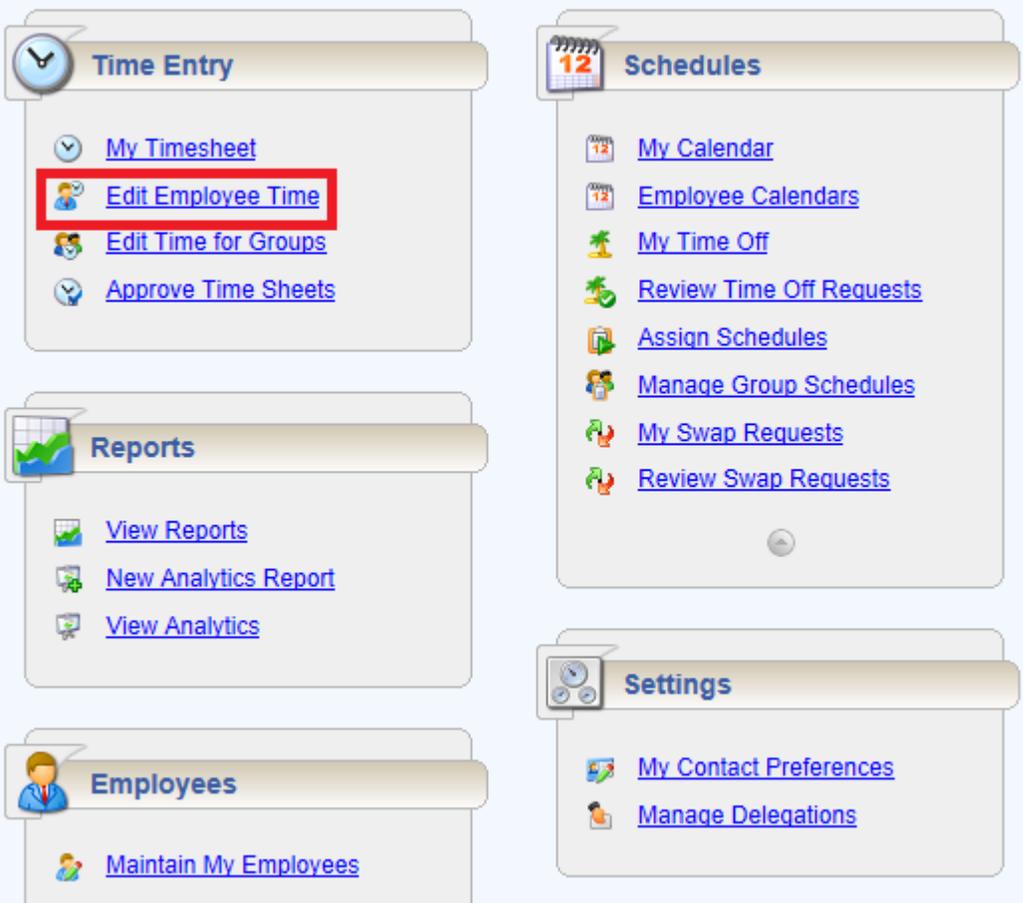
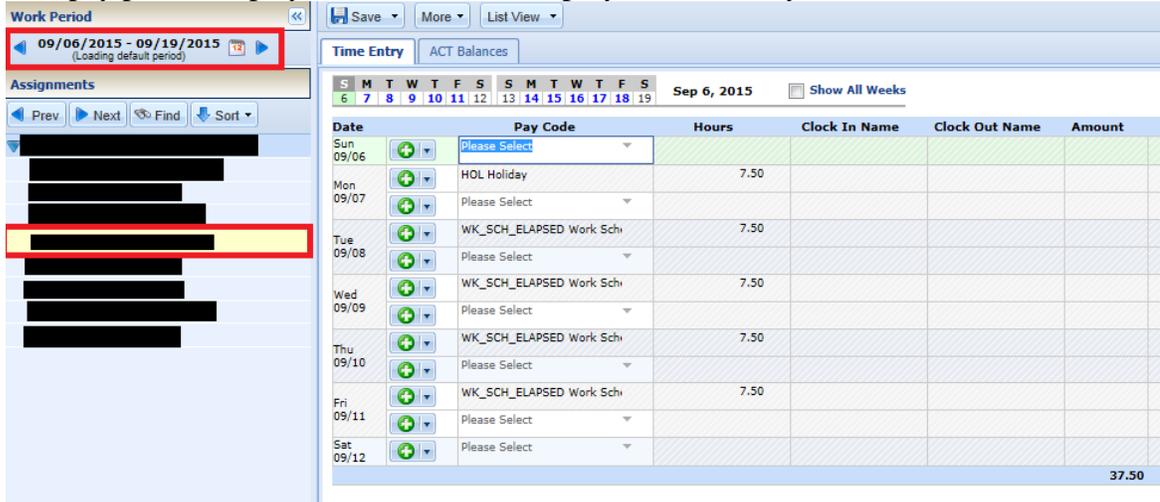


DHSS Job Aid 19: Amending Timesheets

1.	<p>The Amending timesheets function is to be used when you are updating a prior pay period that payroll has already processed. This would be used for any retro or historical hour changes.</p>
2.	<p>From the dashboard, click on Edit Employee Time in the Time Entry window.</p>  <p>The screenshot shows a dashboard with several sections:</p> <ul style="list-style-type: none"> Time Entry (clock icon): <ul style="list-style-type: none"> My Timesheet Edit Employee Time (highlighted with a red box) Edit Time for Groups Approve Time Sheets Reports (chart icon): <ul style="list-style-type: none"> View Reports New Analytics Report View Analytics Employees (person icon): <ul style="list-style-type: none"> Maintain My Employees Schedules (calendar icon): <ul style="list-style-type: none"> My Calendar Employee Calendars My Time Off Review Time Off Requests Assign Schedules Manage Group Schedules My Swap Requests Review Swap Requests Settings (gears icon): <ul style="list-style-type: none"> My Contact Preferences Manage Delegations

3. Change the pay period displayed and select the employee timesheet you want to amend.



Work Period: 09/06/2015 - 09/19/2015 (Loading default period)

Assignments

Date	Pay Code	Hours	Clock In Name	Clock Out Name	Amount
Sun 09/06	Please Select				
Mon 09/07	HOL Holiday	7.50			
Tue 09/08	WK_SCH_ELAPSED Work Sch	7.50			
Wed 09/09	WK_SCH_ELAPSED Work Sch	7.50			
Thu 09/10	WK_SCH_ELAPSED Work Sch	7.50			
Fri 09/11	WK_SCH_ELAPSED Work Sch	7.50			
Sat 09/12	Please Select				
					37.50

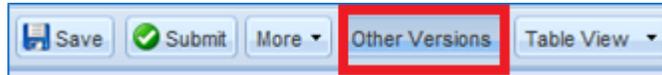
4. To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.



Amend More Table View

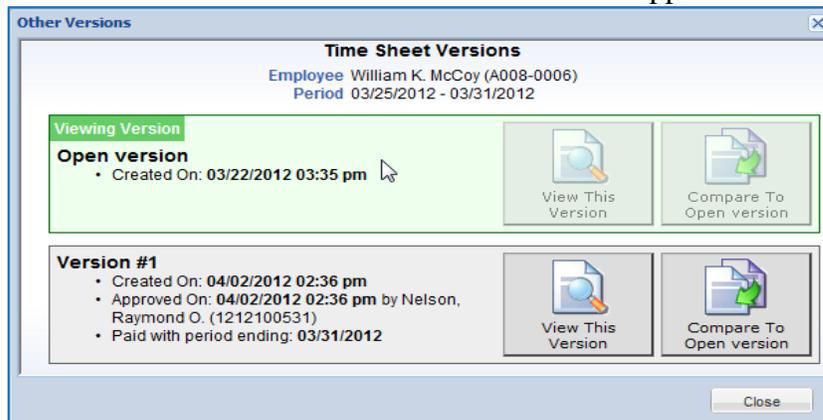
This time sheet was already processed. Press amend button to make changes.

5. Edit and **Save** the timesheet. The **Other Versions** button appears.
*If you have any questions about editing a timesheet, please refer back to *Timesheet-Editing Employee Time and Using Pay Codes Job Aid*.



Save Submit More Other Versions Table View

6. Click the **Other Versions** button. The **Timesheet Versions** window appears.



Other Versions

Time Sheet Versions

Employee William K. McCoy (A008-0006)
Period 03/25/2012 - 03/31/2012

Viewing Version

Open version

- Created On: 03/22/2012 03:35 pm

Version #1

- Created On: 04/02/2012 02:36 pm
- Approved On: 04/02/2012 02:36 pm by Nelson, Raymond O. (1212100531)
- Paid with period ending: 03/31/2012

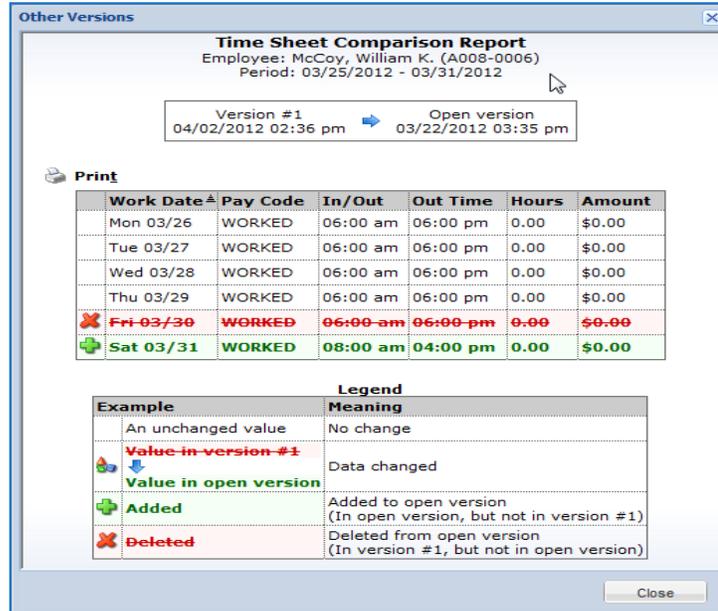
View This Version Compare To Open version

View This Version Compare To Open version

Close

7. Click **View This Version** to display the timesheet.

8. Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.



Time Sheet Comparison Report
Employee: McCoy, William K. (A008-0006)
Period: 03/25/2012 - 03/31/2012

Version #1 04/02/2012 02:36 pm → Open version 03/22/2012 03:35 pm

Print

Work Date	Pay Code	In/Out	Out Time	Hours	Amount
Mon 03/26	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Tue 03/27	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Wed 03/28	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Thu 03/29	WORKED	06:00 am	06:00 pm	0.00	\$0.00
Fri 03/30	WORKED	06:00 am	06:00 pm	0.00	\$0.00
+ Sat 03/31	WORKED	08:00 am	04:00 pm	0.00	\$0.00

Example	Legend	Meaning
An unchanged value		No change
Value in version #1		Data changed
Value in open version		
+ Added		Added to open version (In open version, but not in version #1)
× Deleted		Deleted from open version (In version #1, but not in open version)

Close

9. After viewing the comparison, you can print the results, or close the window to return to the timesheet. Once the amendment is made the timesheet needs to be approved by the manager to flow to payroll.
10. Once a timesheet has been amended it must be approved to flow to payroll.