

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.
- Approved time off entered on the timesheet must be corrected on the Time Off calendar.
- 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 to ensure timely submission.

Procedure:

1. Search for the employee.

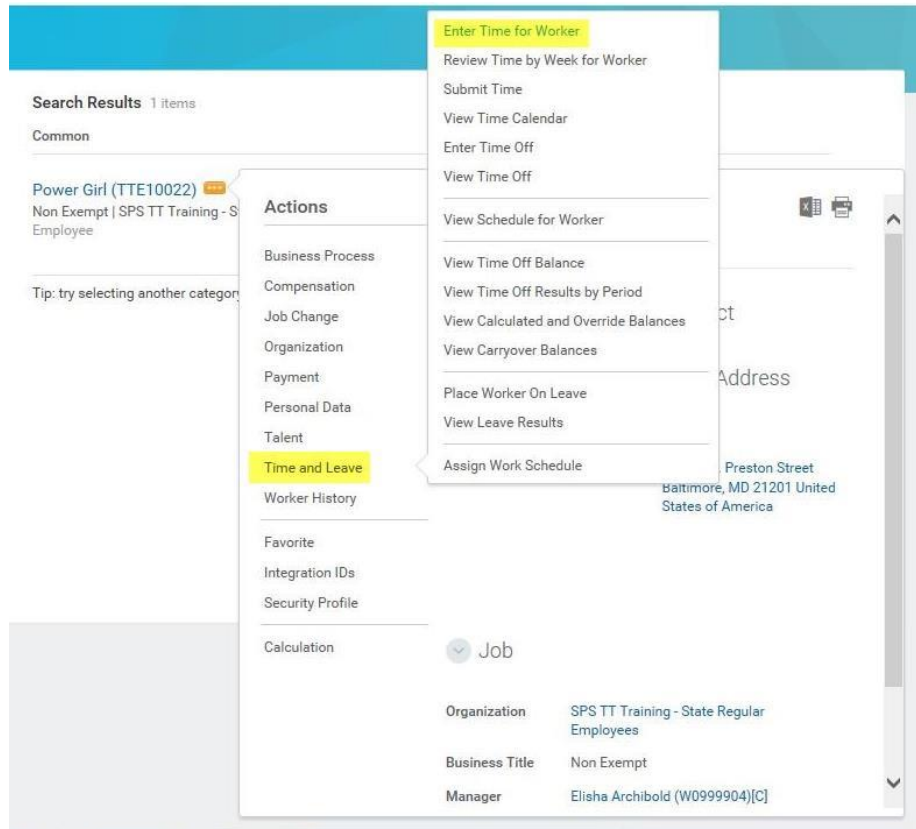


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

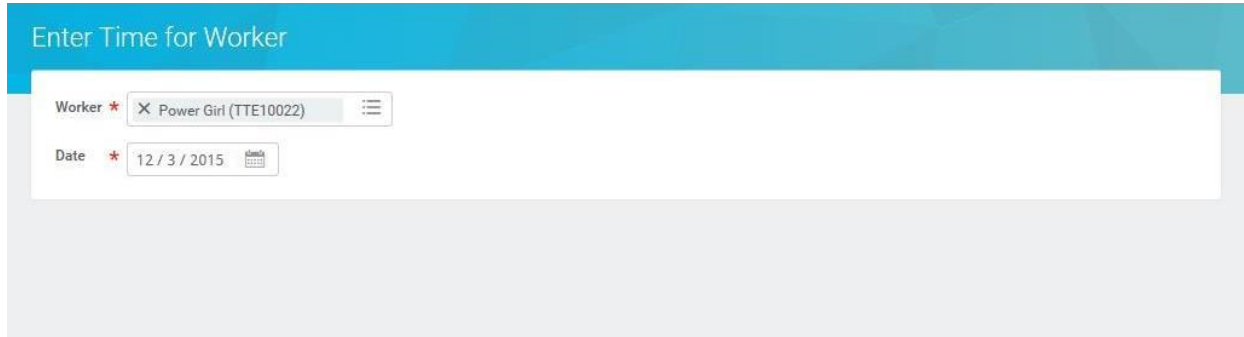
2. Click the Related Actions and Preview  icon next to the employee's name.

Employee Related Actions Menu



- In the menu, hover over Time and Leave and then click the Enter Time for Worker hyperlink.

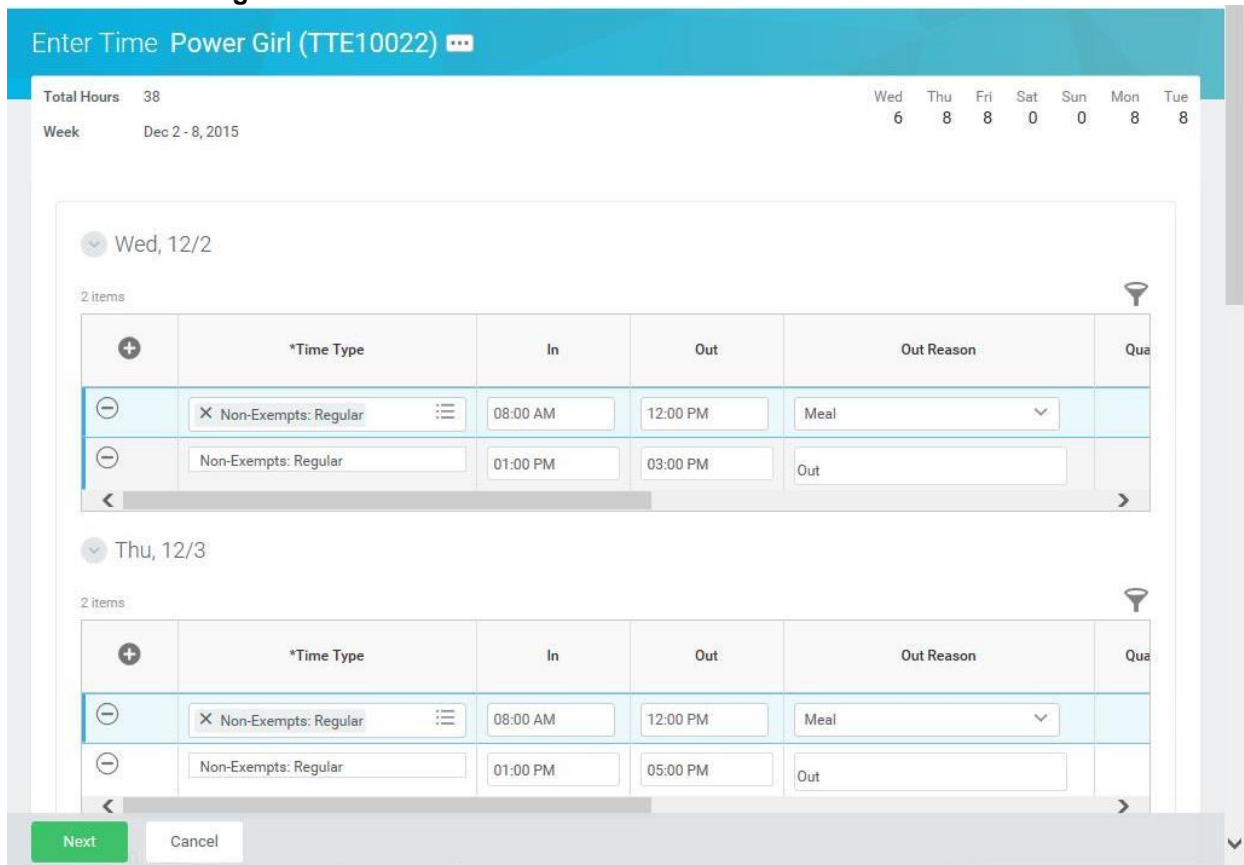
Enter Time for Worker



- In the Date field, enter or select a date for which you want to correct a time entry.

- Click the OK  button.

Enter Time Page





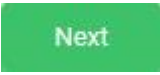


Title: Correct Reported Time
Role: Timekeeper
Functional Area: Time Tracking

6. 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.

7. 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

8. 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.

9. Click the **Save**  button.

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

10. 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.

11. The System Task is complete.