

How Do I Correct My Timesheet When It Has Been Disapproved?

When you receive notification that your timesheet has been disapproved, you must login to the timesheet program again to make corrections. You may use the blue underlined “[disapproved](#)” link as a shortcut.

Time Sheet Status - DISAPPROVED

cgtcweb@centralgatech.edu
 Sent: Tue 3/17/2009 11:29 AM
 To: Moor, Gary

Your timesheet has been [disapproved](#) in the CGTC Time Sheet System. Please review the timesheet, make corrections, and submit again.

Enter your I.D. number and PIN as usual and click the Submit button.

Click on the blue “[NOT APPROVED](#)” link so you can make changes to your timesheet.

Time Sheet Data | **Submit this Time Sheet** | CGTC Time Sheet Menu | Log Out

This is a copy of your time sheet submitted. Your timesheet has been disapproved. Please review the comments below and click on the link in the decision column to correct your timesheet.

Request Date	Supervisor Name	Approval Date	Decision	Comments
3/17/2009	Margo Kenirey	3/17/2009	NOT APPROVED	Please remove 3/22/2009 - it was a Sunday.

Find the line containing the error.

Date Worked	Time In *	Time Out *	Hours Worked	Comm
Mon 3/16/2009	1:00 PM	3:00 PM	2.00	
Tue 3/17/2009	1:00 PM	3:00 PM	2.00	
Wed 3/18/2009	1:00 PM	3:00 PM	2.00	
Thu 3/19/2009	2:00 PM	5:00 PM	3.00	
Fri 3/20/2009	2:00 PM	4:00 PM	2.00	
Sun 3/22/2009	1:00 PM	5:00 PM	4.00	
			Total:	15

Using the tools provided, you may Edit or Delete the entry or Add a new line.

When you are certain your timesheet is correct, click the Resubmit My Timesheet button.

[Resubmit My Timesheet](#)

The program will indicate that you have successfully resubmitted your timesheet.

Your time sheet has been resubmitted. You may [review your all of v](#)

You may log out.