

Correct Time Reported on the Timesheet

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

You can modify a timesheet that has not yet been approved or correct timesheets that have already been approved or denied.

Your timesheet and all corrections should be submitted by the last day of the pay period (Tuesday by 11:59 pm) to ensure that your changes are included in the current pay period.

Notes:

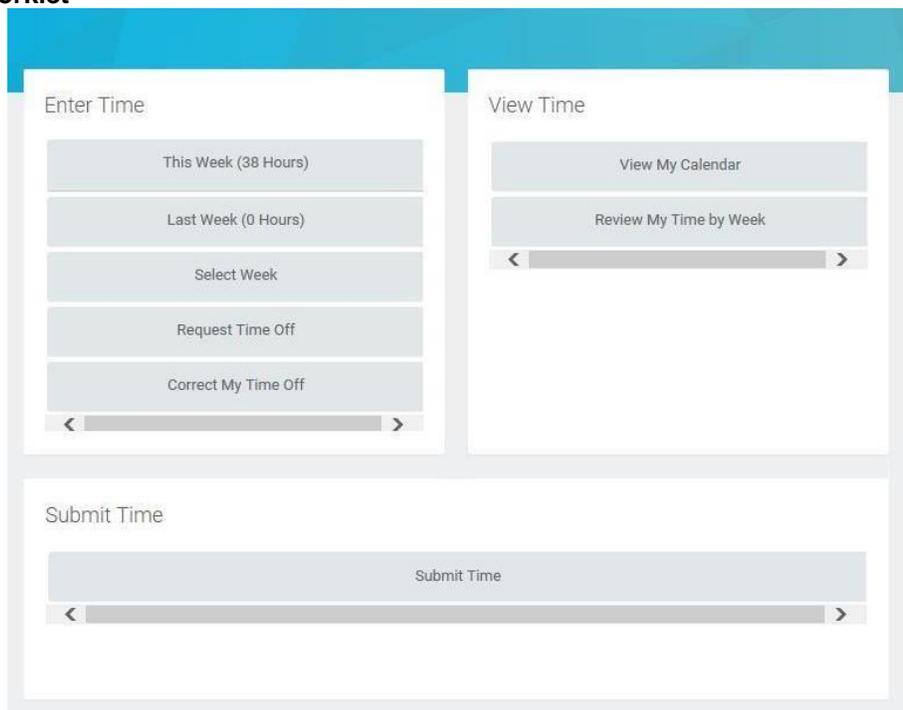
- You can modify timesheets for the current pay period and for **one** previous pay period.
- **Correcting approved time off on the timesheet...**If you have entered time off on the timesheet that has been approved, it must be corrected from the **Time Off Calendar**. Go to the **Time Off** worklet and click the **Time Off Correction** button.
- **Correcting approved work hours....**If you correct time in a timesheet that has already been approved, you will have to resubmit the change to be approved.

Procedure:



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

Time Worklet



The screenshot shows a web interface for time tracking. It is divided into three main sections: 'Enter Time', 'View Time', and 'Submit Time'.
 - The 'Enter Time' section on the left contains buttons for 'This Week (38 Hours)', 'Last Week (0 Hours)', 'Select Week', 'Request Time Off', and 'Correct My Time Off'.
 - The 'View Time' section on the right contains buttons for 'View My Calendar' and 'Review My Time by Week', with a horizontal scroll bar below.
 - The 'Submit Time' section at the bottom contains a single 'Submit Time' button with a horizontal scroll bar below it.



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

| 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 week... | Click the Select Week button. |

Enter Time Page

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 <i>update a field</i> 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. |



| Type of Time | Entry Procedure |
|----------------------------------|---|
| To <i>add</i> 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 <i>delete</i> time entered... | <ol style="list-style-type: none">1. Click the Remove Row  icon to delete a row on the timesheet. |

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 changes/corrections 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 (Tuesday by 11:59 pm) or as directed by your supervisor.

8. The System Task is complete.