

The background of the slide is a collage of images related to Georgia Tech, including a large 'GT' logo, a clock tower, and a building facade. The Georgia Tech logo is prominently displayed in the top left corner.

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CREATING THE NEXT

Recalling a Time Sheet using the Time Sheet Portal

Quick Reference Guide

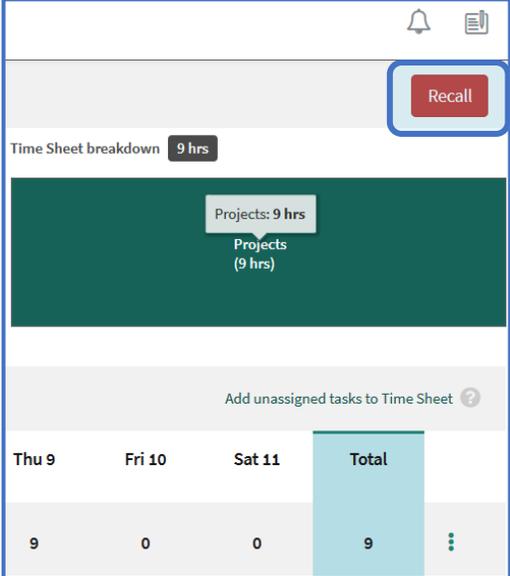
Recalling a Time Sheet

Recalling a Time Sheet allows you to modify an already **Approved** or **Processed** Time Sheet.

To Recall a Time Sheet, open the Time Sheet Portal, navigate to that week's Time Sheet, and click **Recall**.

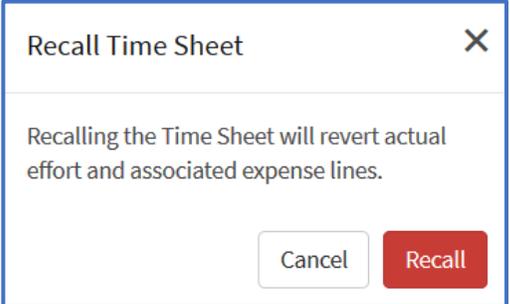
There will be a notification letting you know the impacts of Recalling a Time Sheet.

By clicking **Recall** in the notification, the Time Sheet will be in Recalled state and you can now modify the Time Sheet and re-submit as normal.

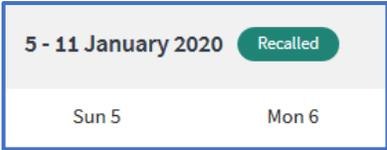


The screenshot shows the Time Sheet Portal interface. At the top right, there is a notification bell icon and a document icon. Below these is a red 'Recall' button. The main content area shows 'Time Sheet breakdown' with a '9 hrs' badge. A dark green box displays 'Projects: 9 hrs' and 'Projects (9 hrs)'. Below this is a link 'Add unassigned tasks to Time Sheet' with a question mark icon. A table shows the following data:

Thu 9	Fri 10	Sat 11	Total	
9	0	0	9	⋮



The screenshot shows a 'Recall Time Sheet' dialog box with a close 'X' icon. The text inside reads: 'Recalling the Time Sheet will revert actual effort and associated expense lines.' At the bottom, there are two buttons: 'Cancel' and 'Recall'.



The screenshot shows the Time Sheet Portal for the week of 5-11 January 2020. The date range is displayed at the top, followed by a green 'Recalled' badge. Below, the days of the week are listed: Sun 5 and Mon 6.