Amending a Closed Timesheet

The Amend Timesheet functionality allows a closed timesheet from a prior pay period to be updated after the pay period has been processed. Only the Manager, not the employee, has the ability to amend and approve a timesheet. Amendments are necessary if the original timesheet was not fully completed or selecting the Sick pay code when it should have been Vacation or Personal time, or to correct any other error found on the timesheet after it has been processed.

Any changes made to a timesheet that has already processed in a payroll run will cascade through all timesheets up through the current pay period. Any difference in pay will process with the employee's current timesheet and Time Off balances will correct as appropriate. For example, if you amend an employee timesheet to account for vacation hours that had been initially entered as Reg Hrly 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 timesheet up through the current pay period.

A timesheet is available for amending for up to a year.

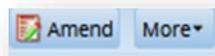1. Click on Edit Employee Time link in the Time Entry box.

2. Click on the Assignment Group name.
3. Click on the Employee name.
4. Click on the blue triangle pointing left in the Work Period section until you reach the desired pay period to amend. An Amend icon will appear.
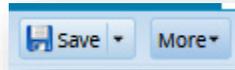

5. Click the Amend icon.

6. The original timesheet for that pay period is now open for amending.
7. Make the appropriate timesheet changes.

8. Click *Save* icon.

NOTE: An amended timesheet MUST BE APPROVED for Payroll to process. From the Home screen, click on Approve Timesheets.

What to Expect after a Timesheet is Amended

Multiple pay periods will show in your approval window; the current pay period and any period with an amended timesheet. Be sure to click the "Approve" box in the Mgr Apvd area of the amended timesheet. The approval is what pulls it into the next processing cycle.

Approve Amended Timesheet for Period Ending 01/05/2019

Name	Emp #	Asgnmt	Reg	PTO	Exceptions	Comments	Emp Apvd	Mgr Apvd
Woodyard, Taylor	177249	AOC	5.48	0.0	Information		No	☐ Approve

Approve Current Timesheet for Period Ending 01/19/2019

Name	Emp #	Asgnmt	Reg	PTO	Exceptions	Comments	Emp Apvd	Mgr Apvd

After the current pay period has processed, you can go back to the employee's timesheet and the "Pay Preview" will now show both the earnings for the pay period just processed, AND the amended timesheet information that was processed with it.

Work D... ▲	Pay Code	Job	Entity	Source	Organizati...	Activity	Function	Object	Project-Ta...	Rate	Amount	Paid Hours	Pay
This Period													
01/06/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	0.25	2.68
01/10/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	6.02	64.47
01/11/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	1.65	17.67
01/12/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	2.00	21.42
01/13/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	2.43	26.03
01/14/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	1.00	10.71
01/15/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	1.20	12.85
01/16/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	0.98	10.50
01/16/2019	Reg Hrly Pay	BIG BARR	10	100000	100070	1070	40	706210		8.55	0.00	1.00	8.55
01/17/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	4.13	44.23
01/18/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	2.73	29.24
01/19/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	5.08	54.41
Period total											0.00	28.47	302.76
Adjustments from Prior Period (12/23/2018 - 01/05/2019)													
01/05/2019	Reg Hrly Pay	AOC	10	100000	750110	0000	75	706210		10.71	0.00	5.48	58.69
Period total											0.00	5.48	58.69

Viewing Other Versions of the Timesheet

Amending a timesheet generates multiple versions of that timesheet. When you view a timesheet with multiple versions, an "Other Versions" icon appears at the top of the timesheet. Bring up the timesheet that you amended.

Click on the "Other Versions" icon.

An "Other Versions" window shows with different versions of the amended timesheet.

- Version #1
  - Information shows the original timesheet's creation, approval, and pay date.
  - "View This Version" shows the originally submitted timesheet.
  - Compare to Open Version produces a window with the Timesheet Comparison Report. This will show what was changed. In the example below, unreported time was added to a prior pay period timesheet. If something had been removed, it would show in red as shown in the "Legend".
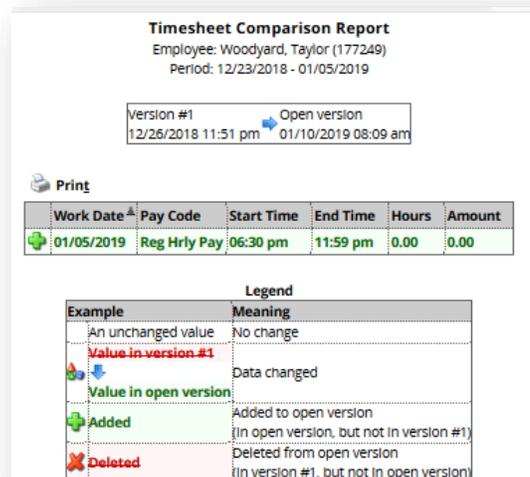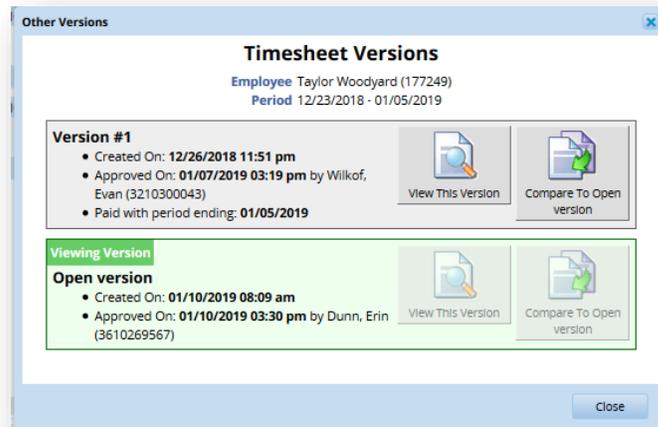
- Open Version
  - This area becomes clickable when you click on the "View This Version" under Version 1.
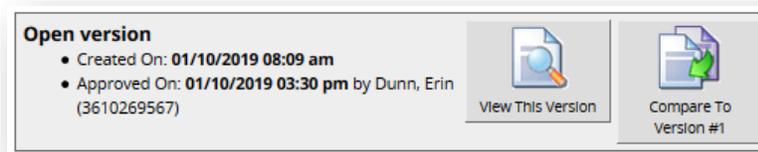
- View This Version restores it back to the timesheet with the amendment.
- Compare to Version #1 produces the same Comparison window above.

NOTE: If you display the Version #1 timesheet, a message appears next to the employee's name, "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.

Approving Amended Timesheets

The key to processing an amended timesheet is the approval process. When you have created an amended timesheet, you will have an extra window when you click "Approve Timesheets" showing that timesheet and its original pay period. Click in the "Approve" box under "Mgr Apvd" and be sure to "Save Approvals".

The amended timesheet will now process with the current unprocessed pay period. Leaving it unapproved will cause the extra window to remain in your approval area until it has been approved and processed for payment.

Rev 7/26/19