State of Delaware
eSTAR
Employee State Time & Attendance Reporting

DHSS Job Aid 19: Amending Timesheets

1.	The Amending timesheets function is used when you are updating a prior pay period that payroll has already processed within a **28 day** timeframe. This would be used for any retro or historical hour changes on the timesheet; anything over **28 days** you must complete an amendment request form and contact your local HR office. **Time off requests (TOR)** can be submitted **without** completing an amendment form. Employees can submit the TOR as normal through eSTAR. Once the Manager approves the TOR, eSTAR will automatically open an amendment. The Manager will then need to approve the amended timesheet. *An example of how the 28 days are applied is below:*

Data Entry Period* (System dates)	# of Editable Days Past	Current Pay Period	Amendment Pay Periods
04/06 – 04/16 *04/19 = EOPP	28	04/02 – 04/05	03/19 -04/01 03/05 -03/18
04/17 – 04/19 (noon) *04/19 = EOPP	28	04/02 – 04/05	03/19 – 04/01

| 2.	From the dashboard, click on **Edit Employee Time** in the **Time Entry** window.
3.	Change the pay period displayed and select the employee timesheet you want to amend.
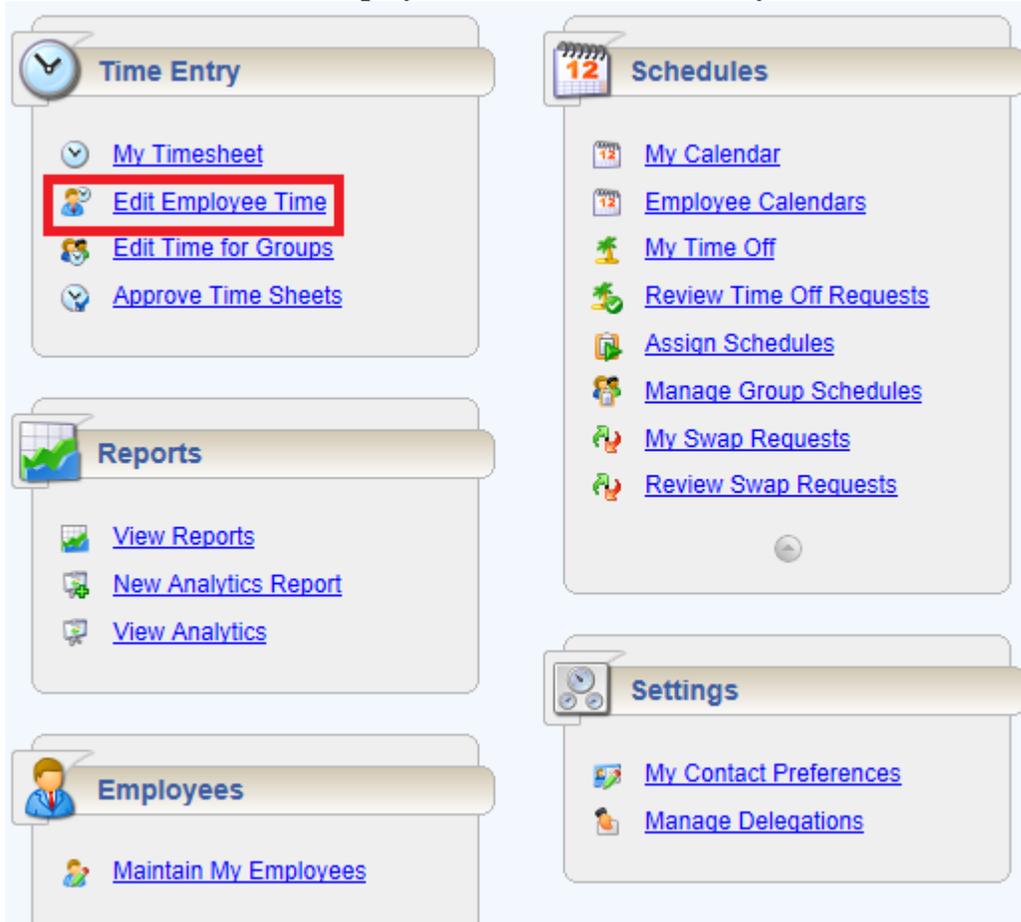
| 4.	To amend a timesheet, click the **Amend** button for the timesheet in the pay period that needs to be modified.
5.	Edit and **Save** the timesheet. The **Other Versions** button appears. *If you have any questions about editing a timesheet, please refer back to *Timesheet-Editing Employee Time and Using Pay Codes Job Aid*.
6.	Click the **Other Versions** button. The **Timesheet Versions** window appears.
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.
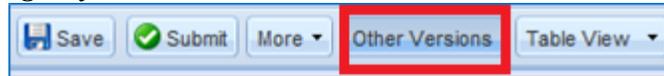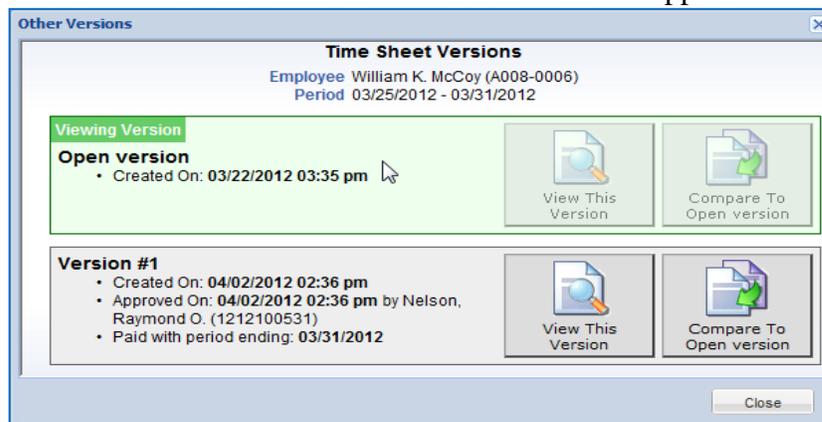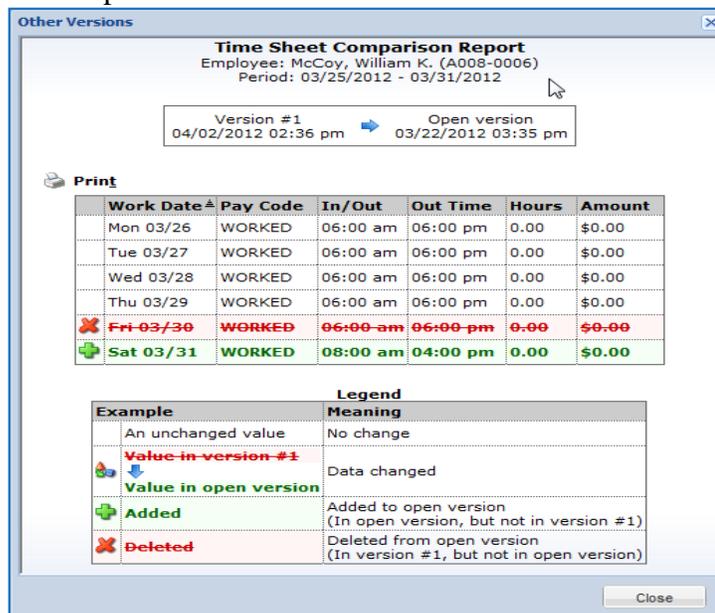
9.	After viewing the comparison, you can print the results, or close the window to return to the timesheet. Once the amendment is made the timesheet needs to be approved by the manager to flow to payroll.
10.	**Once a timesheet has been amended, the Manager must approve it in order to flow to payroll.**
11.	If it is beyond the 28 day timeframe you need to contact HR. The manager needs to complete the *amendment request form* found on the DHSS eSTAR website and send it to their local HR office.