



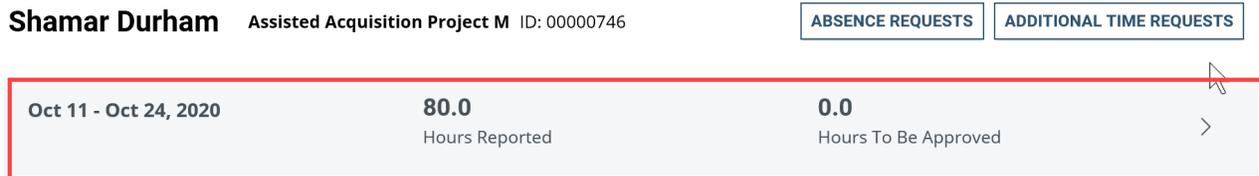
# Amend a Timesheet (Supervisor)

Follow this job aid to learn how to amend an employee's timesheet in HR Links.

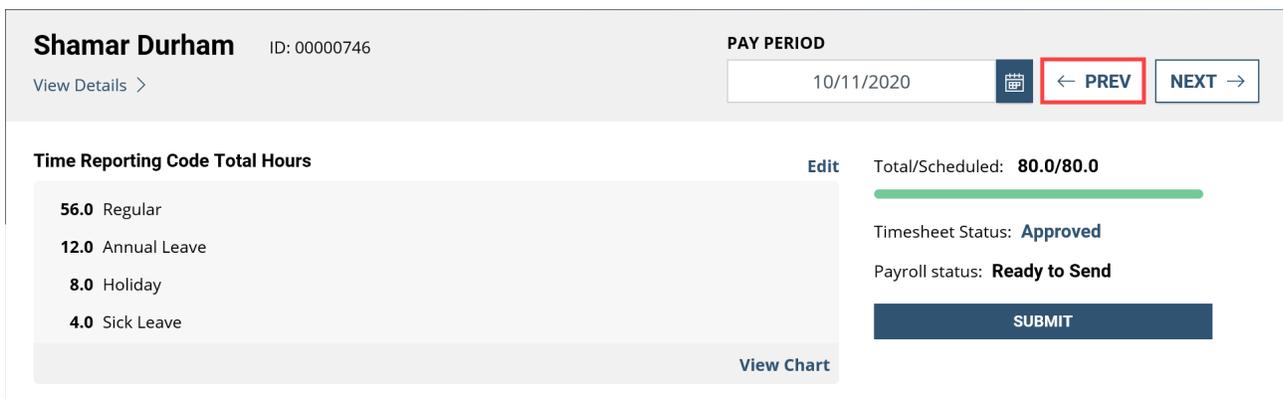
1. From the Manager Self Service home page, select the **Manager Time** tile.



2. Choose the employee timesheet you want to amend.



3. The Time screen will appear displaying the current pay period. 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.



4. Adjust the timesheet as needed. 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 already submitted and approved will be *Amend a Timesheet*



amended to add 4.0 hours of Comp Time Earned on Sunday, 9/27.

- b. In the dialog box that appears, enter the desired **Quantity** of hours you want to add and select the appropriate **Time Reporting Code**: 013-Comp Time Earned; then select **Save**.

- 5. You will be prompted to submit a Request for Additional Time, which must be approved by your supervisor before comp time earned 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?

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

### Request Additional Time

SEARCH FOR ADDITIONAL TIME TYPE:

**DESCRIPTION**

Comp Time Earned	<input type="button" value="REQUEST"/>
COP Workers Comp	<input type="button" value="REQUEST"/>
Credit Hours Earned	<input type="button" value="REQUEST"/>
Overtime Request	<input type="button" value="REQUEST"/>
Union Official Time	<input type="button" value="REQUEST"/>

- The next dialog box will be populated with the Additional Time Type you selected. Add the **Start and End Dates** and number of **Requested Hours** 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 \***  
4.0

**COMMENTS**

Total Requested Hours: 4.0

BACK SUBMIT

Request has been submitted

8. The change you have made is now reflected in the daily reported time section of the timesheet as well as in the **Total/Scheduled** hours. Select the **Submit** button next.

Employee Name ID # PAY PERIOD 09/27/2020

View Details > PREV NEXT

**Time Reporting Code Total Hours** Edit Total/Scheduled: 80.0/80.0 + 4.0

45.0 Annual Leave													
26.0 Regular : 092-Telework Routine													
9.0 Regular : 090-Telework Emergency													
4.0 Comp Time Earned													

Timesheet Status: **Approved**  
Payroll status: **Not Ready**

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
4 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

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

## Attestation of Time

45.0 Absence

35.0 Base

4.0 Extra Time

84.0 Worked Hours

I certify that this timesheet submission is true and accurate for all hours worked during the pay period reflected here.

CANCEL

YES, SUBMIT

Timesheet submitted successfully

10. The **Timesheet Status** has changed from Approved to **Needs Approval** and the amended timesheet is now awaiting your approval.

Total/Scheduled: **80.0/80.0 + 4.0**

Timesheet Status: **Needs Approval**

Payroll status: **Not Ready**

SUBMIT

APPROVE

DENY

11. Select the **Approve** button.

*You have successfully submitted an amended timesheet and request for additional time (comp time earned) for an employee.*