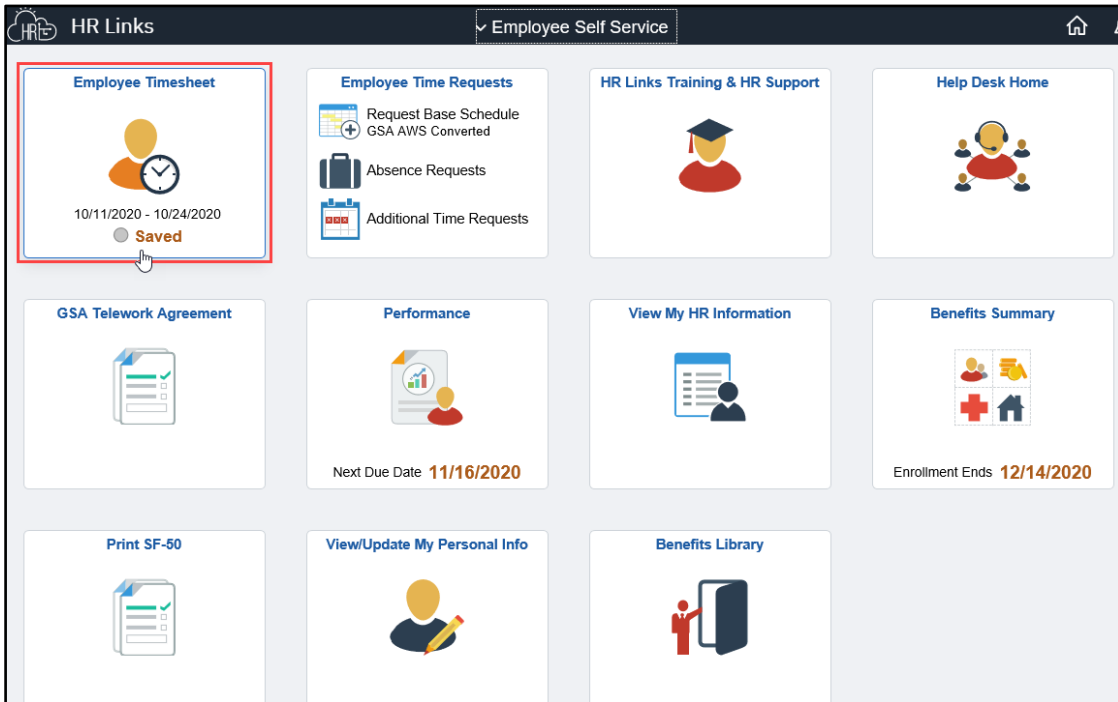





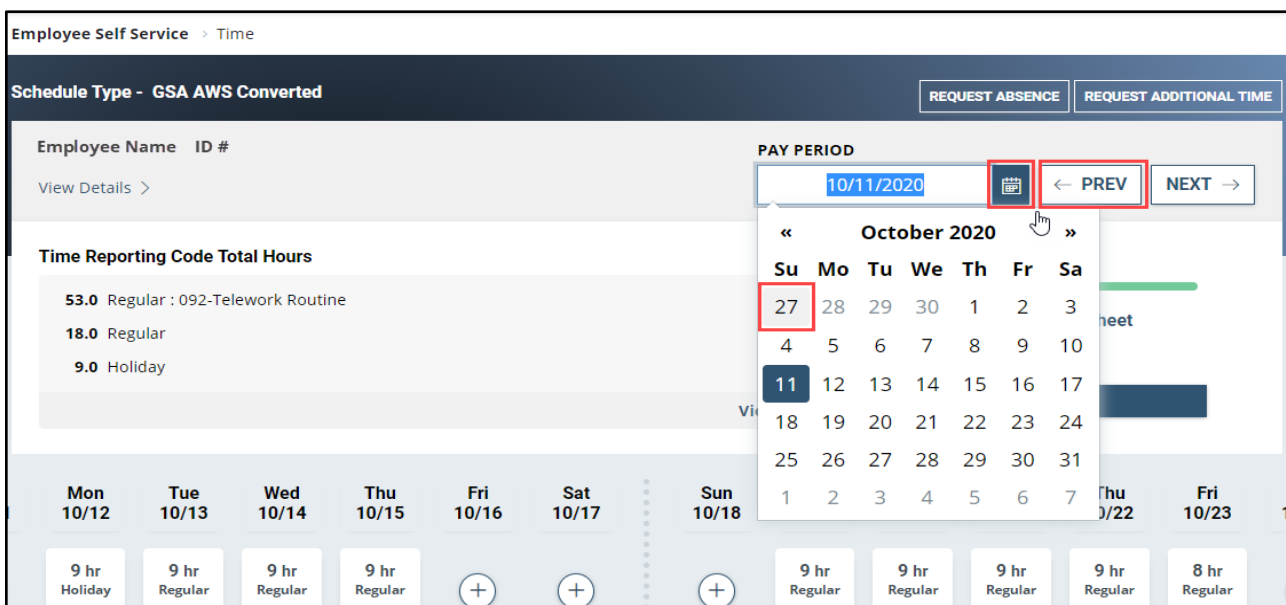
Amend a Timesheet (Employees)

Follow this job aid to learn how to amend a timesheet in HR Links.

1. From the Employee Self Service home page, select the **Employee Timesheet** tile.



2. The Time screen will appear with the current pay period displayed. Navigate to the pay period you want to modify by selecting the **Previous** button, or select the calendar icon  and choose the start date of the pay period you want to amend.




3. From here you can adjust the timesheet as needed and resubmit it for approval. An



adjustment may involve adding or editing a Time Reporting, Labor, or Task Code; editing an absence; or editing the reported hours on the timesheet.

- a. In this example, a timesheet that was submitted, approved, and accepted by Payroll will be amended to add 8.0 hours of Comp Time Earned on Sunday, 9/27.

Start by selecting the additional time icon  for that day in the reported time section of the timesheet.

The screenshot shows a timesheet interface with a grid of days. The top section includes fields for Employee Name, ID #, and PAY PERIOD (09/27/2020). Below this, there are sections for Time Reporting Code Total Hours (62.0 Regular, 18.0 Regular) and Total/Scheduled: 80.0/80.0. The Timesheet Status is 'Approved' and Payroll status is 'Accepted by Payroll'. A 'SUBMIT' button is visible. The main grid shows days from Sun 9/27 to Sat 10/10. The Sun 9/27 cell is highlighted with a red box and contains a plus icon in a circle, which is being clicked by a mouse cursor. Other cells show hours and codes (e.g., 9 hr Regular 092).

- b. In the dialog box that appears, use the **drop down menu** to choose the Time Reporting Code for the hours you are requesting, 013-Comp Time Earned.

The screenshot shows a 'TIME ENTRY' dialog box for Sun 9/27. The 'TIME REPORTING CODE' field is set to '001-Regular Time' and is highlighted with a red box. A dropdown menu is open, showing a list of codes, with '013-Comp Time Earned' selected and highlighted in blue. The dialog also includes fields for 'ADDITIONAL TRC' and 'TASK CODE', and 'CANCEL' and 'SAVE' buttons.



- c. With the **Time Reporting Code** selected, enter the **Quantity** of Comp Time Earned hours you want to add and select **Save**.

TIME ENTRY
Sun 9/27

TIME REPORTING CODE *
013-Comp Time Earned

ADDITIONAL TRC

QUANTITY LABOR CODE TASK CODE
8.0

ADD ANOTHER LABOR CODE

CANCEL SAVE

4. You will be prompted to submit a Request for Additional Time, which must be approved by your supervisor before the comp time hours can be added to your timesheet for processing. To do this, select **Yes, Submit a Request**.

Request Additional Time

Additional time has now been added to the timesheet. Upon timesheet submission, additional time must be accompanied with an additional time request or the timesheet will result in exceptions.

No additional time requests have been submitted for Sunday, September 27, 2020.

Would you like to submit an additional time request?

NO, RETURN TO TIMESHEET YES, SUBMIT A REQUEST

5. In the box that appears, select the **Request** button next to the Additional Time Type you



are requesting (Comp Time Earned).

Request Additional Time

SEARCH FOR ADDITIONAL TIME TYPE:

DESCRIPTION

Comp Time Earned	REQUEST
COP Workers Comp	REQUEST
Credit Hours Earned	REQUEST
Overtime Request	REQUEST
Union Official Time	REQUEST

CLOSE

6. The next dialog box will be populated with the Additional Time Type you selected. Use the calendar drop-down menus to select the **Start and End Dates** and the number of **Requested Hours** of comp time to be added to your timesheet, then select **Submit**.

ADDITIONAL TIME TYPE *

Comp Time Earned

START DATE * 09/27/2020 **END DATE** 09/27/2020

REQUESTED HOURS * 8.0

COMMENTS

Worked on special project.

« September 2020 »						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

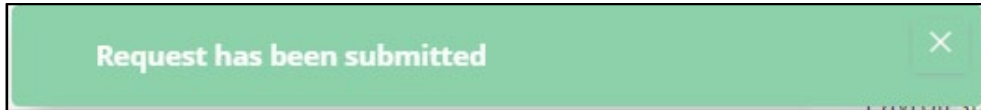
Total Requested Hours: 8.0

BACK **SUBMIT**

7. You will receive a confirmation message letting you know your request was submitted



successfully.



- 8. The change you made is now reflected in the reported time section of the timesheet for Sunday, 9/27, and is also added to **Total Reported** hours as + 8 hours of additional time. Select the **Submit** button next.

Employee Name ID # PAY PERIOD 09/27/2020

View Details > ← PREV NEXT →

Time Reporting Code Total Hours Edit Total/Scheduled: 80.0/80.0 + 8.0

62.0 Regular : 092-Telework Routine Timesheet Status: Needs Submission

18.0 Regular Payroll status: Not Sent

8.0 Comp Time Earned View Chart **SUBMIT**

Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
8 hr CT Earn	9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Regular 092	8 hr Regular 092

- 9. Review the Attestation of Time message that appears to ensure the change you are



requesting has been captured accurately, then select the **Yes, Submit** button. You will receive a confirmation message letting you know your amended timesheet was submitted successfully.

Timesheet submitted successfully

10. The **Timesheet Status** has changed from Approved to **Needs Approval** and the amended timesheet is now awaiting review and approval by your supervisor.
You have successfully submitted an amended timesheet and request for additional time (comp time earned).