Button Explanations:

- **Previous Menu**: To return to the "Summary" page.

- **Add Comment**: To enter a comment related to the time sheet. When the time sheet is returned to the employee for corrections, the approver (or proxy) must supply a specific reason for the return of the time sheet and any instructions for the required correction(s). The comment will be saved in the time sheet history.

- **Return for Correction**: When selecting this option, the time sheet is returned to the employee for correction. An email is automatically generated notifying the employee that their time sheet has been returned for correction and to return to their time sheet in UAOnline to make the modification(s).

- **Change Record**: Allows the approver (or proxy) to modify the employee’s record. Modifications can only be made once the employee has submitted the time sheet to the approver or the employee's submission deadline has passed. Allowable changes to the employee’s time sheet are noted below.

  **Authorized Changes by Time Sheet Approvers (Proxies):**
  The web time sheet is a legal form. Every effort should be made to have the employee make any corrections to their time sheet.

  If the employee is unavailable due to special circumstances (e.g., emergency leave, travel, etc.), the approver is only authorized to claim/change leave hours on an employee’s time sheet. The reason for any changes made by the time sheet approver (or proxy) must always be recorded in the "Comments" section before the time sheet is changed and approved.

- **Approve**: To approve the employee's time sheet and route it to HR for processing.

- **Previous**: To view the previous employee time sheet in your approval queue.

- **Next**: To view the next employee time sheet in your approval queue.

- **Revise Time Sheet**: To return an employee time sheet in an “Approved” status back to a “Pending” status, so that corrections can be made by the approver or can be returned to the employee for corrections. The button is available to the approver on the employee’s detail page only after the approver has approved the employee’s time sheet, but before the approver’s submission deadline has passed.