

Correct Reported Time

Use this procedure to modify time that was entered incorrectly, add time that was previously omitted, delete time entries, or make other changes.

Notes:

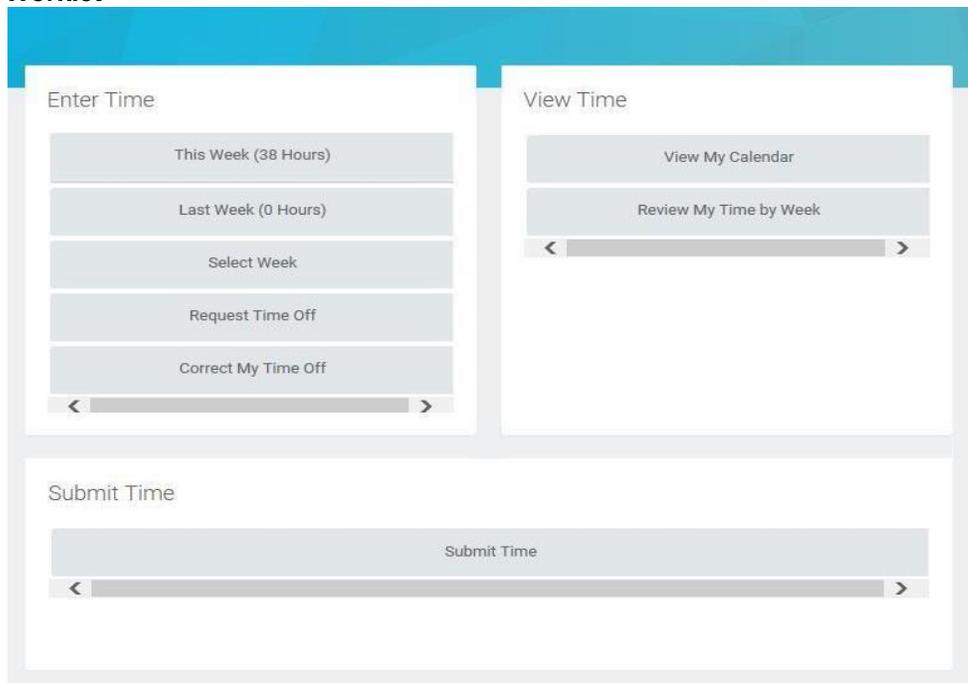
- You can modify timesheets for the current pay period and **one** previous pay period.
- Previously approved time off entered on the timesheet must be corrected on the Time Off Calendar.
- If you correct work hours in a timesheet that has already been approved, you will have to submit the changes to be approved.
- Your timesheet and all corrections should be submitted by the last day of the pay period to ensure timely approval.
- **For Contractual Workers...** If a contractual worker makes changes to an approved timesheet, the timesheet status will be **unsubmitted** and **unapproved**. This means the contractual will not be paid for any hours until the changes have been approved by the manager. Contractual employees should make every effort to notify their manager when they have made a change or correction to an approved timesheet. Additionally, contractual employees should make sure their timesheets are approved at the end of the pay period so that there are no delays in pay.

Procedure:



1. From the **Home** page, click the **Time** worklet.

Time Worklet



2. Choose whether to adjust time for the current week or a prior week. Use one of the following options:

To...	Do This...
To enter time for the current week...	Click the This Week button.
To enter time for the last week...	Click the Last Week button.
To enter time for a previous or future week...	Click the Select Week button.



Enter Time Page

Enter Time Power Girl (TTE10022) ...

Total Hours 38
 Week Dec 2 - 8, 2015

Wed 6 Thu 8 Fri 8 Sat 0 Sun 0 Mon 8 Tue 8

Wed, 12/2

2 items

	*Time Type	In	Out	Out Reason	Qua
+	X Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	
-	Non-Exempts: Regular	01:00 PM	03:00 PM	Out	

Thu, 12/3

2 items

	*Time Type	In	Out	Out Reason	Qua
+	X Non-Exempts: Regular	08:00 AM	12:00 PM	Meal	
-	Non-Exempts: Regular	01:00 PM	05:00 PM	Out	

Next Cancel

3. To update or correct the entries on the timesheet, use the procedures in the Timesheet Entry Procedures table below:

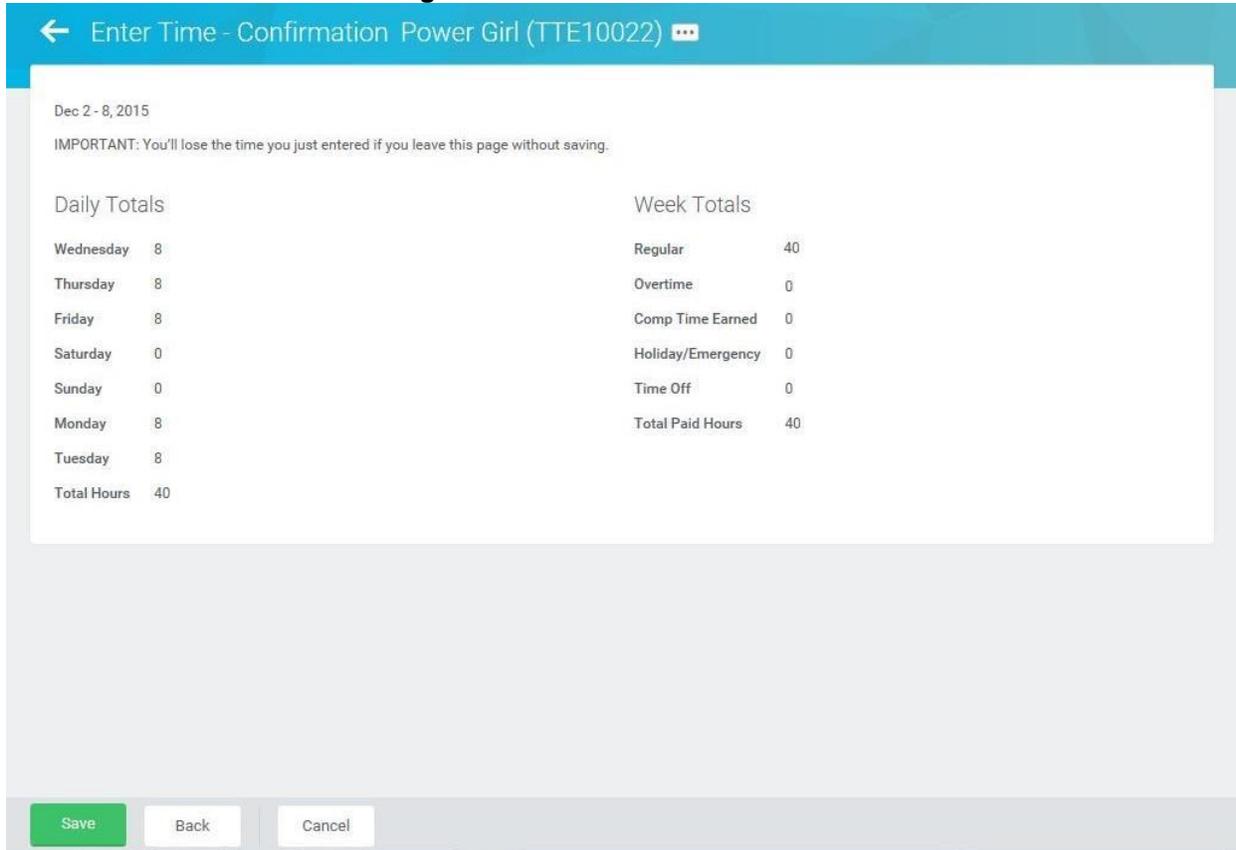
Correction Procedures

Type of Time	Entry Procedure
To update a field in a row...	<ol style="list-style-type: none"> 1. Click in the field that you want to update and change values as needed. 2. Enter a comment on the row that was modified.
To add time...	<ol style="list-style-type: none"> 1. Click the Add Row  icon to enter time on a specific day in the week. 2. Enter/select values in the required fields: 3. Enter a comment on the row that was added. 4. Repeat the steps above to enter all blocks of time for each day of the week, as needed.
To correct approved time off...	<ol style="list-style-type: none"> 1. Go to the Time Off worklet. 2. Then, click the Time Off Correction button. Refer to the Correct Time Off job aid for details.
To delete time entered...	<ol style="list-style-type: none"> 1. Click the Remove Row  icon to delete a row on the timesheet.

Next

4. When you are done, click the Next button.

Enter Time - Confirmation Page



Dec 2 - 8, 2015

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals		Week Totals	
Wednesday	8	Regular	40
Thursday	8	Overtime	0
Friday	8	Comp Time Earned	0
Saturday	0	Holiday/Emergency	0
Sunday	0	Time Off	0
Monday	8	Total Paid Hours	40
Tuesday	8		
Total Hours	40		

Save Back Cancel

5. Review Daily and Week Totals. Confirm that adjustments are recorded correctly.



Information:

- The **Daily Totals** section displays the total hours entered by day for the week.
- The **Week Totals** section displays the applicable weekly balances (in hours) by category. For example: Regular Hours, Comp Earned, Comp Time Taken, Overtime, Holiday/Emergency, Time Off, etc.
- If you need to change or add something after the review of your totals, click the **Back** button to go back to the previous screen

Save

6. Click the **Save** button.

IMPORTANT: You'll lose the time you just entered if you leave the page without saving.

7. After adjustments are saved, you must submit the corrected entries for approval.



Information: Time should be submitted at the end of the pay period or as directed by your supervisor.

8. The System Task is complete.