Create & Approve Timesheet Amendments (Time Administrators)

Content

Create a Timesheet Amendment for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
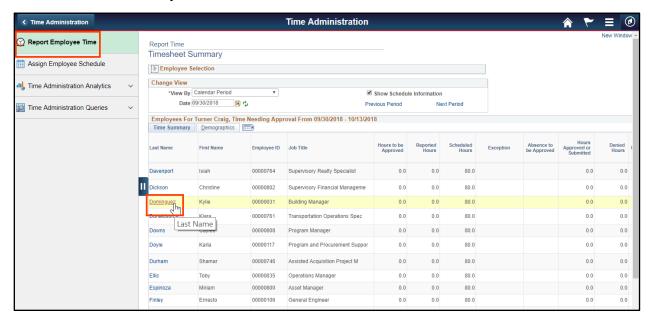   a. *Follow these instructions to add the Time Administration page/tile to your homepage.*
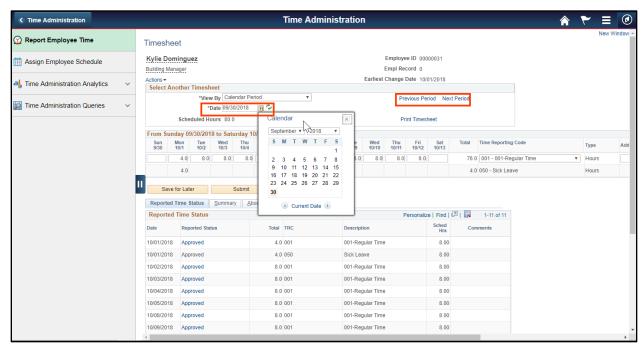

2. Select the **Time Administration** tile.

   a. *It might take a moment for the Time Administration page to load.*

3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to amend.
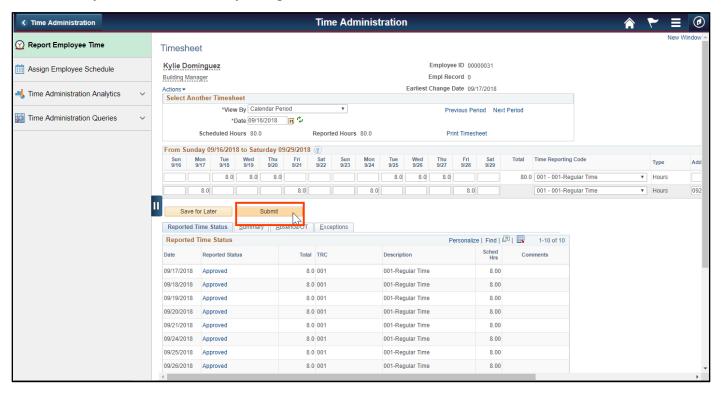

4. Navigate to the pay period in which you need to make an amendment by selecting the **Previous Period** hyperlink or entering the date in the field and clicking the green refresh button.

   a. *If the amendment is before May 27, 2018, you will need to create a new base schedule for the amended pay period in HR Links. [Read more here](#).*
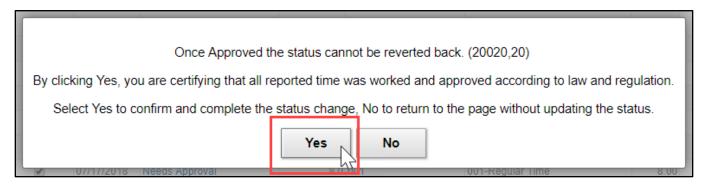
5. Adjust the timesheet as needed. An adjustment may include adding or editing a labor/task/time reporting code, adding or editing an absence, or editing the hours on the timesheet.

6. Once you make the necessary changes, select the **Submit** button.
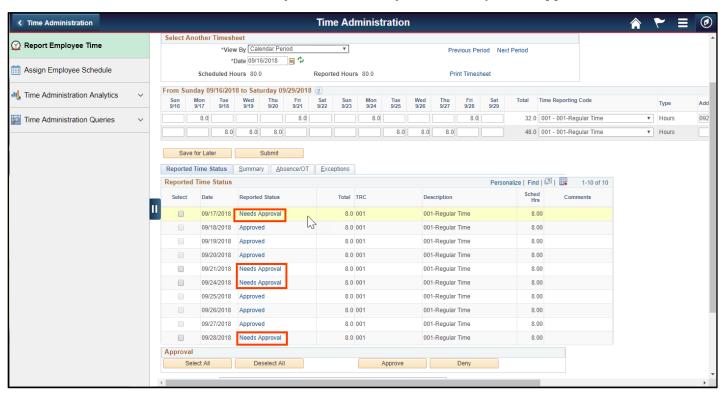

7. An attestation message will appear. Select **Yes**.

8. **The amended timesheet has been successfully submitted. You (as the time administrator) can now approve it.** Read the following section to learn how to approve the amended timesheet.

   a. *In the screenshot below, multiple lines show a reported status of **Needs Approval**.*

Approve a Timesheet Amendment (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
   a. *[Follow these instructions](#) to add the Time Administration page/tile to your homepage.*

2. Select the **Time Administration** tile.

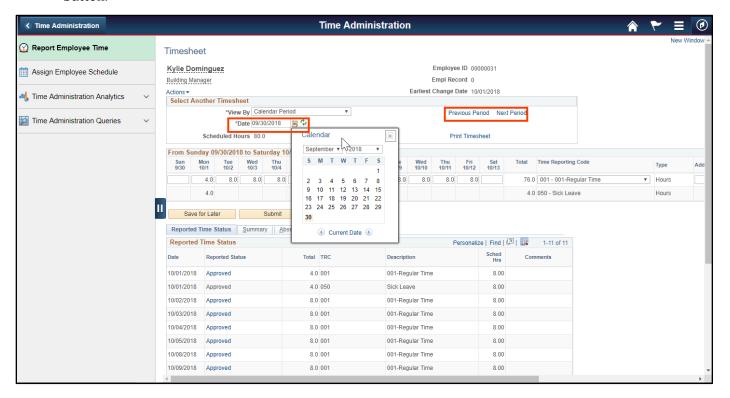   a. *It might take a moment for the Time Administration page to load.*

3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose amended timesheet you need to approve.
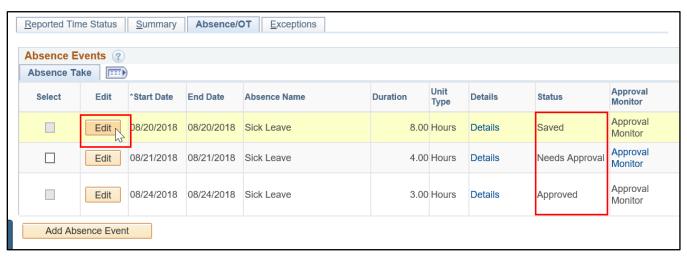

4. Navigate to the pay period in which you need to approve the amendment by selecting the **Previous Period** hyperlink or entering the date in the field and clicking the green refresh button.

5. From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.

   a. *Make sure that all items are in **Needs Approval** status. If something is in **Saved** status, verify that it is a valid absence/OT request. If it is, select the **Edit** button, and choose **Submit** to move the item into **Needs Approval** status. Then, go through the process of approving the absence. If it is not a valid absence/OT request, cancel the request.*

   b. *If the item in Saved Status is overtime, comp time earned, credit hours earned or religious comp time earned, you will need to manually add the time to the timesheet as well.*

Item in Saved Status - needs to be moved to "Needs Approval" status

*Item has been moved to "Needs Approval" status - now choose **Select All***

6. Go to the **Reported Time Status** tab.
   a. *Make sure that everything is in **Needs Approval** status. If anything is in **Saved** status, you will need to click the **Submit** button.*
7. On the Reported Time Status tab, choose the **Select All** button.

8. Select the **Approve** button, **which will approve items on both the Absence/OT tab and the Reported Time Status tab.**

9. An attestation message will appear. Select **Yes**.

Once Approved the status cannot be reverted back. (20020,20)

By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.

Select Yes to confirm and complete the status change. No to return to the page without updating the status.

[Yes]   [No]

10. You will receive the approval confirmation message. Select the **OK** button.

Timesheet

Approve Confirmation

✔ Selected transactions were successfully approved.

[OK]

11. The amended timesheet will now show all reported time in **Approved** status. **You have successfully approved the amended timesheet.**
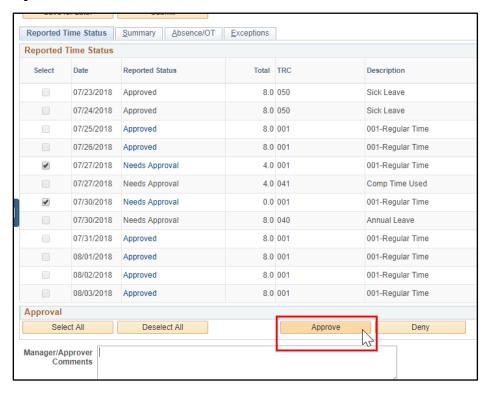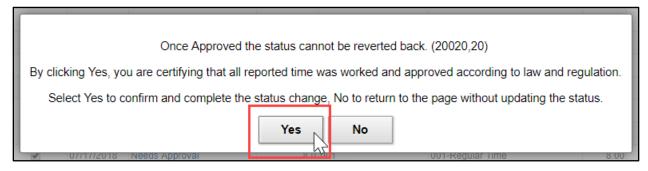
| Save for Later | | Submit | | | | | |

| Reported Time Status | Summary | Absence/OT | Exceptions |

Reported Time Status

Date	Reported Status		Total	TRC	Description	Sched Hrs	Comm
07/23/2018	Approved		8.0	050	Sick Leave	8.00	
07/24/2018	Approved		8.0	050	Sick Leave	8.00	
07/25/2018	Approved		8.0	001	001-Regular Time	8.00	
07/26/2018	Approved		8.0	001	001-Regular Time	8.00	
07/27/2018	Approved		4.0	001	001-Regular Time	8.00	
07/27/2018	Approved		4.0	041	Comp Time Used	8.00	
07/30/2018	Approved		0.0	001	001-Regular Time	8.00	
07/30/2018	Approved		8.0	040	Annual Leave	8.00	
07/31/2018	Approved		8.0	001	001-Regular Time	8.00	
08/01/2018	Approved		8.0	001	001-Regular Time	8.00	
08/02/2018	Approved		8.0	001	001-Regular Time	8.00	
08/03/2018	Approved		8.0	001	001-Regular Time	8.00	