

Update Cost Center

Follow the instructions below based on how you are accessing your timesheet.

Update the Cost Center from the Timesheet

1. From the timesheet, select **Change Cost Center**.
2. In the **Change Cost Center window**, select **Select from List**.
3. Select **Browse**. The Browse and Select Cost Centers window appears.
4. Select the applicable cost center.
5. Select **OK**. A confirmation message appears confirming the punch into the new cost center.

