

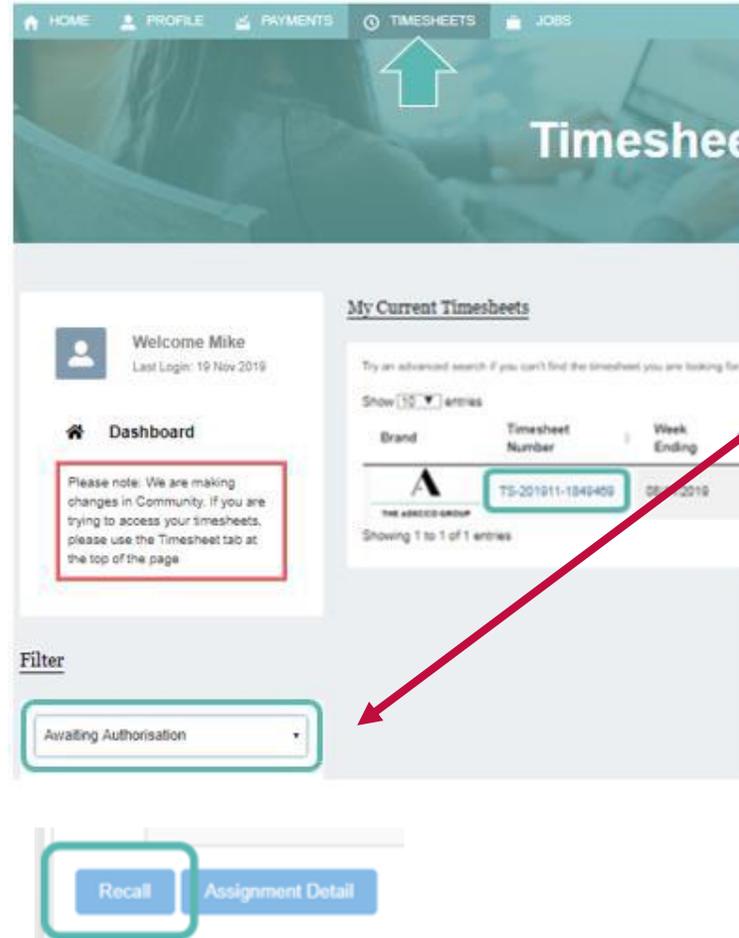
How to Recall Your Timesheets

If you have submitted your timesheet, but need to make changes you can recall it in a few simple steps.

Find the 'Timesheets' tab, select 'Awaiting Authorisation' on the filter drop down menu.

Click the 'Search' button and the timesheet will then appear for you to select.

Select the **Recall** button on the bottom of the screen to recall your timesheet.



Please note:

You can only recall your timesheet while it is **awaiting authorisation**.

If you notice an error and **your timesheet has been approved by the Authorising Manager**, you will need to contact them and **ask them to reject the timesheet** in order to correct the error.