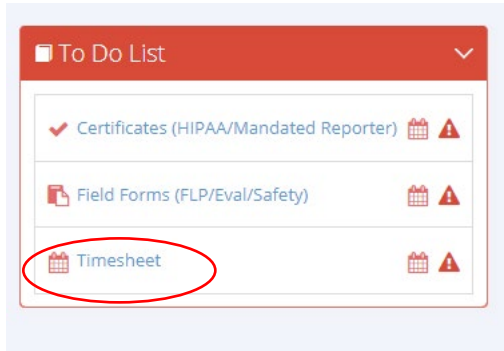


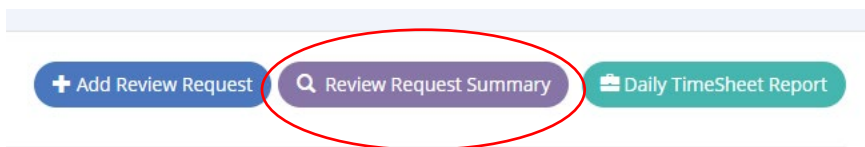
## How to Resubmit Timesheets in EXXAT

This process can be used to send a new email for your Task Supervisor or Field Instructor to sign off on your timesheet hours.


Go to Timesheet on your To-Do list



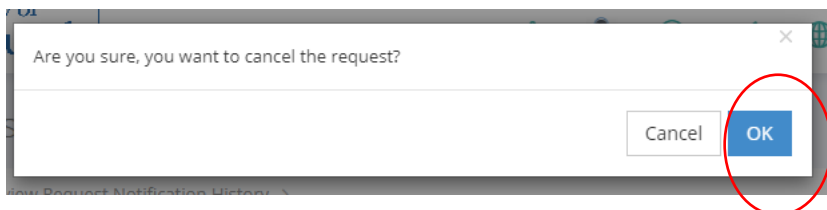
Click the purple Review Request Summary button



Look for the Red X icon

Review Status	
PENDING	 
PENDING	 
PENDING	 
CANCELLED	
SUBMITTED REVIEW	

Click the red X and choose OK in the pop-up box



You can now return to your timesheet and resubmit the hours. You will have to review and resubmit the hours fully before you can resend them for review.