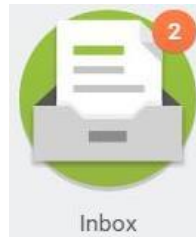


Access Items Sent Back for Corrections

Use this procedure to access timesheets, Time Off requests, or other items sent back to you for correction.

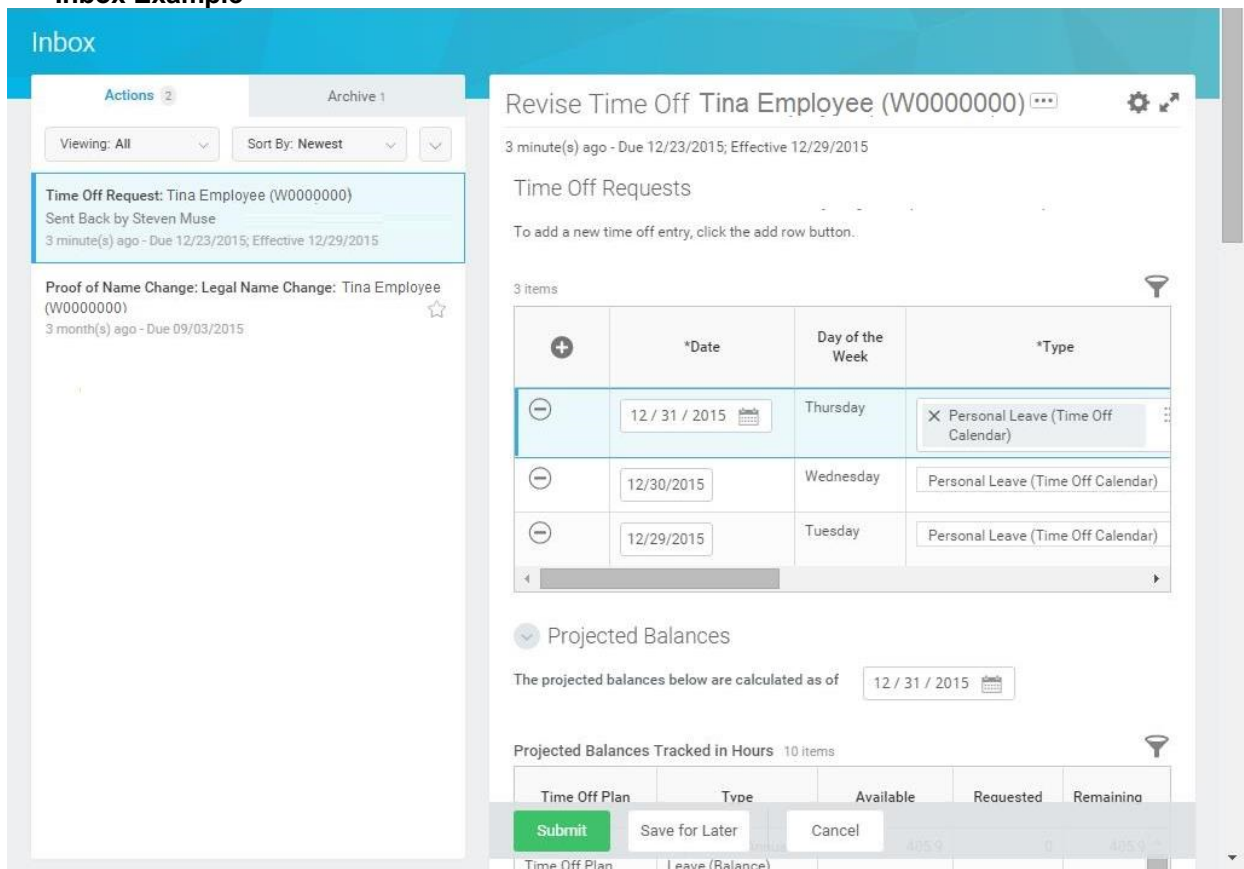
When an approver sends back a timesheet, time off request, etc., you must access the item in your Inbox to review and make the appropriate changes. Items sent back to you in your Inbox display with the text "Sent Back by".

Procedure:



1. From the Home page, click the Inbox worklet.

Inbox Example



Time Off Requests

To add a new time off entry, click the add row button.

	*Date	Day of the Week	*Type
+	12 / 31 / 2015	Thursday	Personal Leave (Time Off Calendar)
-	12/30/2015	Wednesday	Personal Leave (Time Off Calendar)
-	12/29/2015	Tuesday	Personal Leave (Time Off Calendar)

Projected Balances

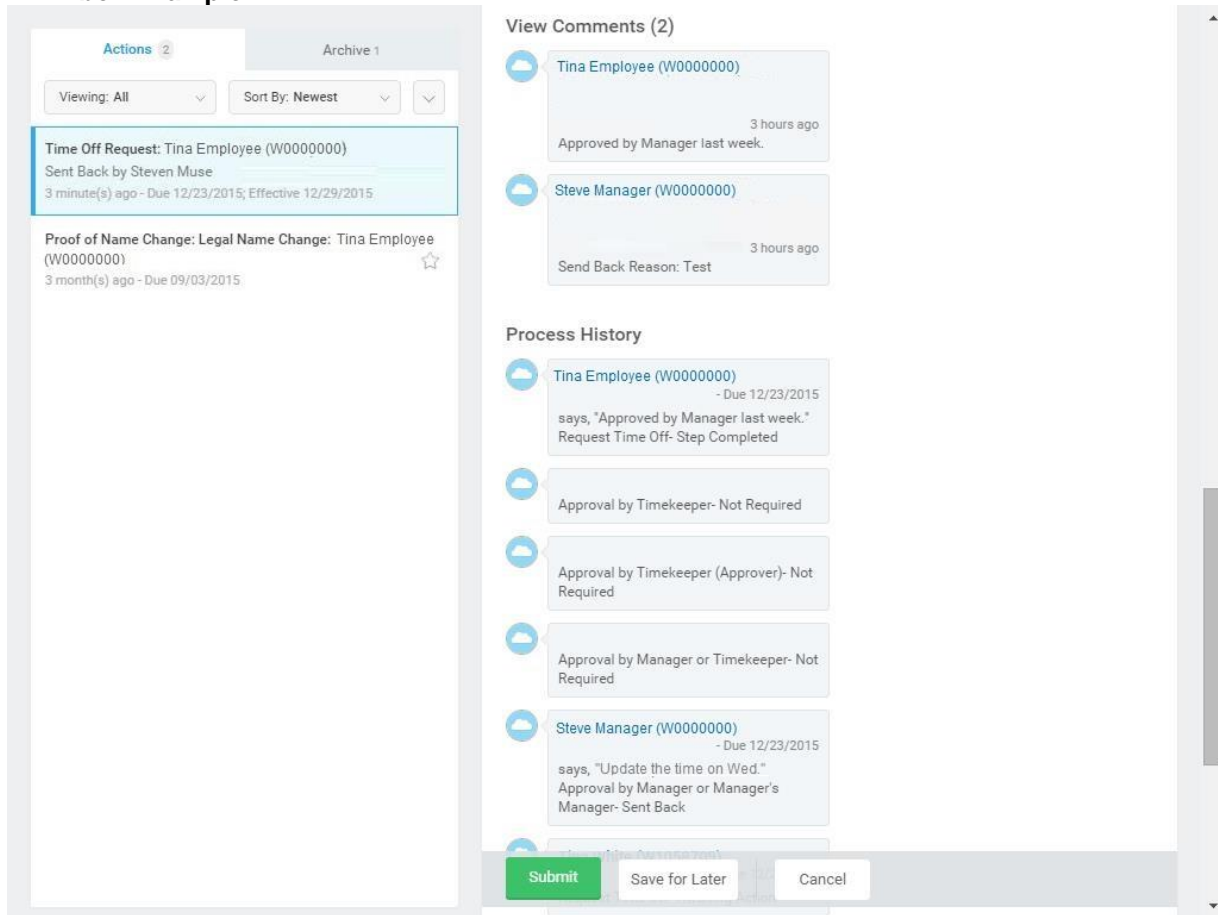
The projected balances below are calculated as of 12 / 31 / 2015

Projected Balances Tracked in Hours 10 items

Time Off Plan	Type	Available	Requested	Remaining
Time Off Plan	Leave (Balance)	405.9	0	405.9


2. On the **Actions** tab, click the item you want to correct.
3. At the top of the Update the request.

Inbox Example

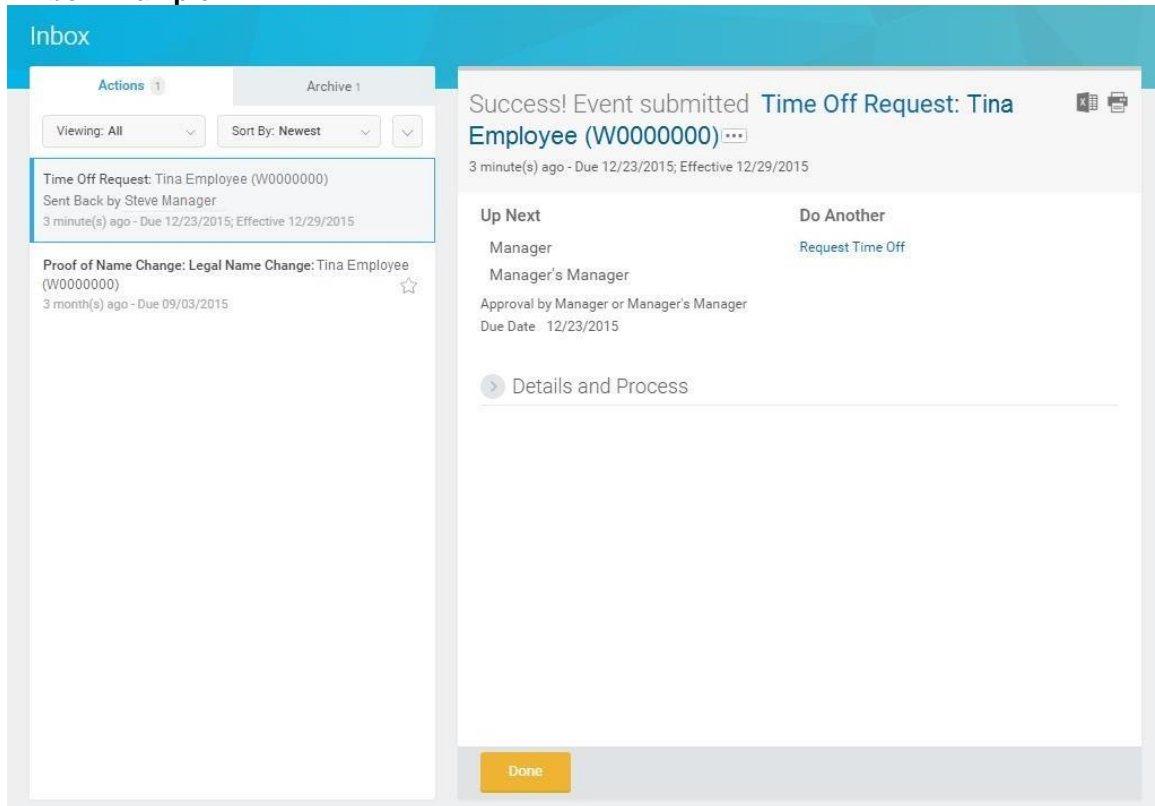


The screenshot displays an inbox interface with the following components:

- Actions:** Includes 'Archive 1', 'Viewing: All', and 'Sort By: Newest'.
- Item 1:** 'Time Off Request: Tina Employee (W0000000)' sent back by Steven Muse, 3 minutes ago, due 12/23/2015, effective 12/29/2015.
- Item 2:** 'Proof of Name Change: Legal Name Change: Tina Employee (W0000000)' 3 months ago, due 09/03/2015.
- View Comments (2):**
 - Tina Employee (W0000000) - 3 hours ago: 'Approved by Manager last week.'
 - Steve Manager (W0000000) - 3 hours ago: 'Send Back Reason: Test'
- Process History:**
 - Tina Employee (W0000000) - Due 12/23/2015: 'says, "Approved by Manager last week." Request Time Off- Step Completed'
 - Approval by Timekeeper- Not Required
 - Approval by Timekeeper (Approver)- Not Required
 - Approval by Manager or Timekeeper- Not Required
 - Steve Manager (W0000000) - Due 12/23/2015: 'says, "Update the time on Wed." Approval by Manager or Manager's Manager- Sent Back'
- Buttons:** 'Submit', 'Save for Later', and 'Cancel'.

4. When you finish your revisions, click the **Submit**  button.

Inbox Example



The screenshot shows an inbox interface with a blue header. On the left, there are filters for 'Viewing: All' and 'Sort By: Newest'. The main area displays two notifications: 'Time Off Request: Tina Employee (W0000000)' and 'Proof of Name Change: Legal Name Change: Tina Employee (W0000000)'. On the right, a detailed view of the 'Time Off Request' is shown, including a success message, the employee name, and a list of 'Up Next' steps: 'Manager', 'Manager's Manager', and 'Approval by Manager or Manager's Manager'. A 'Do Another' button is also visible. At the bottom of the detailed view, there is a 'Details and Process' link and a 'Done' button.

5. Note that in the **Up Next** section, you are notified that your revisions were routed to your manager and manager's manager for approval.

6. Click the **Done**  button.