AMEND A CLOSED TIME SHEET

The Amend Time Sheet functionality is to be used when a time sheet that contains errors must be amended after the payroll has been processed for a particular pay period. This must be completed so the employee’s actual time worked is paid correctly and the employee’s Time Off balances are adjusted and updated accurately. Only the Manager, not the employee, has the ability to amend and approve a time sheet.

Any changes made to a time sheet for which you have already been paid will cascade through all time sheets up through the current pay period. The difference will be applied to the employee’s current pay and Time Off balances. For example, if you amend an employee time sheet to account for vacation hours that were originally entered as Reg Hourly Pay hours, then that change, because it affects the employee’s vacation bank balance, is used to recalculate the employee’s Time Off balances for each successive time sheet up through the current pay period.

**NOTE:** A time sheet can be amended for up to one full year.

1. Click on Edit Employee Time link in the Time Entry box.
2. Click on the Assignment Group name.
3. Click on the Employee name.
4. Continue clicking on the blue triangle pointing left in the Pay Period icon until you reach the desired pay period to amend.
5. If the time sheet can be amended, the Amend icon will appear
6. Click the Amend icon
7. The original time sheet for that pay period will be displayed.
8. Make the appropriate time sheet changes.
9. Click Save icon.

**NOTE:** An amended timesheet MUST BE APPROVED for Payroll to process.

WHAT TO EXPECT AFTER A TIME SHEET IS AMENDED

Multiple pay periods will show in your approval window; the current pay period and any period with an amended timesheet.

The Pay Preview for the current pay period will include the amended time.

VIEWING OTHER VERSIONS OF THE TIME SHEET

When you view a time sheet which has multiple versions, an Other Versions icon appears above the time sheet.

1. Click on the Other Versions icon.
   An Other Versions window is displayed with multiple time sheet versions.

   In the example below, there are two different versions of the time sheet:
   - Version #1 was automatically generated when the time sheet was locked. You cannot change this version.
   - The Viewing Version or Open Version, is one that can be amended by you, or that may have already been amended by you.

**NOTE:** For the version you are currently viewing, the buttons are grayed out. You can click any of the other choices that are not grayed out.

2. Click on the View This Version icon to display the named version (Version #1 or Viewing Version) of the time sheet. This will display the actual time sheet for the particular version.

**NOTE:** If you display the Version #1 time sheet, a message is displayed, “This is a closed version. View the Amended Version.” You may also click on the link in this message to display the Open or Viewing Version.

**WARNING:** IF YOU MAKE ADDITIONAL CHANGES TO THE TIME SHEET, YOU MUST CLICK THE SAVE ICON OR FOLLOW THE STEPS IN THE “AMEND A CLOSED TIME SHEET” SECTION, IN ORDER TO INITIATE THE AMENDED TIME SHEET PROCESS.
3. Click the Compare To Open Version icon to view a Time Sheet Comparison Report that displays the differences between the original and amended time sheet versions. A pop-up window displays the results of the comparisons.

In the example below, the original entries are displayed from the 11/6/2013 (Version #1) time sheet in black. The amended time sheet entries are displayed in green at the bottom of the table.

The Legend displays examples and meanings of elements on the report.

<table>
<thead>
<tr>
<th>Work Date</th>
<th>Pay Code</th>
<th>Start Time</th>
<th>End Time</th>
<th>Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/04/2013</td>
<td>REGULAR_HOURLY_PAY</td>
<td>08:00 am</td>
<td>12:00 pm</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11/05/2013</td>
<td>LUNCH_EXCEPTION</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/05/2013</td>
<td>REGULAR_HOURLY_PAY</td>
<td>08:00 am</td>
<td>05:00 pm</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11/06/2013</td>
<td>LUNCH_EXCEPTION</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/06/2013</td>
<td>REGULAR_HOURLY_PAY</td>
<td>08:00 am</td>
<td>05:00 pm</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11/07/2013</td>
<td>LUNCH_EXCEPTION</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/07/2013</td>
<td>REGULAR_HOURLY_PAY</td>
<td>08:00 am</td>
<td>05:00 pm</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11/08/2013</td>
<td>LUNCH_EXCEPTION</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/09/2013</td>
<td>REGULAR_HOURLY_PAY</td>
<td>08:00 am</td>
<td>02:00 pm</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>11/09/2013</td>
<td>REGULAR_HOURLY_PAY</td>
<td>03:00 pm</td>
<td>07:00 pm</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Legend

- An unchanged value: No change
- Value in version #1: Data changed
- Added to open version but not in version #1: Added
- Deleted from open version but not in version #1: Deleted

For further instruction, refer to: www.ohio.edu/finance/payroll/forcepage.cfm

Warning: You must be able to access/receive your OHIO email. All WorkForce processes are based on your OHIO ID.

WORKFORCE QUESTIONS, CONTACT PAYROLL AT 740-593-1859
PROBLEMS CONNECTING, CONTACT OIT SERVICE DESK AT 740-593-1222