

Access Items Sent Back for Corrections

Use this procedure to access timesheets, Time Off requests, or other items sent back to you for correction.

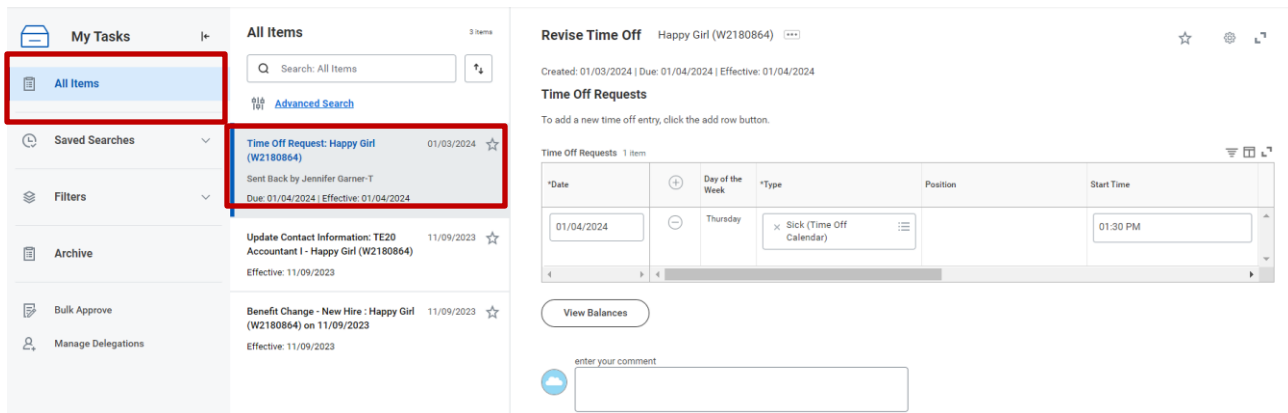
When an approver sends back a timesheet, time off request, etc., you must access the item in your My Tasks box to review and make the appropriate changes. Items sent back to you in your My Tasks box display with the text “Sent Back by...”.

Procedure:



1. From the Home page, click the My Tasks _____ worklet.

My Tasks Example

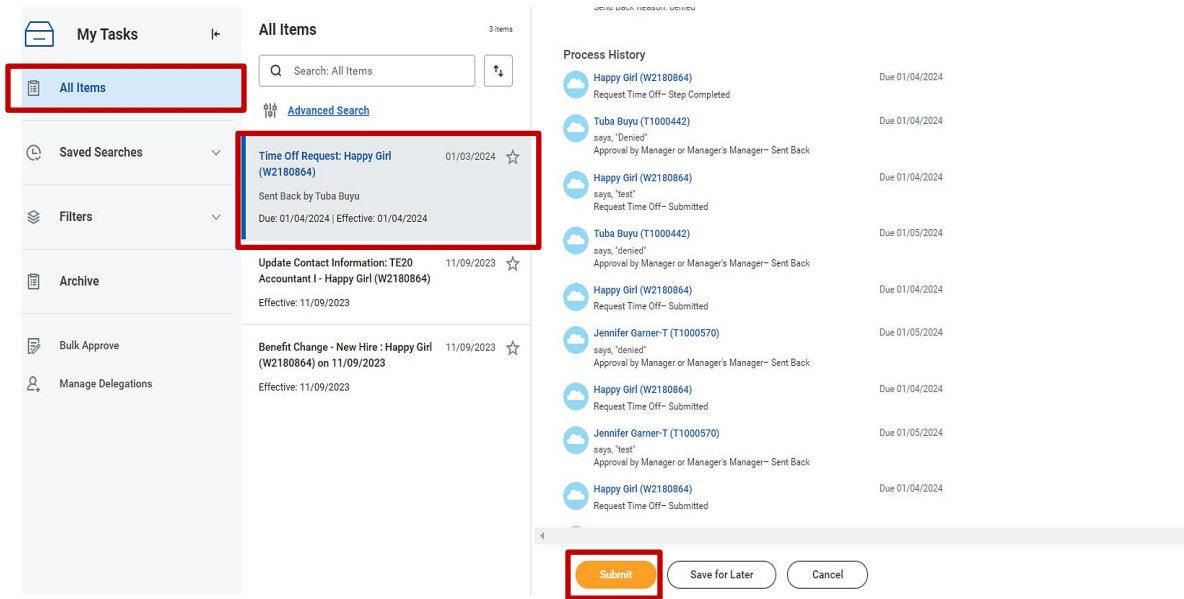


The screenshot displays the 'My Tasks' interface. On the left, a sidebar contains navigation options: 'All Items', 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The 'All Items' section is active, showing a list of tasks. One task, 'Time Off Request: Happy Girl (W2180864)', is highlighted with a red box. This task is marked as 'Sent Back by Jennifer Garner-T' and has a due date of 01/04/2024. Below the list, there are details for 'Update Contact Information: TE20 Accountant I - Happy Girl (W2180864)' and 'Benefit Change - New Hire : Happy Girl (W2180864) on 11/09/2023'. The main content area shows the 'Revise Time Off' form for the selected item. It includes a 'Time Off Requests' section with a table of requests. The table has columns for Date, Day of the Week, Type, Position, and Start Time. A single request is shown for 01/04/2024, Thursday, for a Sick (Time Off Calendar) type, at 01:30 PM. Below the table, there is a 'View Balances' button and a comment field labeled 'enter your comment'.

*Date	Day of the Week	*Type	Position	Start Time
01/04/2024	Thursday	Sick (Time Off Calendar)		01:30 PM

2. On the **All Items** tab, click the item you want to correct.
3. Make the necessary corrections to the item that was sent back.

My Tasks Example



The screenshot displays the 'My Tasks' interface. On the left, a sidebar contains navigation options: 'All Items' (highlighted with a red box), 'Saved Searches', 'Filters', 'Archive', 'Bulk Approve', and 'Manage Delegations'. The main area shows a list of items under the 'All Items' tab. The first item, 'Time Off Request: Happy Girl (W2180864)', is highlighted with a red box. Below the list, there are three buttons: 'Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'. On the right, a 'Process History' section shows a list of actions related to the selected item, including 'Request Time Off - Step Completed', 'Approval by Manager or Manager's Manager - Sent Back', and 'Request Time Off - Submitted'.

4. When you finish your revisions, click the **Submit**  button.



My Task Example

Up Next

Manager
Manager's Manager
Approval by Manager or Manager's Manager
Due Date 01/05/2024

Do Another

Request Time Off

Details and Process

For Happy Girl (W2180864)

Overall Process Time Off Request: Happy Girl (W2180864)

Overall Status In Progress

Due Date 01/04/2024

Details Process

Request Details 1 item

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time	Reason
01/04/2024	Thursday	Sick (Time Off Calendar)	01/04/2024 02:00 PM GMT-05:00 Eastern Time (New York)	01/04/2024 03:00 PM GMT-05:00 Eastern Time (New York)	1	Hours	Illness/Injury UnDocumented (Family)



- Note that in the **Up Next** section, you are notified that your revisions were routed to your manager and manager's manager for approval.
- Click the **Done** button.