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Introduction

If you see an error on your timesheet, you will submit a change request in UKG for your manager’s approval. Timesheet change requests are caused by:

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


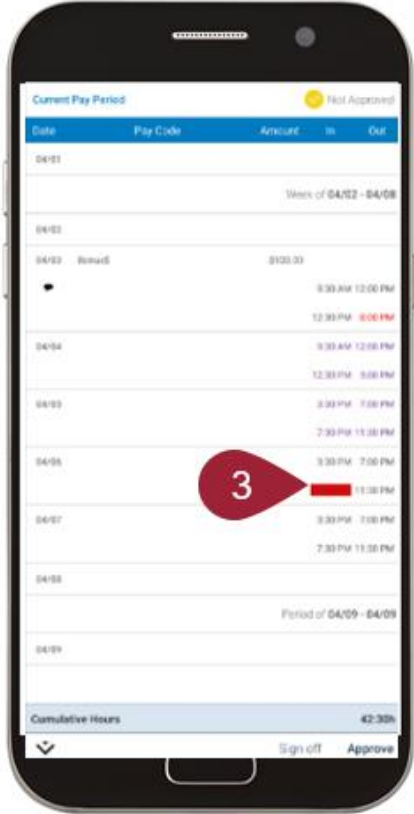
The steps below explain how to submit a request to have your timesheet modified through the UKG Ready mobile app.

NOTE: Timesheet changes can be submitted from your desktop or through the UKG Ready mobile app. This job aid details the steps for submitting via desktop. Review [“Submitting a Timesheet change Request from your Desktop”](#) for steps specific to the UKG Ready mobile app.





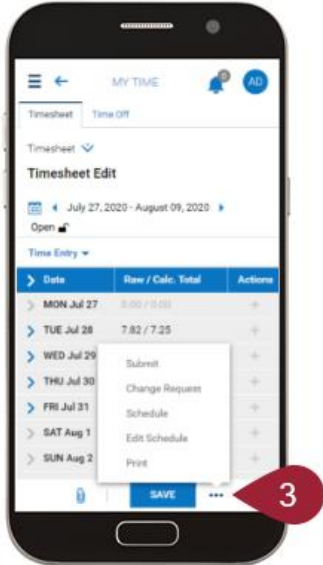

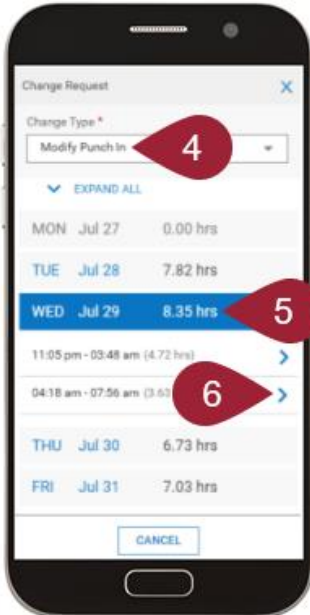
Procedure Steps

View Your Missing Punches via Mobile

Step	Action
1	Open and log into the UKG Ready app on your phone.
2	Click  to expand the menu and navigate to: My Info > My Time > Timesheet > Current Timesheet.
3	Review your Punches to see if any are missing. Missing punches are highlighted in red. 
4	Submit a Timesheet Change Request for missing/incorrect punches.

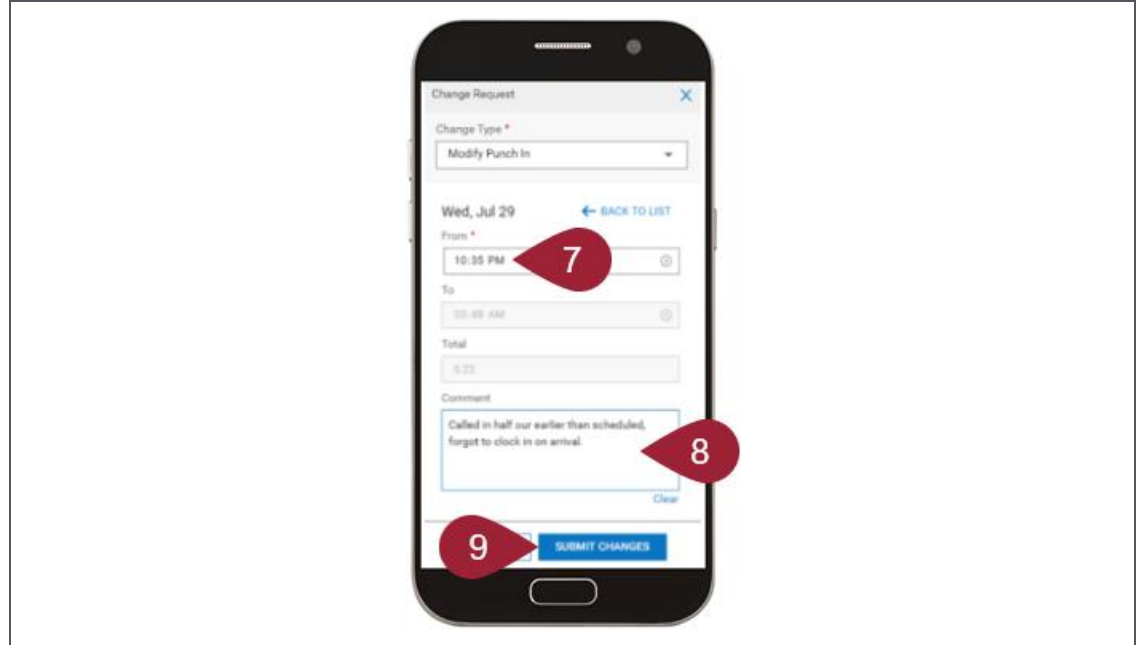
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Submit a Missing or Incorrect Time Change Request Punch

Step	Action
1	Open and log into the UKG Ready app on your phone.
2	Click  to expand the menu and navigate to: My Info > My Time > Timesheet > Current Timesheet.
3	Click the  and select Change Request . 
4	Use the dropdown list to select Modify Punch In or Modify Punch Out .
5	Select the Date the change request is for to display your punches for the day.
6	Click  for the Punch to be changed. This will open a screen for you to edit.
	



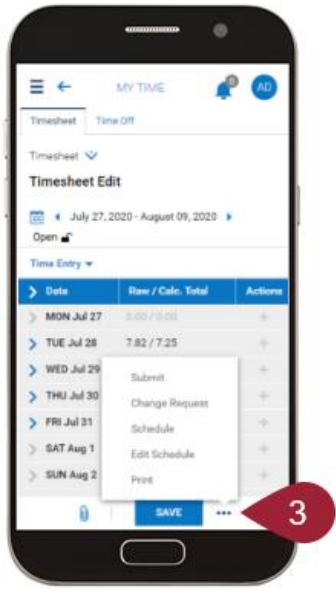

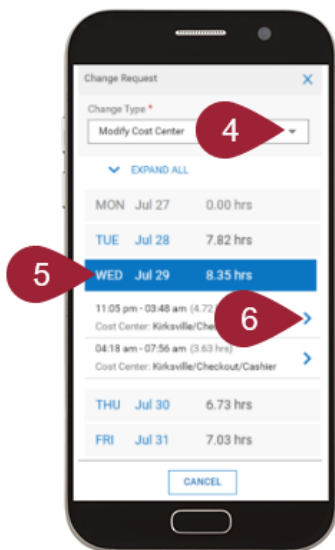
Submit a Missing or Incorrect Time Punch Change Request (cont.)

Step	Action
7	Enter the <i>correct Punch Time</i> in the From or To field.
8	Input a Comment to clarify/support your request.
9	Click Submit Changes . You will receive confirmation upon success.



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Submit a Job Assignment Change Request

Step	Action
1	Open and log into the UKG Ready app on your phone.
2	Click  to expand the menu and navigate to: My Info > My Time > Timesheet > Current Timesheet.
3	Click the  and select Change Request.
	
4	Use the dropdown list to select Modify Job Assignment.
5	Select the Date the change request is for.
6	Click  for the Punch to be changed. This will open a screen for you to edit.
	

Submit a Job Assignment Change Request (cont.)

Step	Action
7	Use the Job Assignment dropdown to select the accurate Job Assignment .
8	Input a Comment to clarify/support your request.
9	Click Submit Changes . You will receive confirmation upon success.

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Resources

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

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