

Quick Guide: Correcting Timesheets



It is very common to discover that a timesheet needs to be updated after it was submitted, approved and/or paid. Who can correct a timesheet and how they do so does depend on where in the workflow that timesheet is sitting.

Correcting a Submitted Timesheet

There are multiple options for updating a submitted timesheet.

An **employee** can update their own timesheet after they've submitted it; however, once it has been fully approved, they can no longer do so.

1. Navigate to the pay period in question and click the **Reopen** button in the top right corner of the screen.

The screenshot shows the 'Timesheet Edit' interface for a submitted timesheet. At the top right, there is a 'Reopen' button with a three-dot menu icon next to it. A red arrow points to this button. Below the header, there are navigation tabs: 'Time Entry', 'Exceptions', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. The main area shows a summary of 40.00 hours (Raw) and 40.00 hours (Calc). Below this is a table with columns: Date, Person Assignments, From, To, Raw Total, Calc. Total, In Date, Time Off, Activities, Shift Premium, and Note.

| Date | Person Assignments | From | To | Raw Total | Calc. Total | In Date | Time Off | Activities | Shift Premium | Note |
|------------|---------------------------------|------------|------------|-----------|-------------|------------|----------|------------|---------------|------|
| SUN Jan 21 | | | | 0.00 hrs | 0.00 hrs | | | | | |
| MON Jan 22 | zTraining/00002 - Demo/E000TRN6 | e 08:00 am | e 04:00 pm | 8.00 | 8.00 | MON Jan 22 | | Choose... | | |
| TUE Jan 23 | zTraining/00002 - Demo/E000TRN6 | e 08:00 am | e 04:00 pm | 8.00 | 8.00 | TUE Jan 23 | | Choose... | | |

2. Make whatever changes are needed and **Save**.
3. **Submit** timesheet for approval.

A **line manager** or **HCM Specialist** can also update a submitted timesheet.

1. Navigate to the timesheet for the employee that needs correcting.
2. Make whatever changes are needed and **Save**.
3. If the employee is not a student, the timesheet can also be **Approved** or **Rejected** from that screen as well.

The screenshot shows the 'Timesheet Edit' interface for a submitted timesheet. At the top right, there are three buttons: 'Save', 'Approve', and 'Reject', each with a three-dot menu icon next to it. These buttons are highlighted with a red box. Below the header, there are navigation tabs: 'Time Entry', 'Exceptions', 'Calc Detail', 'Calc Summary', 'Counters', and 'Summary By Day'. The main area shows a summary of 40.00 hours (Raw) and 40.00 hours (Calc). Below this is a table with columns: Date, Person Assignments, From, To, Raw Total, Calc. Total, In Date, Time Off, Activities, Shift Premium, and Notes.

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Adjusting an Approved Timesheet

Once a timesheet has been approved (but not yet paid), only a **line manager** or **HCM Specialist** can make changes to it.

1. Navigate to the period in question.
2. Make whatever updates are needed and **Save**. The timesheet will remain in **Approved** status and is ready for payment.

Time > Timesheets

← Timesheet Edit ⓘ 📄 Save ⋮

SS Sally Student (000TRNS) 👤 | 📅 January 21, 2024 - February 03, 2024 🟢 Approved 📄

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

2.00 hrs
Calc

| Date | Person Assignments | From | To | Raw Total | Calc. Total | In Date | Shift Premium | Notes |
|-----------------------------|---|---------------------------|---------------------------|-----------|-------------|------------|---------------|-----------------|
| ✓ SUN Jan 21 No Schedule | zDemonstration/00001 - Teach/E000TRNS 👤 🔍 | e 08:00 am 🕒 | e 10:00 am 🕒 | 2.00 | 2.00 | SUN Jan 21 | | 🗨️ |
| | | | | 2.00 hrs | 2.00 hrs | | | 🗨️ |
| > MON Jan 22 | | | | 0.00 hrs | 0.00 hrs | | | 🗨️ |



Changing a Paid Timesheet

Similarly, to updating an approved timesheet, only a **line manager** or **HCM Specialist** can change a timesheet that has already been paid. To do so:

1. Navigate to the period in question and click the **Correct** button in the upper right corner of the screen.

Time > Timesheets

← Timesheet Edit ⓘ 📄 Correct ⋮

BB Billy Bi-Weekly (000TRN6) 👤 | 📅 October 01, 2023 - October 14, 2023 🟢 Approved 📄

Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day

2.00 hrs Raw 2.00 hrs Calc

| Date | Person Assignments | From | To | Raw Total | Calc. Total | In Date | Time Off | Activities | Shift Premium | Notes |
|----------------------------|---|---------------------------|---------------------------|-----------|-------------|-----------|----------|------------|---------------|-----------------|
| > SUN Oct 1 | | | | 0.00 hrs | 0.00 hrs | | | | | |
| ✓ MON Oct 2 No Schedule | zTraining/00002 - Demo/E000TRN6 👤 🔍 | e 08:00 am 🕒 | e 10:00 am 🕒 | 2.00 | 2.00 | MON Oct 2 | | Choose... | | 🗨️ |
| | | | | 2.00 hrs | 2.00 hrs | | | | | |



2. Enter a comment (optional) in the dialog box and select **Correct**.

Correct Timesheet

Are you sure you want to make a timesheet correction?

Comment

Cancel Correct

3. Update the time entries as appropriate and then **Submit** and **Approve** the new timesheet. Any adjustments to wages will flow through to the employee's next scheduled paycheck.