**Changing Timesheet Hours Denied to go through the Approval Process Again**

If holiday or hours worked were denied by a supervisor, they can be changed by running the Update Time Administration Status and Earliest Change Data.

[**Update TA Status and ECD**](http://ctclinkreferencecenter.ctclink.us/m/79733/l/1060280-9-2-update-ta-status-and-ecd)

Nav>Time and Labor>Process Time>Update TA Status and ECD

The Update TA Status and ECD search page displays.

1. On the search page, enter the desired information into the **Employee ID** field.
2. Select the **Get Employees** button. The search results will display.



1. There may be multiple Employee Records for the same EMPL ID.
2. From the search results, locate the desired **EMPL ID/EMPL RCD** combination in the **Time Reporters** section.
3. The Earliest Change Date (ECD) and TA Status are used by the Time Administration process to determine if an employee is up for processing or not.

**In this case, there are two Empl Records and they are not up for processing so I need to change that.**



1. The **ECD** determines the date from which to process; select an **ECD** of the 1st or the 16th of a specific month.
2. The **TA Status** determines if the employee is:
	1. **Up for Processing** (just what is means…up for processing to the supervisor)
	2. **Not Up for Processing** (nothing going to happen at this time)
	3. **In Process** (yep, in the process of being processed)
3. Select the **TA Status** for the employee.

**I know it is Empl Record 0 and the Earliest Change Date (time needing approved) is 11/16/21. Change TA Status to “Up For Processing”, Save.**

NOTE: If there is a holiday on the first day of one pay period, put the earliest change date back to the last working day in the previous pay period.

1. Select the **Save** button.



1. The process to Update the TA status and the ECD are now complete.
2. End of procedure.

**To send to the supervisor right away, go to Time & Labor Processing and Request Time Administration (Run Time Admin).**

That’s it! 😊