Create a Timesheet Amendment Prior to May 27, 2018

Timekeepers, Time Administrators, Supervisors

Amendments occurring before May 27, 2018

If an amendment needs to be made that occurred **before the HR Links Go Live date [May 27, 2018]**, complete the following steps:

● Log into FEDdesk to review the electronic timecard via ETAMS.

  ○ *ETAMS is scheduled to be decommissioned on December 31, 2018.*

● Find the pay period in ETAMS in which you would like to make the amendment.

● Review what was originally submitted and what occurred for that pay period.

● **Timekeepers/Supervisors** - Contact your Time Administrator to create a new base schedule for this past pay period in HR Links.

● **Time Administrators**: Create a base schedule for the oldest pay period being amended in HR Links.

● Once the Time Administrator has created the base schedule for the pay period that needs to be amended, anyone (employee, supervisor, timekeeper or time administrator) can create an amended timesheet.

Amendments occurring before December 25, 2016

If an amendment needs to be made that occurred **before December 25, 2016,** complete the following steps:

● Enter a phire ticket via HR Links (Instructions here), requesting IBM to establish a historical record for that employee for the pay period in which an amendment needs to be made.

● Once IBM creates this historical record, the Time Administrator will need to create the base schedule for the pay period being amended in HR Links.

● Once this base schedule is created, anyone (employee, supervisor, timekeeper or time administrator) can create an amended timesheet.