Report Time & Making Changes

Correcting Submitted Hours
- Replace the cell with the correct hours
- Use delete and leave the cell blank for no hours (zero)
- If deleting all hours in a row use / +
- If adding an additional or new TRC use / +

Using a Different Funding Source for Hours
- Click the Overrides Tab
- The row will expand to enter the account string
  All hours on the row will be charged to the funding source

View Time

View Payable Time
- Use to see if time has been approved
- Click Task Reporting Elements Tab to view who approved and when
- See how Overtime was calculated
- If corrections are needed, access Report Time and correct