**Time Reporter Date in Job Data Incorrect**

If the Time Reporter Data in Job Data needs adjusting so a timesheet can be filled out, add + a row, if needed, or use Correct History and change/correct Effective Date and it will adjust through the overnight process.

If the date will not change due to the start date being after the needed date, adjust the start date under the Work Location tab. If it doesn’t allow it to be adjusted, you may need to adjust the original hire date in Modify a Person first.

If you need the employee to have access immediately, run [Refresh Dynamic Groups](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1041087-9-2-refresh-dynamic-groups) and then run [Request Time Administration](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1040664-9-2-request-time-administration) Process. Documentation is available for both processes under T&L.

That’s it! 😊