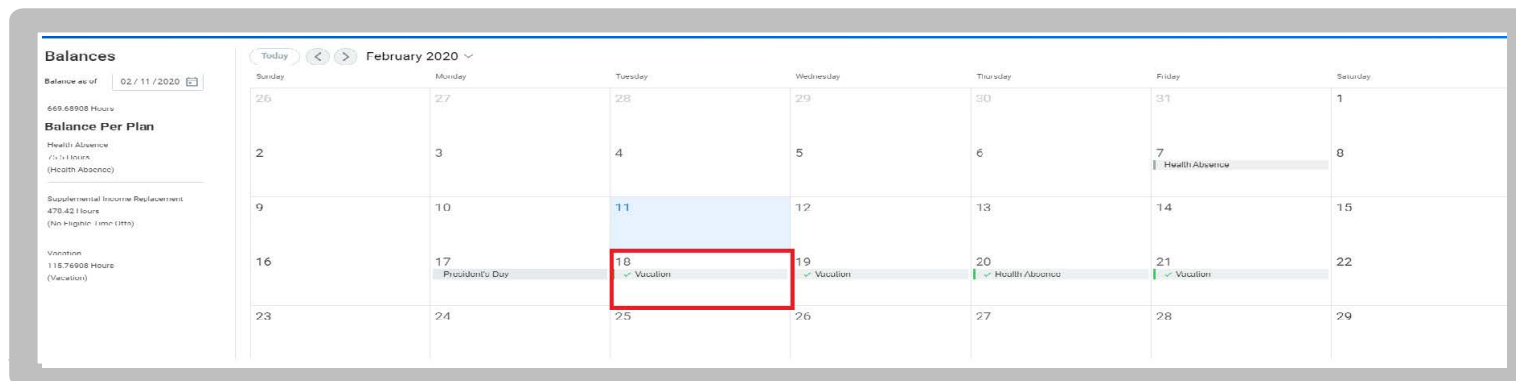## CORRECT TIME OFF

Note: Time off corrections may be made by the employee or manager. You can correct submitted Time-Off only if it is approved by your manager. You cannot correct unapproved Time-Off.
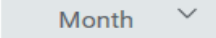
From the Time Worklet:

1. Select the **Correct Time Off** task.

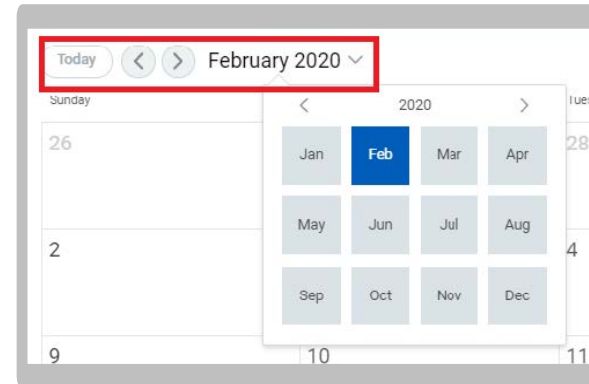2. A calendar of your time off will be displayed. Select the day to correct.

3. Utilize the [<] [>] arrows to select a date in the past or future.

    Utilize the [View Month ∨] to select Month

4. Enter the correction to reported time off. Add comments as necessary.

5. Click **Submit**