

How do I fix incorrectly submitted time?

If a support staff incorrectly submits time, the circle approver should [return the shift to the support staff for corrections](#).

[See the user story "Making an Adjustment: Forgot to Clock Out"](#).

If the circle approver approves a shift and later realizes this was a mistake, they should contact the ISS Payroll Department as soon as possible.

🕒 Revision #2

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