

Correcting a Shift

<https://player.vimeo.com/video/670797215?title=0&byline=0>

A shift can be returned for corrections by either the circle approver or by the ISS Payroll department. In both cases, the support staff will receive an email notification that they have time to correct. In eTime, you can see that a shift has been returned because it shows up with a red indicator.

A shift cannot be paid until corrections are made and the shift is resubmitted and approved.

To correct a shift:

1. Navigate to eTime page.
2. Select the shift.
 - *Returned shifts will appear at the top of the list.*
3. Review the reason and description for the shift being returned and make any necessary changes.
4. Click **Submit** to resubmit the shift for approval.

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