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.

← Timesheet Edit										() ()	Reoper	n
📰 🖣 January 21, 2024	I - Feb	oruary 03, 2024 🕨	O Submitted									
Time Entry Except	tions	Calc Detail	Calc Summary	Counters Su	ımmary By Day							
			40.00 hrs	40.00 hrs								
✔ Date		Person Assignme	nts	From	То	Raw Total	Calc. Total	In Date	Time Off	Activities	Shift Premium	Note
> SUN Jan 21	+					0.00 hrs	0.00 hrs					

> SUN Jan 21	+					0.00 hrs	0.00 hrs			
V MON Jan 22		zTraining/00002 - Demo/E000TRN6	e 08:00 am	e 04:00 pm		8.00	8.00	MON Jan 22		
No Schedule	+				ε	8.00 hrs	8.00 hrs			
V THE Ian 22		2Training/00002 Domo/E000TDNI6	• 08·00 pm	• 04·00 pm		9.00	8 NO	THE Inp 22		

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

THE Ian 23

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

1. Navigate to the timesheet for the employee that needs correcting.

•••• 7Training/00002 - Demo/F000TRN6 🚳 🗟 🖻 e 08:00 am 🖓 e 04:00 nm 🖓 8 00 8:00

- 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.

Time > Timesheets									j ()	Sav	Save Approve Reje		
BB Billy Bi-Weekly	Billy Bi-Weekly (DOUTRN6) 🧞 🛅 🔨 January 21, 2024 - February 03, 2024 🕨 🕗 Submitted 🗕												
Time Entry E	xceptions	Calc Detail Calc Summary	Counters Summary	By Day									
		40.0											
> Date		Person Assignments	From	То	Raw Total	Calc. Total	In Date	Time Off	Ac	tivities	Shift Premium	Notes	
SUN Jan 21	+				0.00 hrs	0.00 hrs							
V MON Jan 22	•••	zTraining/00002 - Demo/E000TRN6	● Eq. e 08:00 am	ି <mark>e 04:00 pm</mark> ଓ	8.00	8.00	MON Jan 22 🔻		•	hoose 🖪	-		
No Schedule	+				8.00 hrs	8.00 hrs							

TUE lan 23 💌

▼ Choose

B

Quick Guide: Correcting Timesheets



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										(j) (j)	Save ····
_	S Sally Student (000TRNS) 🧞 🛅 🔹 January 21, 2024 - February 03, 2024 🕨 🖉 Approved 🖬 Time Entry Exceptions Calc Detail Calc Summary Counters Summary By Day										
	2.00 hrs										
> Date		Person Assignments	From	То	Raw Total	Calc. Total	In Date	Shift Premium	Notes		
💙 SUN Jan 21		zDemonstration/00001 - Teach/E000TRN5 💿 🗟	e 08:00 am	e 10:00 am	2.00	2.00	SUN Jan 21 🔻	•			
No Schedule	+				2.00 hrs	2.00 hrs					
> MON Jan 22	+				0.00 hrs	0.00 hrs					

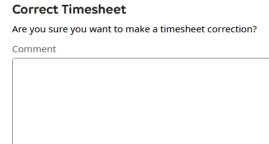
Changing a Paid Timesheet

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	Time > Timesheets											
← Timesheet Ed	← Timesheet Edit											
Billy Bi-Weekly (000TRN6) Image: Control of the second secon												
2.00 hrs Raw Calc												
✓ Date		Person Assignments	From	То	Raw Total	Calc. Total	In Date	Time Off	Activities	Shift Premium	Notes	
SUN Oct 1	+				0.00 hrs	0.00 hrs						
MON Oct 2		zTraining/00002 - Demo/E000TRN6	e 08:00 am	e 10:00 am	2.00	2.00	MON Oct 2					
No Schedule	+				2.00 hrs	2.00 hrs						

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