

RECALL A TIME SHEET

General Guidelines

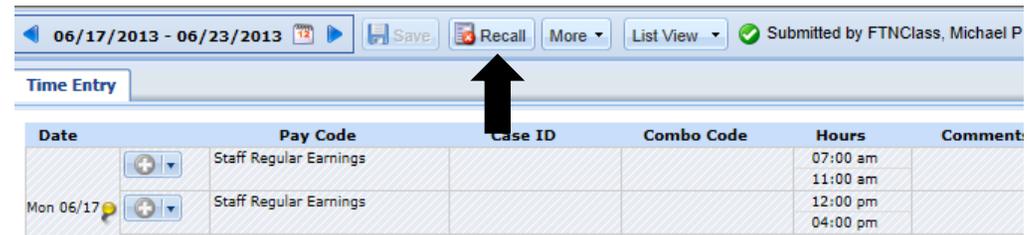
The process of making changes to a time sheet will vary, depending upon the following situations:

- A time sheet can be recalled if it has NOT yet been approved by the manager. To recall a time sheet, follow the instructions in this job aid.
- If the pay period has not been closed by Payroll, the Manager can unapprove the timesheet. This will allow the employee to go back in and re-submit the time sheet. Follow the instructions in this job aid to unapprove a timesheet. Once the supervisor has unapproved the time sheet, the employee can recall it for editing.
- If the pay period has been closed by Payroll, you must follow the amended process as outlined in the Amend a Time Sheet job aid. In this instance, the changes to the time sheet will be reflected in a subsequent pay period.

RECALL A TIMESHEET

Use this procedure if the Supervisor has **NOT** approved the time sheet.

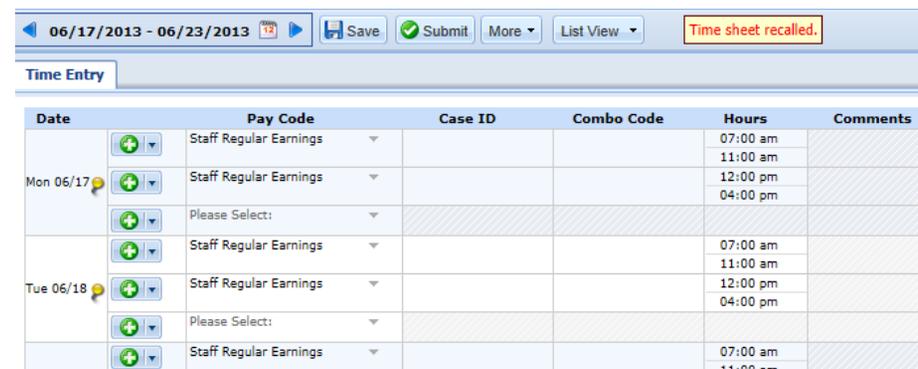
1. On the Dashboard, click on the link in the Time Entry frame for **Enter My Hours**.
2. Make sure you are on the pay period for which you want to update the time sheet.
3. Click the Recall  button to recall the time sheet.



The screenshot shows the Time Entry interface for the pay period 06/17/2013 - 06/23/2013. The interface includes a toolbar with buttons for Save, Recall, More, and List View. A black arrow points to the Recall button. Below the toolbar is a table with columns: Date, Pay Code, Case ID, Combo Code, Hours, and Comment. The table shows two rows for Mon 06/17 with Staff Regular Earnings pay code and time slots from 07:00 am to 04:00 pm.

Date	Pay Code	Case ID	Combo Code	Hours	Comment
Mon 06/17	Staff Regular Earnings			07:00 am	
				11:00 am	
Mon 06/17	Staff Regular Earnings			12:00 pm	
				04:00 pm	

4. A message appears "Time sheet recalled". Changes can now be made to the timesheet. Once complete, be sure to click the **Save** and then **Submit** buttons.



The screenshot shows the Time Entry interface after the time sheet has been recalled. The toolbar now includes a Submit button. A red box highlights the message "Time sheet recalled." Below the toolbar is a table with columns: Date, Pay Code, Case ID, Combo Code, Hours, and Comments. The table shows two rows for Mon 06/17 and two rows for Tue 06/18, each with Staff Regular Earnings pay code and time slots from 07:00 am to 04:00 pm. The Tue 06/18 rows have "Please Select:" in the Pay Code column.

Date	Pay Code	Case ID	Combo Code	Hours	Comments
Mon 06/17	Staff Regular Earnings			07:00 am	
				11:00 am	
Mon 06/17	Staff Regular Earnings			12:00 pm	
				04:00 pm	
Tue 06/18	Please Select:			07:00 am	
				11:00 am	
Tue 06/18	Staff Regular Earnings			12:00 pm	
				04:00 pm	
	Please Select:			07:00 am	
				11:00 am	

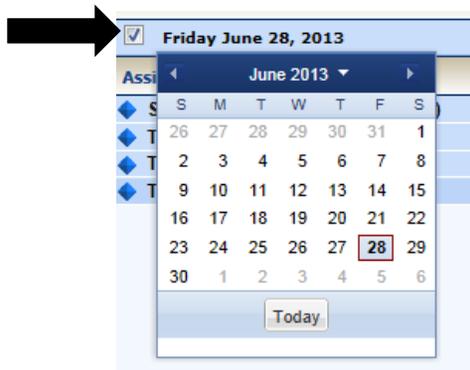
Unapprove a Time Sheet (Supervisor)

If the Supervisor has already approved the timesheet AND the pay period is still open, the Supervisor can Unapprove the time sheet by following these instructions:

1. Log into EmpCenter.
2. Click on the link in the Time Entry frame for **Approve Time Sheets**.



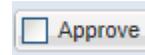
3. If a pay period other than one currently shown is needed, click the **As Of Current Period** checkbox and then select the appropriate pay period end date by clicking on the calendar date.

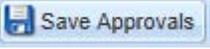


5. Locate the employee's time sheet which has already been approved. The Approval column should have a green check.



6. Click the Approve checkbox to remove the checkmark.



7. Click the **Save Approvals**  button at the top of the screen to save the change.

8. At this point, the employee can go back in and Recall the time sheet so it can be edited. Refer to the instructions on the previous page for information on this process.