

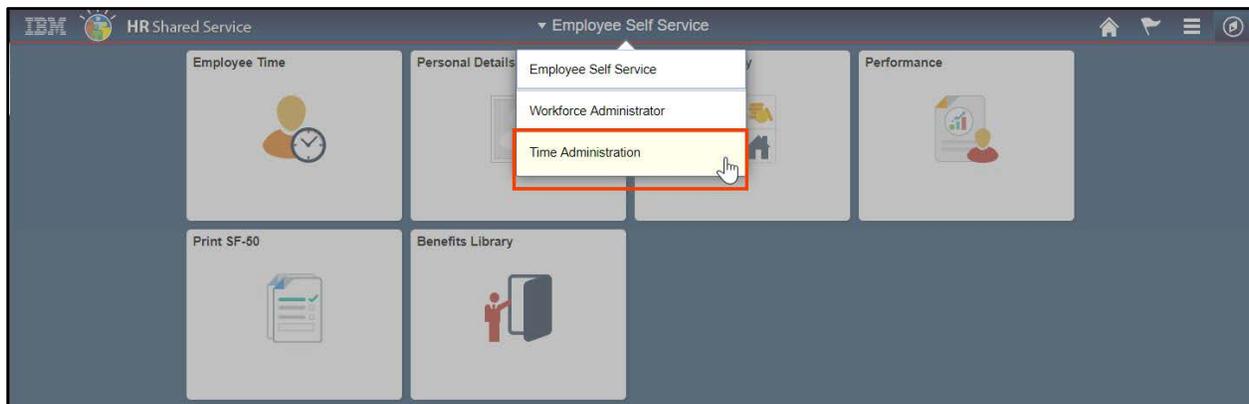
Create & Approve Timesheet Amendments (Time Administrators)

Content

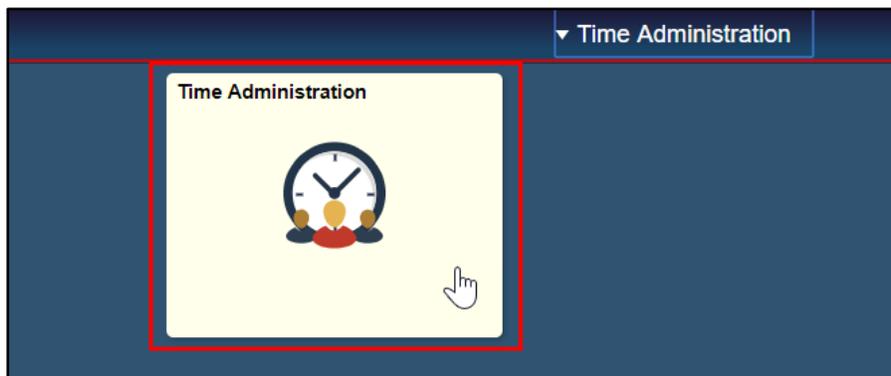
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Create a Timesheet Amendment for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



- HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose timesheet you want to amend.

The screenshot shows the 'Time Administration' interface with the 'Report Employee Time' tab selected. The 'Timesheet Summary' section displays a table of employees for approval from 09/30/2018 to 10/13/2018. The employee 'Kylie Dominguez' is highlighted in yellow. A tooltip for 'Last Name' is visible over the name 'Dominguez'.

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Managem	0.0	0.0	80.0			0.0	0.0
Dominguez	Kylie	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Dorcas	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs	Ceylan	00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinoza	Miriam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- Navigate to the pay period in which you need to make an amendment by selecting the **Previous Period** hyperlink or entering the date in the field and clicking the green refresh button.
 - If the amendment is before May 27, 2018, you will need to create a new base schedule for the amended pay period in HR Links. [Read more here.](#)

The screenshot shows the 'Timesheet' view for employee Kylie Dominguez (Employee ID: 00000031). The 'Date' field is set to 09/30/2018, and the 'Previous Period' and 'Next Period' links are visible. A calendar pop-up is shown for September 2018, with the date 09/30/2018 selected. The 'Reported Time Status' table below shows a list of approved time entries.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
10/01/2018	Approved	4.0	001	001-Regular Time	8.00	
10/01/2018	Approved	4.0	050	Sick Leave	8.00	
10/02/2018	Approved	8.0	001	001-Regular Time	8.00	
10/03/2018	Approved	8.0	001	001-Regular Time	8.00	
10/04/2018	Approved	8.0	001	001-Regular Time	8.00	
10/05/2018	Approved	8.0	001	001-Regular Time	8.00	
10/08/2018	Approved	8.0	001	001-Regular Time	8.00	
10/09/2018	Approved	8.0	001	001-Regular Time	8.00	



- Adjust the timesheet as needed. An adjustment may include adding or editing a labor/task/time reporting code, adding or editing an absence, or editing the hours on the timesheet.
- Once you make the necessary changes, select the **Submit** button.

The screenshot shows the 'Time Administration' interface. On the left is a navigation menu with options like 'Report Employee Time', 'Assign Employee Schedule', 'Time Administration Analytics', and 'Time Administration Queries'. The main area displays a timesheet for 'Kylie Dominguez', Building Manager, with Employee ID 00000031. It shows a calendar view for the period from Sunday 09/16/2018 to Saturday 09/29/2018. Below the calendar is a table with columns for days of the week and hours. A 'Submit' button is highlighted with a red box. Below the calendar is a 'Reported Time Status' table with columns for Date, Reported Status, Total, TRC, Description, Sched Hrs, and Comments.

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
09/17/2018	Approved	8.0	001	001-Regular Time	8.00	
09/18/2018	Approved	8.0	001	001-Regular Time	8.00	
09/19/2018	Approved	8.0	001	001-Regular Time	8.00	
09/20/2018	Approved	8.0	001	001-Regular Time	8.00	
09/21/2018	Approved	8.0	001	001-Regular Time	8.00	
09/24/2018	Approved	8.0	001	001-Regular Time	8.00	
09/25/2018	Approved	8.0	001	001-Regular Time	8.00	
09/26/2018	Approved	8.0	001	001-Regular Time	8.00	

- An attestation message will appear. Select **Yes**.

Once Approved the status cannot be reverted back. (20020,20)
By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.
Select Yes to confirm and complete the status change. No to return to the page without updating the status.

Yes **No**



8. The amended timesheet has been successfully submitted. You (as the time administrator) can now approve it. Read the following section to learn how to approve the amended timesheet.

a. In the screenshot below, multiple lines show a reported status of **Needs Approval**.

The screenshot displays the 'Time Administration' interface. At the top, it shows 'Select Another Timesheet' with a date of 09/16/2018 and scheduled/reported hours of 80.0. Below this is a calendar view for the period from Sunday 09/16/2018 to Saturday 09/29/2018. The main section is titled 'Reported Time Status' and contains a table with the following data:

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	09/17/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/18/2018	Approved	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/19/2018	Approved	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/20/2018	Approved	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/21/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/24/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/25/2018	Approved	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/26/2018	Approved	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/27/2018	Approved	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	09/28/2018	Needs Approval	8.0	001	001-Regular Time	8.00	

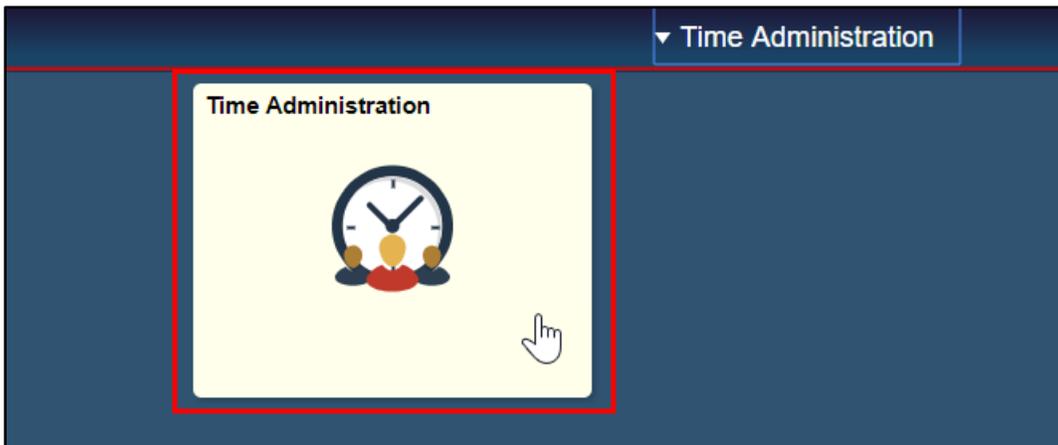
At the bottom of the table, there is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', and 'Deny'.

Approve a Timesheet Amendment (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



- HR Links will default to the **Report Employee Time** tab. From there, choose the employee whose amended timesheet you need to approve.

Time Administration

Report Time Timesheet Summary

Employee Selection

Change View

*View By: Calendar Period

Date: 09/30/2018

Show Schedule Information

Previous Period Next Period

Employees For Turner Craig, Time Needing Approval From 09/30/2018 - 10/13/2018

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
Dominguez	Kyle	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Dominson	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs		00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinoza	Miriam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- Navigate to the pay period in which you need to approve the amendment by selecting the **Previous Period** hyperlink or entering the date in the field and clicking the green refresh button.

Time Administration

Report Employee Time

Timesheet

Kyle Dominguez Employee ID 00000031

Building Manager Empl Record 0

Earliest Change Date 10/01/2018

Select Another Timesheet

*View By: Calendar Period

*Date: 09/30/2018

Previous Period Next Period

Scheduled Hours 80.0

Print Timesheet

From Sunday 09/30/2018 to Saturday 10/06/2018

Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Total	Time Reporting Code	Type	Add
	4.0	8.0	8.0	8.0						8.0	8.0	8.0	8.0	76.0	001 - 001-Regular Time	Hours	
		4.0												4.0	050 - Sick Leave	Hours	

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
10/01/2018	Approved	4.0	001	001-Regular Time	8.00	
10/01/2018	Approved	4.0	050	Sick Leave	8.00	
10/02/2018	Approved	8.0	001	001-Regular Time	8.00	
10/03/2018	Approved	8.0	001	001-Regular Time	8.00	
10/04/2018	Approved	8.0	001	001-Regular Time	8.00	
10/05/2018	Approved	8.0	001	001-Regular Time	8.00	
10/08/2018	Approved	8.0	001	001-Regular Time	8.00	
10/09/2018	Approved	8.0	001	001-Regular Time	8.00	



5. From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.
 - a. Make sure that all items are in **Needs Approval** status. If something is in **Saved** status, verify that it is a valid absence/OT request. If it is, select the **Edit** button, and choose **Submit** to move the item into **Needs Approval** status. Then, go through the process of approving the absence. If it is not a valid absence/OT request, cancel the request.
 - b. If the item in **Saved Status** is overtime, comp time earned, credit hours earned or religious comp time earned, you will need to manually add the time to the timesheet as well.

Item in Saved Status - needs to be moved to "Needs Approval" status

Reported Time Status Summary Absence/OT Exceptions										
Absence Events ?										
Absence Take										
Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	
<input type="checkbox"/>	Edit	08/20/2018	08/20/2018	Sick Leave	8.00 Hours		Details	Saved	Approval Monitor	
<input type="checkbox"/>	Edit	08/21/2018	08/21/2018	Sick Leave	4.00 Hours		Details	Needs Approval	Approval Monitor	
<input type="checkbox"/>	Edit	08/24/2018	08/24/2018	Sick Leave	3.00 Hours		Details	Approved	Approval Monitor	

Add Absence Event

*Item has been moved to "Needs Approval" status - now choose **Select All***

Absence Events ?										
Absence Take										
Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	
<input checked="" type="checkbox"/>	Edit	08/20/2018	08/20/2018	Sick Leave	8.00 Hours		Details	Needs Approval	Approval Monitor	
<input checked="" type="checkbox"/>	Edit	08/21/2018	08/21/2018	Sick Leave	4.00 Hours		Details	Needs Approval	Approval Monitor	
<input type="checkbox"/>	Edit	08/24/2018	08/24/2018	Sick Leave	3.00 Hours		Details	Approved	Approval Monitor	

Add Absence Event

Approval

Select All | Deselect All | Approve | Deny



6. Go to the **Reported Time Status** tab.
 - a. Make sure that everything is in **Needs Approval** status. If anything is in **Saved** status, you will need to click the **Submit** button.
7. On the Reported Time Status tab, choose the **Select All** button.

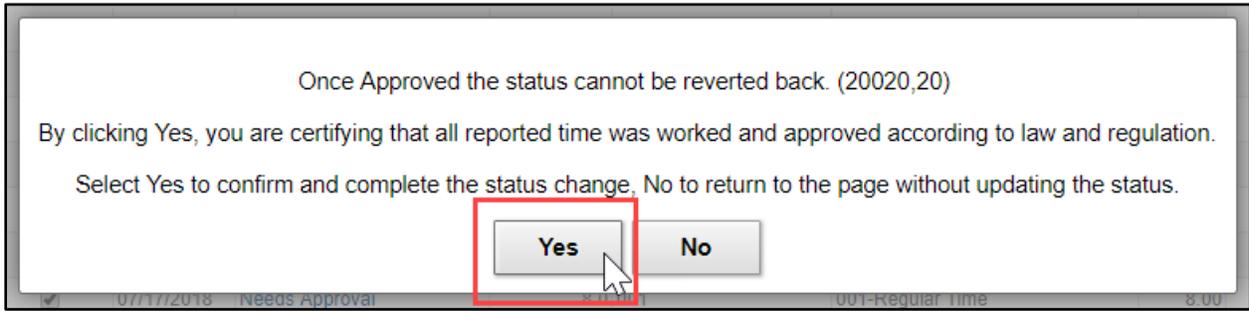
The screenshot shows the 'Reported Time Status' tab in a software interface. At the top, there are tabs for 'Reported Time Status', 'Summary', 'Absence/OT', and 'Exceptions'. Below the tabs is a table with the following columns: 'Select', 'Date', 'Reported Status', 'Total', 'TRC', and 'Description'. The table contains 14 rows of data. The row for '07/27/2018' with 'Needs Approval' status and '001-Regular Time' description has its 'Select' checkbox checked and is highlighted with a red box. Below the table is an 'Approval' section with four buttons: 'Select All', 'Deselect All', 'Approve', and 'Deny'. The 'Select All' button is highlighted with a red box and has a mouse cursor over it.

Select	Date	Reported Status	Total	TRC	Description
<input type="checkbox"/>	07/23/2018	Approved	8.0	050	Sick Leave
<input type="checkbox"/>	07/24/2018	Approved	8.0	050	Sick Leave
<input type="checkbox"/>	07/25/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	07/26/2018	Approved	8.0	001	001-Regular Time
<input checked="" type="checkbox"/>	07/27/2018	Needs Approval	4.0	001	001-Regular Time
<input type="checkbox"/>	07/27/2018	Needs Approval	4.0	041	Comp Time Used
<input checked="" type="checkbox"/>	07/30/2018	Needs Approval	0.0	001	001-Regular Time
<input type="checkbox"/>	07/30/2018	Needs Approval	8.0	040	Annual Leave
<input type="checkbox"/>	07/31/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	08/01/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	08/02/2018	Approved	8.0	001	001-Regular Time
<input type="checkbox"/>	08/03/2018	Approved	8.0	001	001-Regular Time

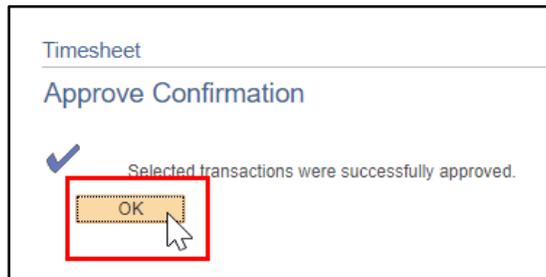
8. Select the **Approve** button, which will approve items on both the Absence/OT tab and the Reported Time Status tab.

This screenshot is similar to the previous one, showing the 'Reported Time Status' tab. In this view, the 'Approve' button in the 'Approval' section is highlighted with a red box and has a mouse cursor over it. The 'Select All' and 'Deselect All' buttons are no longer highlighted. The table data is the same as in the previous screenshot.

9. An attestation message will appear. Select **Yes**.



10. You will receive the approval confirmation message. Select the **OK** button.



11. The amended timesheet will now show all reported time in **Approved** status. **You have successfully approved the amended timesheet.**

Reported Time Status		Summary	Absence/OT	Exceptions	Personal	
Date	Reported Status	Total	TRC	Description	Sched Hrs	Comm
07/23/2018	Approved	8.0	050	Sick Leave	8.00	
07/24/2018	Approved	8.0	050	Sick Leave	8.00	
07/25/2018	Approved	8.0	001	001-Regular Time	8.00	
07/26/2018	Approved	8.0	001	001-Regular Time	8.00	
07/27/2018	Approved	4.0	001	001-Regular Time	8.00	
07/27/2018	Approved	4.0	041	Comp Time Used	8.00	
07/30/2018	Approved	0.0	001	001-Regular Time	8.00	
07/30/2018	Approved	8.0	040	Annual Leave	8.00	
07/31/2018	Approved	8.0	001	001-Regular Time	8.00	
08/01/2018	Approved	8.0	001	001-Regular Time	8.00	
08/02/2018	Approved	8.0	001	001-Regular Time	8.00	
08/03/2018	Approved	8.0	001	001-Regular Time	8.00	