

## 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.

You can modify timesheets for the current pay period and **one** previous pay period.

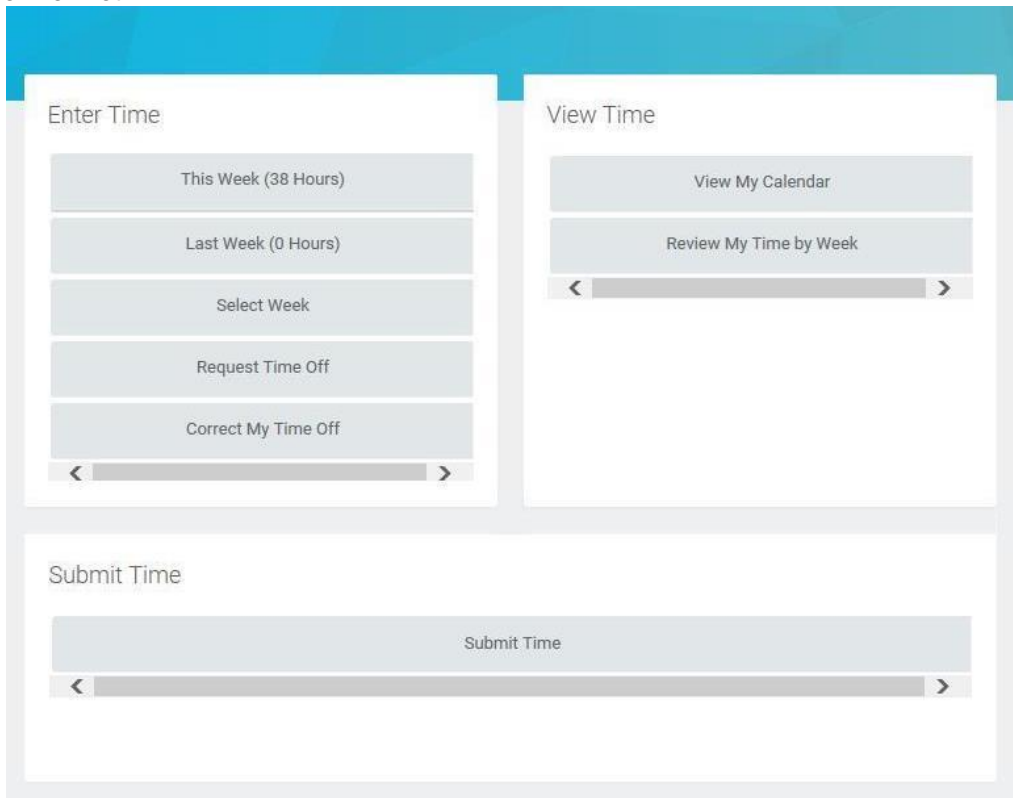
Note that if you correct time in a timesheet that has already been approved, you will have to submit the change to be approved. Your timesheet and all corrections should be submitted by the last day of the pay period by 4pm to ensure timely submission.

### Procedure:



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

#### Time Worklet



The screenshot shows a web interface with a blue header. Below the header, there are three main sections:

- Enter Time:** Contains five buttons: "This Week (38 Hours)", "Last Week (0 Hours)", "Select Week", "Request Time Off", and "Correct My Time Off". Below these buttons is a horizontal scroll bar with left and right arrows.
- View Time:** Contains two buttons: "View My Calendar" and "Review My Time by Week". Below these buttons is a horizontal scroll bar with left and right arrows.
- Submit Time:** Contains a single "Submit Time" button. Below the button is a horizontal scroll bar with left and right arrows.

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

To...	Do This...
To enter time for the current week...	Click the <b>This Week</b> button.
To enter time for the last week...	Click the <b>Last Week</b> button.
To enter time for a previous week...	Click the <b>Select Week</b> button.

**Enter Time Page**

Enter Time Power Girl (TTE10022) ...

Total Hours 38 Wed 6 Thu 8 Fri 8 Sat 0 Sun 0 Mon 8 Tue 8

Week Dec 2 - 8, 2015

▼ Wed, 12/2

2 items

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

Next
Cancel

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

**Timesheet Entry Procedures**

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

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

### Enter Time - Confirmation Page

← Enter Time - Confirmation Power Girl (TTE10022) ...

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

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 by 4 pm or as directed by your supervisor.

8. The System Task is complete.