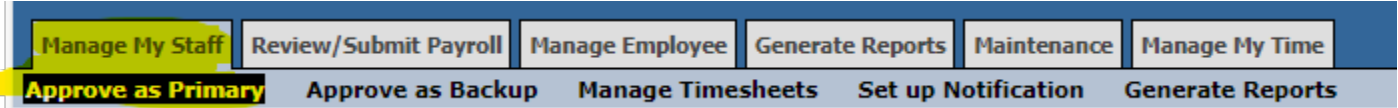
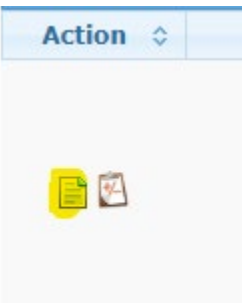


UPDATING AN EMPLOYEE'S TIMESHEET

1. Begin by navigating to the screen where you typically review and approve timesheets by clicking the following tab:



2. Click on the “View Timesheet” icon.



3. Once you are looking at the timesheet, you will see a button in the lower-left corner that says “Edit Timesheet for Employee”. Go ahead and click on that button:

Timesheet for [Redacted]
Pay Period 04/28/24 - 05/11/24 (B2)

Status: SUBMITTED_TO_SUPERVISOR

[View PDF](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30 Work Hrs 10.0 hrs	1 Work Hrs 10.0 hrs	2 Work Hrs 10.0 hrs	3 Work Hrs 10.0 hrs	4
5	6	7 Work Hrs 10.0 hrs	8 Sick 5.0 hrs	9 Work Hrs 11.0 hrs	10 Vacation 10.0 hrs	11

	Week 1	Week 2
Work Hrs	40.00	26.00
Vacation	0.00	10.00
Sick	0.00	5.00
TOTAL	40.00	41.00

Final Hours Submitted

Timesheet In/Out Details

04/30 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/01 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/02 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/03 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/07 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/08 - 12:30pm - 5:30pm(Work Hrs).
 05/09 - 7:00am - 12:00pm, 12:30pm - 6:30pm(Work Hrs).

Timesheet Comments

5/8 - [Redacted]
 5/9 - [Redacted]

Work Schedule:

4/40 Schedule: 04/28 - 05/04(Tue,Wed,Thu,Fri) 40.0 hrs
 7:00 am - 5:30 pm(30 min break): 10.0 hrs
 4/40 Schedule: 05/05 - 05/11(Tue,Wed,Thu,Fri) 40.0 hrs
 7:00 am - 5:30 pm(30 min break): 10.0 hrs

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

[Return Timesheet](#)
[Edit Timesheet for Employee](#)
[Approve Timesheet](#)

4. You will encounter the following warning message:

Edit Timesheet
✕

⚠ Changes may only be made on behalf of employee in an employee's absence. Otherwise please return timesheet to employee.

Confirm to Edit
Cancel

5. Once you click "Confirm to Edit", the timesheet will open and you will be able to add, modify and/or remove hours as necessary.

Timesheet for [Redacted]
Pay Period 04/28/24 - 05/11/24 (82)

Status: SUBMITTED_TO_SUPERVISOR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
		Work Hrs 10.0	Work Hrs 10.0	Work Hrs 10.0	Work Hrs 10.0	
5	6	7	8	9	10	11
		Work Hrs 10.0	Work Hrs 5.0 Sick 5.0	Work Hrs 11.0	Vacation 10.0	

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet In/Out Details

04/30 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/01 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/02 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/03 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/07 - 7:00am - 12:00pm, 12:30pm - 5:30pm(Work Hrs).
 05/08 - 12:30pm - 5:30pm(Work Hrs).
 05/09 - 7:00am - 12:00pm, 12:30pm - 6:30pm(Work Hrs).

Timesheet Comments

5/8 [Redacted]
 5/9 [Redacted]
 be c [Redacted]

Work Schedule:

4/40 Schedule: 04/28 - 05/04(Tue,Wed,Thu,Fri) 40.0 hrs
 7:00 am - 5:30 pm(30 min break): 10.0 hrs

4/40 Schedule: 05/05 - 05/11(Tue,Wed,Thu,Fri) 40.0 hrs
 7:00 am - 5:30 pm(30 min break): 10.0 hrs

Error / Warning

⚠ Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

⚠ I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

Save Changes for Employee

6. Once you have completed all of the desired updates, click "Save Changes for Employee".
7. You can now approve the timesheet as you normally would, either within the timesheet itself, or from your initial summary screen.

**** Please note, the system will send a notification email to the employee, itemizing any changes that were made on their behalf. ****