

How to Amend Furloughed Timesheets

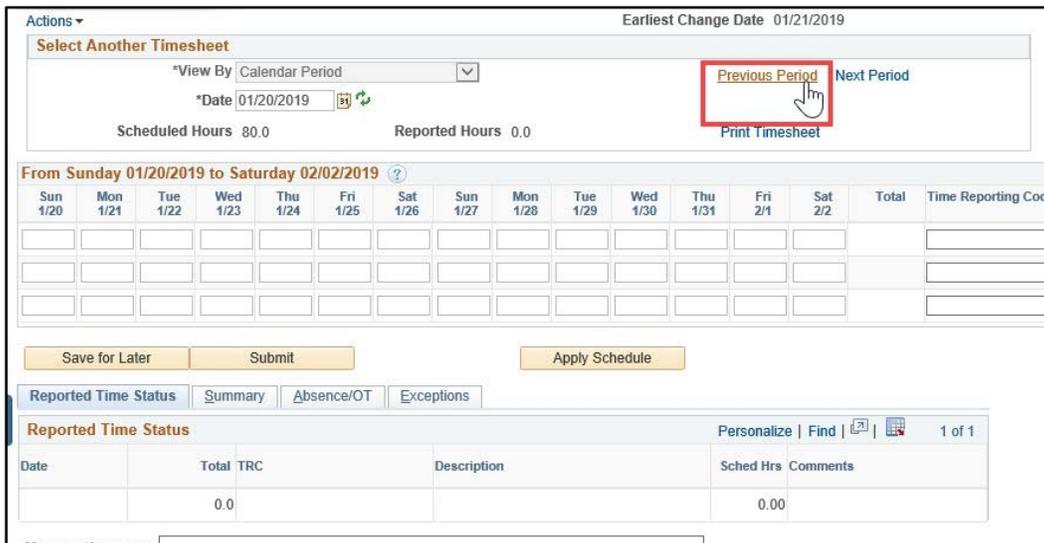
Manager/Time Administrator Instructions (on behalf of Employee)

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



Note: Steps 2 - 10 are the same for a Time Administrator, completing the timesheet on behalf of an employee.

2. On the Report Employee Time tab, click on the employee's name for whom you need to submit an amended timesheet.
3. Once you open the employee's timesheet, navigate to the furloughed timesheet (containing Time Reporting Code 035 - Shutdown Furlough) by clicking on the **Previous Period** hyperlink.



Actions ▾ Earliest Change Date 01/21/2019

Select Another Timesheet

*View By Calendar Period ▾

*Date 01/20/2019 By ↻

Scheduled Hours 80.0 Reported Hours 0.0

[Previous Period](#) [Next Period](#)
[Print Timesheet](#)

From Sunday 01/20/2019 to Saturday 02/02/2019 ?

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
1/20	1/21	1/22	1/23	1/24	1/25	1/26	1/27	1/28	1/29	1/30	1/31	2/1	2/2		

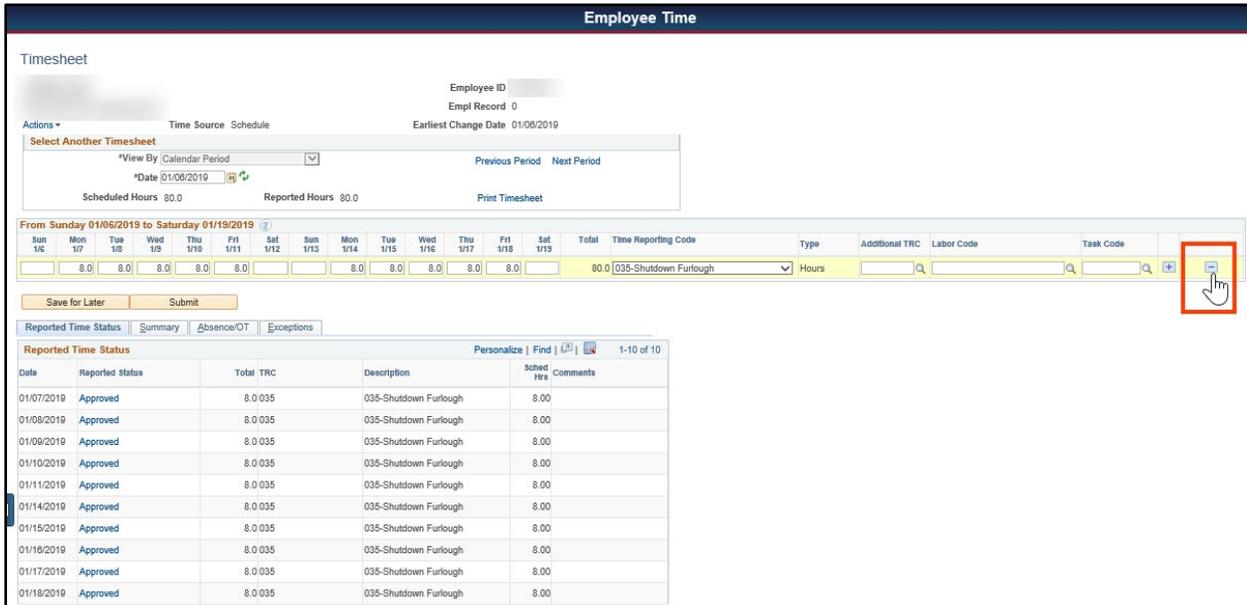
[Save for Later](#) [Submit](#) [Apply Schedule](#)

[Reported Time Status](#) [Summary](#) [Absence/OT](#) [Exceptions](#)

Reported Time Status Personalize | Find | 🔍 | 📄 | 1 of 1

Date	Total	TRC	Description	Sched Hrs	Comments
		0.0		0.00	

- On the timesheet where the Time Reporting Code shows 035 - Shutdown Furlough, click on the **minus sign (-)** at the far right end of the row.



Employee Time

Timesheet

Employee ID [redacted]
Empl Record 0

Actions ▾ Time Source Schedule Earliest Change Date 01/09/2019

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period

*Date 01/08/2019 ↕

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type	Additional TRC	Labor Code	Task Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	035-Shutdown Furlough	Hours			

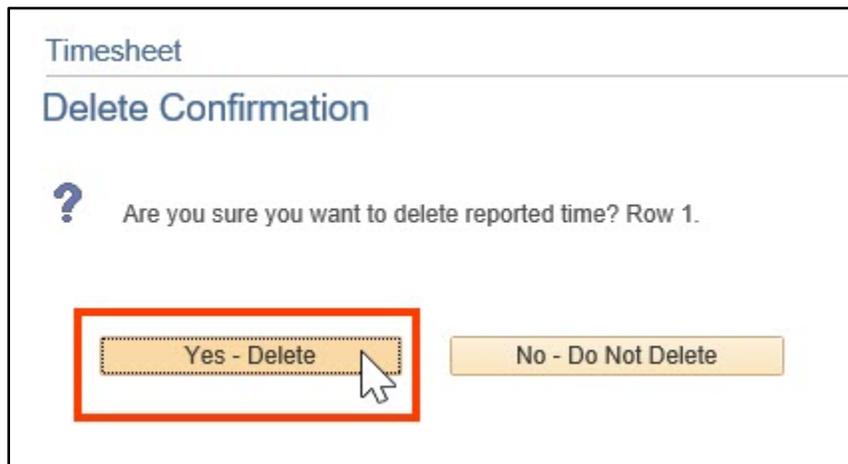
Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize Find 1-10 of 10

Date	Reported Status	Total TRC	Description	Sched Hrs	Comments
01/07/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/08/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/09/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/10/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/11/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/14/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/15/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/16/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/17/2019	Approved	8.0	035-Shutdown Furlough	8.00	
01/18/2019	Approved	8.0	035-Shutdown Furlough	8.00	

- Select **Yes - Delete** on the Timesheet Delete Confirmation page to remove the furlough row from the employee's timesheet.



Timesheet

Delete Confirmation

? Are you sure you want to delete reported time? Row 1.

Yes - Delete No - Do Not Delete



- Click the **Save for Later** button. This is necessary so that the **Apply Schedule** button will be available.

Timesheet

Employee ID [Redacted]
Empl Record 0

Actions Time Source Schedule Earliest Change Date 01/06/2019

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 01/06/2019 Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize Find 1-10 of 10

Date	Reported Status	Total TRC	Description	Sched Hrs	Comments
01/07/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/08/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/09/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/10/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/11/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/14/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/15/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/16/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/17/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	
01/18/2019	Approved	8.0 035	035-Shutdown Furlough	8.00	

- Click the **Apply Schedule** button.

Timesheet

Employee ID [Redacted]
Empl Record 0

Actions Time Source Schedule Earliest Change Date 01/06/2019

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 01/06/2019 Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 01/06/2019 to Saturday 01/19/2019

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type	Additional TRC	Labor Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours		

Save for Later Submit Apply Schedule

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize Find 1 of 1

Date	Total TRC	Description	Sched Hrs	Comments
	0.0		0.00	

Manager/Approver Comments

Date/Time Created User ID



- Review and validate the hours on the timesheet, and make any necessary changes. Make sure all Federal holidays are recorded on the applicable days.
- Click the **Submit** button.

Timesheet

Employee ID [redacted]
Empl Record 0
Earliest Change Date 01/06/2019

Actions ▾ Time Source Schedule

Select Another Timesheet

*View By Calendar Period ▾ Previous Period Next Period
*Date 01/06/2019 [calendar icon] [refresh icon]
Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 01/06/2019 to Monday 02/04/2019 ?

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize | Find | 1 of 1

Date	Total TRC	Description	Sched Hrs	Comments
	0.0		0.00	

- Review the approval message that appears, and select the **Yes** button.

Submit

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



11. The amended timesheet will appear as *Needs Approval* status. **You have successfully submitted the modified timesheet for review/approval.**

The screenshot shows the 'Manager Time' interface. On the left is a navigation menu with options like 'Report Employee Time', 'Approve Employee Time', and 'Assign Employee Schedule'. The main area displays a 'Timesheet' for an employee with ID [redacted]. It shows a period from Sunday 01/06/2019 to Saturday 01/19/2019. A summary table indicates 80.0 Scheduled Hours and 80.0 Reported Hours. Below this is a detailed table of reported time status, where all entries are marked as 'Needs Approval'.

Sun 1/6	Mon 1/7	Tue 1/8	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18	Sat 1/19	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	001-Regular Time	Hours

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	01/07/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/08/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/09/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/10/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/11/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/14/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/15/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/16/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/17/2019	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	01/18/2019	Needs Approval	8.0	001	001-Regular Time	8.00	

12. As the manager or time administrator, you can continue the regular process to approve and submit the timesheet.

Note: Repeat the process for all furloughed pay periods.