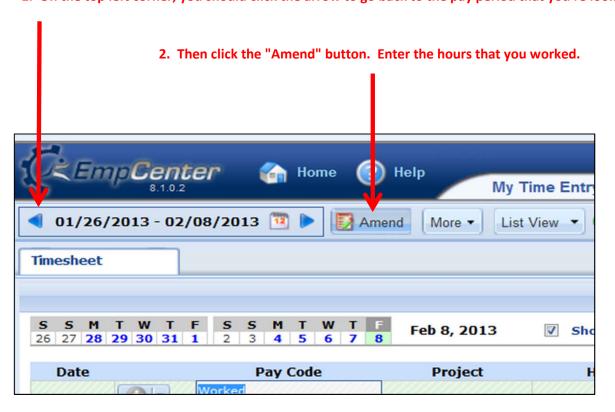
How to Submit an Amended Timesheet in EmpCenter

1. On the top left corner, you should click the arrow to go back to the pay period that you're looking for.



- 3. Remember to click the "Save" button.
- 4. Then click "Submit" for your supervisor to approve.

Please contact student_payroll@hmc.edu if you need assistance with amended timesheets.