

Amending Time Sheets - Managers

Follow these instructions for **any** changes that need to be made to previously **submitted/approved** time sheets, such as vacation/sick days, additional hours worked, etc.

From the Dashboard...

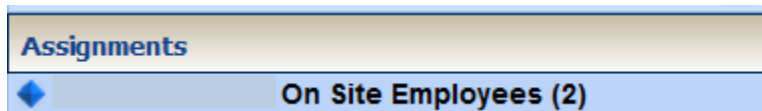


1. Click on the link to **Approve Time Sheets**
2. On the next page, click the checkbox to select the date of the pay period you need to amend.



Note: You have two weeks or until the end of the current pay period to amend time sheets. If that time has passed, you will need to contact Payroll.

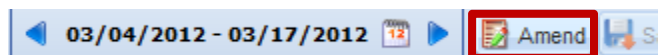
3. Under **Assignments**, Click on the group you would like to view/amend




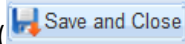
4. Click on any box in the summary screen to open up the employee's time sheet. You may need to click a few times, but the screen will eventually open.

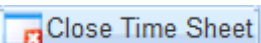
5. On the menu list, click the **Amend** button.

If you do not see an Amend button, it means that you are in the current pay period.



- If you are still in the current pay period, your employee can make the changes on their timesheet. Or, you can go ahead and make the changes for them. They will receive a message the next time they check their timesheet that you made changes.

6. Make the changes necessary on the time sheet, then click the **Save** button to save your entries () and continue making changes or click the **Save and Close** button () to save your entries and return to the time sheet list

7. Click **Close Time Sheet** () to close the window and return to the list.

Finishing the Amendments...

1. Once you have made changes to the employee's time sheet, they need to log in and **Submit** that time sheet, using the normal process.
 - Enter My Hours → Use the calendar arrows to go back a pay period
2. You will need to **Approve** the amended time sheet, using the normal process.
3. Send an email to Payroll (Marti Reynolds and Rosie Branconier) with the following information:
 - Time period being modified
 - Employee's name
 - Dates modified/changes made
4. Payroll will contact you if they have any questions.