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Introduction

Team Members of the Professional and Internal Divisions are authorized to re-open and modify a previously submitted timesheet if it contains errors, such as those listed below.

- Missed punch
- Incorrectly recorded punch
- Incorrect Job Assignment
- Other information associated with time entry requires an update


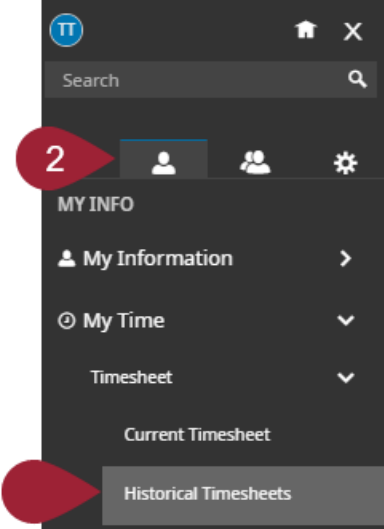
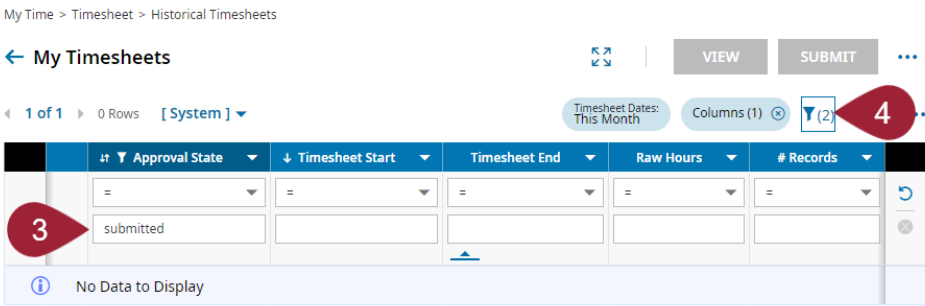
The timesheet must have a status of “Submitted”. A Timesheet Change Request is required to modify erroneous timesheets that have already been approved or rejected.

Review the [job aids](#) for Submitting a Timesheet change Request (mobile or desktop version) for applicable steps.



Procedure Steps

Locate Submitted Timesheet

Step	Action
1	Open UKG in your browser and log in.
2	<p>Click  to expand the menu and navigate to: My Info > My Time > Timesheet > Historical Timesheets</p> 
3	Change the Approval State to Submitted and click <enter> . Proceed to the next step if your timesheet isn't shown. Otherwise, follow the procedure to open and edit your timesheet.
4	Click the filter to specify search dates. A Filter window will open.
	

Locate Submitted Timesheet (cont.)

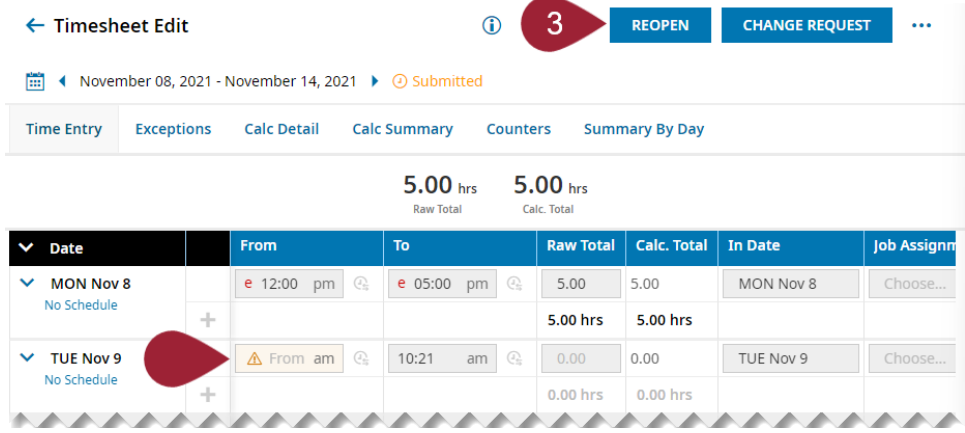
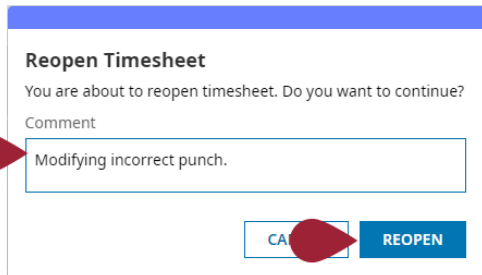
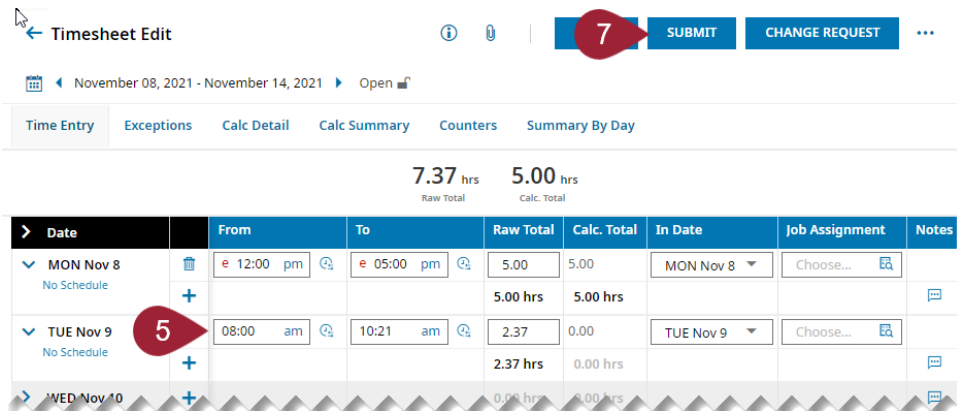
Step	Action
5	Select what Type of search you want to do (i.e. – Calendar, Date, Pay Period, etc.)
6	Select the Date Range and click Apply . You will be returned to the Timesheet list where you can select a timesheet for editing.

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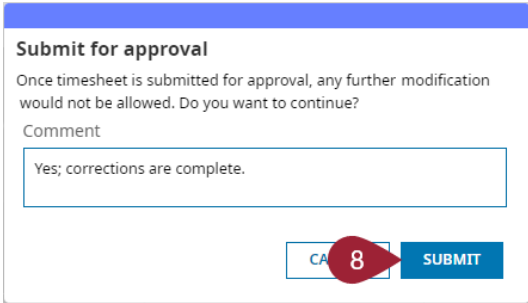
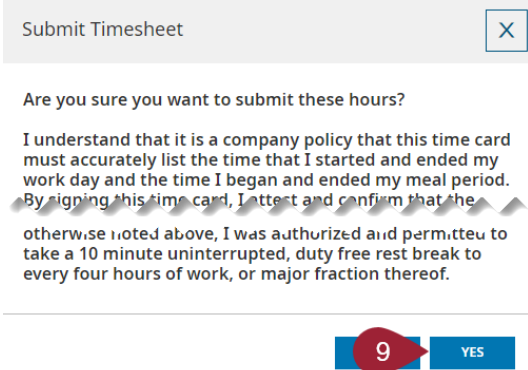
Modify & Re-submit your Timesheet

Step	Action
1	Log into UKG and locate your timesheet. Review Locate your Submitted Timesheet if you need help with this step.
2	Click the pencil to open the timesheet for editing.

Modify & Re-submit your Timesheet (cont.)

Step	Action																																
3	<p>Click Reopen. A dialog box will open.</p> <p>Notice the example below is missing a punch from Tuesday, November 9.</p>  <p>← Timesheet Edit 3 REOPEN CHANGE REQUEST ...</p> <p>November 08, 2021 - November 14, 2021 Submitted</p> <p>Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day</p> <p>5.00 hrs Raw Total 5.00 hrs Calc. Total</p> <table border="1"> <thead> <tr> <th>Date</th> <th>From</th> <th>To</th> <th>Raw Total</th> <th>Calc. Total</th> <th>In Date</th> <th>Job Assignment</th> </tr> </thead> <tbody> <tr> <td>MON Nov 8 No Schedule</td> <td>e 12:00 pm</td> <td>e 05:00 pm</td> <td>5.00</td> <td>5.00</td> <td>MON Nov 8</td> <td>Choose...</td> </tr> <tr> <td>TUE Nov 9 No Schedule</td> <td>From am</td> <td>10:21 am</td> <td>0.00</td> <td>0.00</td> <td>TUE Nov 9</td> <td>Choose...</td> </tr> </tbody> </table>	Date	From	To	Raw Total	Calc. Total	In Date	Job Assignment	MON Nov 8 No Schedule	e 12:00 pm	e 05:00 pm	5.00	5.00	MON Nov 8	Choose...	TUE Nov 9 No Schedule	From am	10:21 am	0.00	0.00	TUE Nov 9	Choose...											
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4	<p>Enter comments about why you are reopening the timesheet and click Reopen. You will receive confirmation upon successfully reopening the timesheet.</p>  <p>Reopen Timesheet</p> <p>You are about to reopen timesheet. Do you want to continue?</p> <p>Comment</p> <p>Modifying incorrect punch.</p> <p>CA REOPEN</p>																																
5	<p>Click into the incorrect/missing field and enter your updates. In the sample below, we have added the missing punch for Tuesday, November 9.</p>																																
6	<p>Review all entries for accuracy.</p>																																
7	<p>Click Submit.</p>  <p>← Timesheet Edit 7 SUBMIT CHANGE REQUEST ...</p> <p>November 08, 2021 - November 14, 2021 Open</p> <p>Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day</p> <p>7.37 hrs Raw Total 5.00 hrs Calc. Total</p> <table border="1"> <thead> <tr> <th>Date</th> <th>From</th> <th>To</th> <th>Raw Total</th> <th>Calc. Total</th> <th>In Date</th> <th>Job Assignment</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>MON Nov 8 No Schedule</td> <td>e 12:00 pm</td> <td>e 05:00 pm</td> <td>5.00</td> <td>5.00</td> <td>MON Nov 8</td> <td>Choose...</td> <td></td> </tr> <tr> <td>TUE Nov 9 No Schedule</td> <td>08:00 am</td> <td>10:21 am</td> <td>2.37</td> <td>0.00</td> <td>TUE Nov 9</td> <td>Choose...</td> <td></td> </tr> <tr> <td>WED Nov 10</td> <td></td> <td></td> <td>0.00 hrs</td> <td>0.00 hrs</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	From	To	Raw Total	Calc. Total	In Date	Job Assignment	Notes	MON Nov 8 No Schedule	e 12:00 pm	e 05:00 pm	5.00	5.00	MON Nov 8	Choose...		TUE Nov 9 No Schedule	08:00 am	10:21 am	2.37	0.00	TUE Nov 9	Choose...		WED Nov 10			0.00 hrs	0.00 hrs			
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Modify & Re-submit your Timesheet (cont.)

Step	Action
8	<p>Click Submit to confirm your changes.</p> 
9	<p>Review the disclosure and click Yes to submit your final changes. The status of your timesheet will change to Submitted.</p> 

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Resources

Title	Type	Location
<ul style="list-style-type: none"> • Clocking In and Out with UKG • Changing Your Job Assignment in UKG • Submit a Timesheet Change Request with the Mobile App • Submit a Timesheet Change Request from your Desktop 	Job Aid	BGSF Technology Updates > Training Content > UKG > Employees & Contractors
Navigating UKG	QRT	BGSF Technology Updates > Training Content > UKG > Employees & Contractors

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