

AMEND A TIME SHEET: EMPLOYEES – PAGE 1

AMENDING TIME SHEETS -EMPLOYEES

Employees can amend their own timesheets. Amended time sheets must be approved by a Manager (or Payroll) in order for them to be processed and paid. **Employees can amend a time sheet up to 60 days in the past.**

1. On the Dashboard, click on the link in the Time Entry frame for **Enter My Hours**.

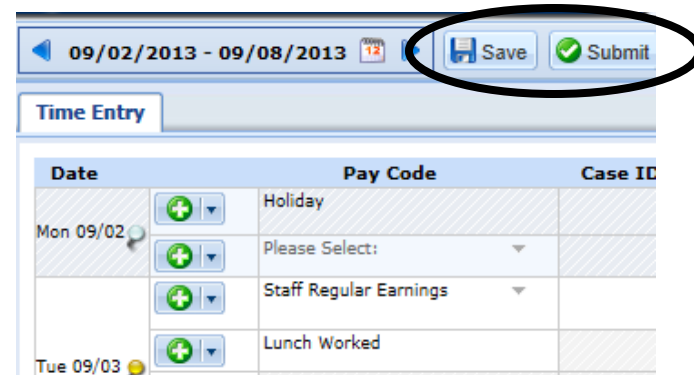


2. Navigate to the appropriate pay period for the amendment.
3. You should see a message that the time sheet was already processed. If the time sheet can be amended, the **Amend** button will be present. Click the **Amend** button.

A screenshot of the time sheet interface. The 'Amend' button is circled in black. A message box at the top right says: "This time sheet was already processed. Press amend button to make changes." Below the message is a table with the following data:

Pay Code	Case ID	Combo Code	Hours	Comments	Total
Holiday			8.00		8.00
Please Select:					
Staff Regular Earnings			07:00 am 04:00 pm		8.50
Lunch			0.50		0.00
Lunch Worked			0.50		0.00

4. The time sheet opens for edits. Edit the time sheet and click **Save**.
5. Click **Submit** to submit the time sheet to the Manager for approval. The amended time sheet MUST be approved by the Manager.



Any changes to a time sheet that has already been paid will cascade through all time sheets up to the current pay period. The difference will be applied to the current pay and bank balances.