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.

2. On the **Actions** tab, click the item you want to correct.

3. At the top of the Update the request.
4. When you finish your revisions, click the **Submit** 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.