Complete the adjustments and make sure to add a note so your supervisor knows why you are requesting a change.

Select **Save**

CA Request Time Changes
Caroline Adams

Date: 9/5/2025

Time entries

+ Add

Start Time: 8:00 AM Stop Time: 11:00 AM Quantity:

Reason for Change: Student Help Hours Spent: Worked Hours

Comments: Forgot to clock in and out.

Cancel Save

Requesting a Time Change



Verify your entries are correct.

Submit – if you do not submit your request will not transfer to be approved. If the request does not get approved it will not transfer for payment.

A screenshot of a web application titled 'Request Time Changes' for user 'CA Caroline Adams'. The interface includes a 'Date' field set to '9/5/2025' with a calendar icon, a '+ Add' button for 'Time entries', and a table with one entry: 'Worked Hours' from '8:00 AM - 11:00 AM'. The entry has 'New' and edit icons. Below is a 'Time events' section with a message: 'We couldn't find any events for this date.' At the top right are 'Cancel' and 'Submit' buttons.

You can come back to Request Time Change to view the status of your request. It will show in a gray font on your timecard but will not actually transfer for payment until your supervisor has approved the request. DO NOT submit your timecard until all requests are approved.

If you need to, contact your supervisor if your requests are not approved.

One other thing, if you are requesting a prior period change you will need to resubmit the original timecard and the supervisor will need to reapprove the timecard so the updates will transfer for payment.

Requesting a Time Change

