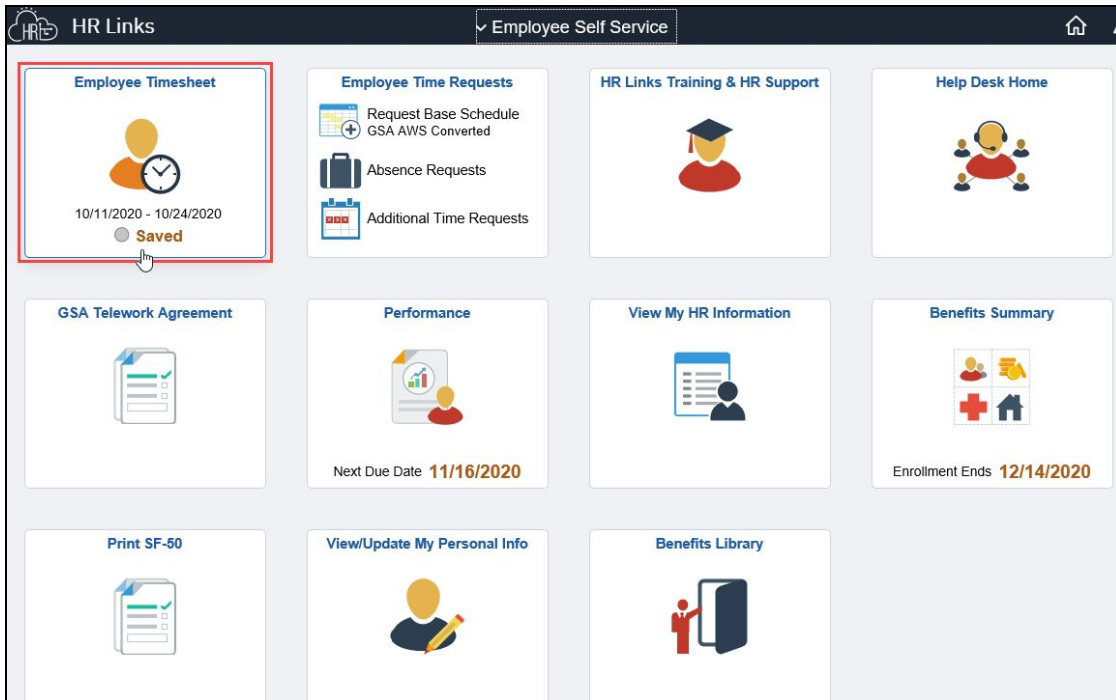





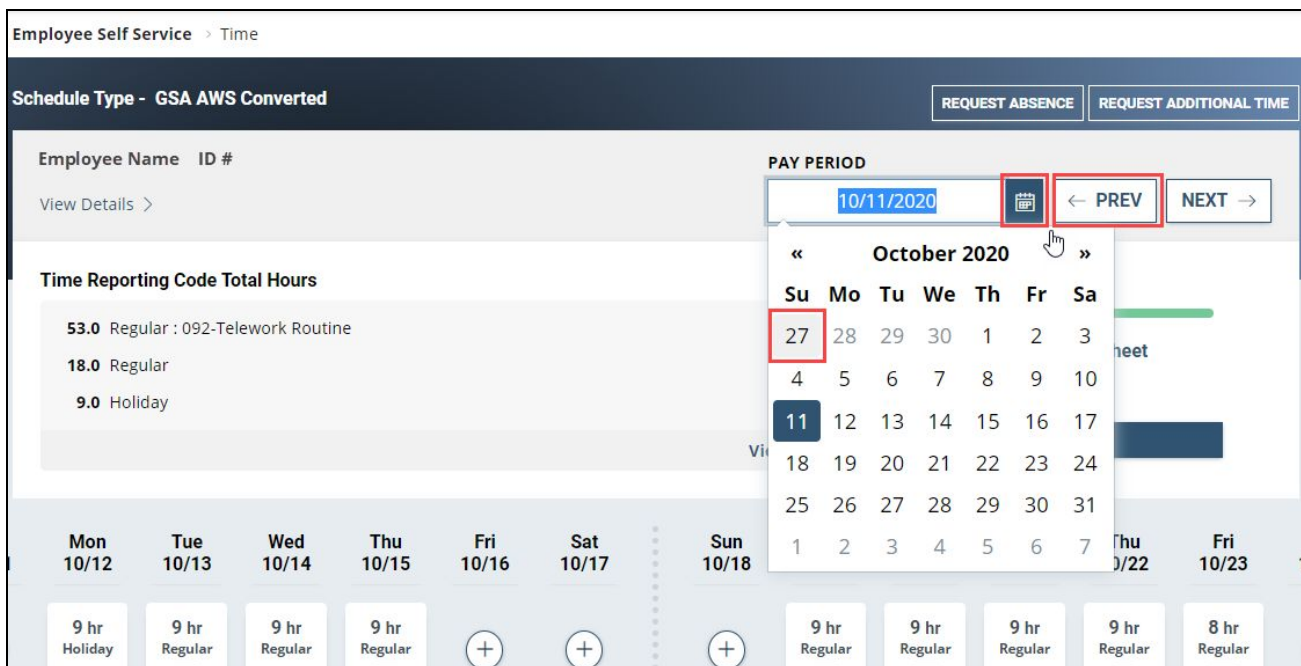
Amend a Timesheet (Employees)

Follow this job aid to learn how to amend a timesheet in HR Links.

1. From the Employee Self Service home page, select the **Employee Timesheet** tile.




2. The Time screen will appear with the current pay period displayed. Navigate to the pay period you want to modify by selecting the **Previous** button, or select the calendar icon  and choose the start date of the pay period you want to amend.





3. From here you can adjust the timesheet as needed and resubmit it for approval. An adjustment may involve adding or editing a Time Reporting, Labor, or Task Code; editing an absence; or editing the reported hours on the timesheet.
 - a. In this example, a timesheet that was submitted, approved, and accepted by Payroll will be amended to add 8.0 hours of Comp Time Earned on Sunday, 9/27.

Start by selecting the additional time icon  for that day in the reported time section of the timesheet.

Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9	Sat 10/10
	9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Regular 092				9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Regular 092	8 hr Regular 092	

- b. In the dialog box that appears, use the **drop down menu** to choose the Time Reporting Code for the hours you are requesting, 013-Comp Time Earned.

TIME ENTRY
Sun 9/27

TIME REPORTING CODE *
001-Regular Time

ADDITIONAL TRC

QUANTITY LABOR CODE TASK CODE

ADD ANOTHER LABOR CODE

CANCEL SAVE

- 010-Regular Scheduled OT
- 011-Holiday Worked
- 012-Sunday Premium
- 013-Comp Time Earned**
- 014-Irregular-Scheduled OT
- 015-Call Back OT
- 016-Travel Comp Time Earned
- 017-OT Rotating Shift
- 020-2nd Shift Night Diff
- 022-EDP Act Expose/OT 4%
- 023-EDP Act Expose/OT 6%
- 024-EDP Act Expose/OT 25%
- 025-EDP Act Expose/OT 50%
- 026-EDP Act Expose/OT 8%
- 030-3rd Shift Night Diff
- 035-Shutdown Furlough
- 036-Credit Hours Earned
- 046-Religious Comp Earned

ADDITIONAL TRC

TASK CODE

CANCEL SAVE



- c. With the **Time Reporting Code** selected, enter the **Quantity** of Comp Time Earned hours you want to add and select **Save**.

TIME ENTRY
Sun 9/27

TIME REPORTING CODE *
013-Comp Time Earned

ADDITIONAL TRC

QUANTITY
8.0

LABOR CODE

TASK CODE

ADD ANOTHER LABOR CODE

CANCEL SAVE

- 4. You will be prompted to submit a Request for Additional Time, which must be approved by your supervisor before the comp time hours can be added to your timesheet for processing. To do this, select **Yes, Submit a Request**.

Request Additional Time

Additional time has now been added to the timesheet. Upon timesheet submission, additional time must be accompanied with an additional time request or the timesheet will result in exceptions.

No additional time requests have been submitted for Sunday, September 27, 2020.

Would you like to submit an additional time request?

NO, RETURN TO TIMESHEET YES, SUBMIT A REQUEST



- In the box that appears, select the **Request** button next to the Additional Time Type you are requesting (Comp Time Earned).

Request Additional Time

SEARCH FOR ADDITIONAL TIME TYPE:

DESCRIPTION

Comp Time Earned	REQUEST
COP Workers Comp	REQUEST
Credit Hours Earned	REQUEST
Overtime Request	REQUEST
Union Official Time	REQUEST

CLOSE

- The next dialog box will be populated with the Additional Time Type you selected. Use the calendar drop-down menus to select the **Start and End Dates** and the number of **Requested Hours** of comp time to be added to your timesheet, then select **Submit**.

ADDITIONAL TIME TYPE *
Comp Time Earned

START DATE * 09/27/2020 **END DATE** 09/27/2020

REQUESTED HOURS * 8.0

COMMENTS
Worked on special project.

« September 2020 »						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Total Requested Hours: 8.0

BACK **SUBMIT**



- 7. You will receive a confirmation message letting you know your request was submitted successfully.



- 8. The change you made is now reflected in the reported time section of the timesheet for Sunday, 9/27, and is also added to **Total Reported** hours as + 8 hours of additional time. Select the **Submit** button next.

Employee Name ID # PAY PERIOD: 09/27/2020 [PREV] [NEXT]

View Details >

Time Reporting Code Total Hours Edit Total/Scheduled: 80.0/80.0 + 8.0

- 62.0 Regular : 092-Telework Routine
- 18.0 Regular
- 8.0 Comp Time Earned

Timesheet Status: Needs Submission
Payroll status: Not Sent

View Chart **SUBMIT**

Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3	Sun 10/4	Mon 10/5	Tue 10/6	Wed 10/7	Thu 10/8	Fri 10/9
8 hr CT Earn	9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Regular 092	+	+	+	9 hr Regular 092	9 hr Regular 092	9 hr Regular	9 hr Regular 092	8 hr Regular 092



- Review the Attestation of Time message that appears to ensure the change you are requesting has been captured accurately, then select the **Yes, Submit** button. You will receive a confirmation message letting you know your amended timesheet was submitted successfully.

Timesheet submitted successfully

- The **Timesheet Status** has changed from Approved to **Needs Approval** and the amended timesheet is now awaiting review and approval by your supervisor.
You have successfully submitted an amended timesheet and request for additional time (comp time earned).



Questions?

Check out our [complete library](#) of job aids, videos, and training courses! You can search based on your role ([employee](#), [supervisor](#), [timekeeper](#)) or by topic ([time and leave](#), [telework](#), [benefits](#), [performance](#)).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** [your Timekeeper or Time Administrator](#)
- **Benefits:** the [Benefits and Retirement Center](#)
- **Performance Management:** the [HR performance team](#)
- **Need a new labor code in HR Links:** Contact your [regional Labor Admin](#)
- **All other HR Questions contact your servicing HR Office:**
 - [PBS HR Service Center](#)
 - [FAS HR Service Center](#)
 - [Staff Office HR Service Center](#)
 - [Executive Resources HR Service Center](#)