Modify a Time Log Entry
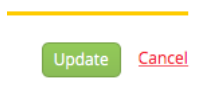
Modify a Time Log Entry

1. Log in to Tk20 at baylor.edu/soe/tk20. (Refer to the How-to article "Log In" if you need help with that.)

2. In the Entries tab of the Time Logs page, click the Date of the entry you want to change.

3. Make changes to the entry.

4. Click the Update button in the bottom right corner of the window. (You can Cancel at this time if you do not want to save your entry.)

5. You must re-submit entries that were already approved. See the How-to article "Create and Submit a Time Log Entry in Tk20" for instructions.