

# Modifying Your Submitted or Approved Time

Last updated June 3, 2020

You can modify reported time even after it has been approved. This works the same way as editing time blocks prior to submission.

## Steps

- 1) Run the [Enter My Time](#) report.
- 2) Use the date toggles to find the week you need to modify time for.
- 3) Click on any time block on the calendar to make necessary corrections.
  - **Approved** blocks are indicated as such but can still be edited.

4) Click **OK** to save edits or **Delete** to remove the block entirely.

- Any changes you make to a previously submitted time period must be resubmitted for approval.

5) Click **Submit** to see a summary of your work. Click **Submit** again to confirm resubmission.