

UD WorkForce- Amended Time Sheets

Reasons to Amend a Time Sheet:

- Used to pay hourly employees for work performed, but not paid in a previous pay period.
 - This could have been the result of the time sheet not being approved,
 - Single time slice that had a red exception that was overlooked.
- Used to *increase* an hourly rate of pay that was incorrectly paid in a previous pay cycle.
- **NOT** used to decrease an hourly rate of pay that was paid in a previous pay cycle. This situation is an **overpayment**. If this has occurred, please complete an [Overpayment Form](#).
- Retro Time Sheets
 - Used if your employee's forms to create a new assignment were approved after the pay period in which the transaction is effective.
 - Examples:
 - Hire/Rehire effective date on the JED is 4/1/17, forms were approved on 4/25/17. You would be able to enter time in that current pay period of 4/23/17 – 5/6/17. Effective date 4/1/17 falls in a prior BW pay period 3/26/17 - 4/8/17. Time prior to 4/23/17 would need to be entered on retro time sheets.
 - Start Date of an additional assignment is 2/6/17. Additional assignment was approved on 5/1/17. You would be able to enter time in that current pay period of 4/23/17 – 5/6/17. Start Date 2/6/17 falls in a prior BW pay period, time prior to 4/23/17 would need to be entered on retro time sheets.
 - Hours will not be accepted for time prior to the official hire date or the assignment start date.
 - If the hire date is incorrect, work with HR to correct the date and then follow the proper steps to open the retro time sheet.
 - If the date of an additional assignment is incorrect, create a new additional assignment with a start date of the actual work. This date cannot be prior to the employee's hire date.

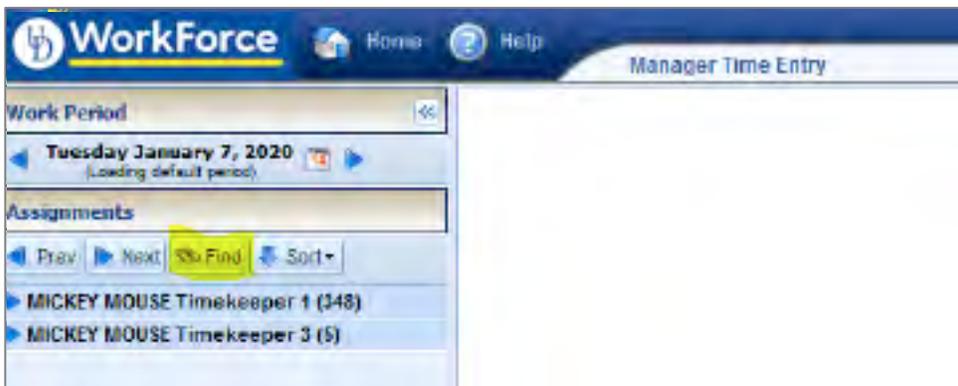
CONTENTS	
How to Amend a Time Sheet	Page 2
How to Approve an Amended Time Sheet	Page 5
How to Amend a Time Sheet that was previously Not Approved	Page 7
How to Process a Retro Time Sheet	Page 10

How to Amend a Time Sheet

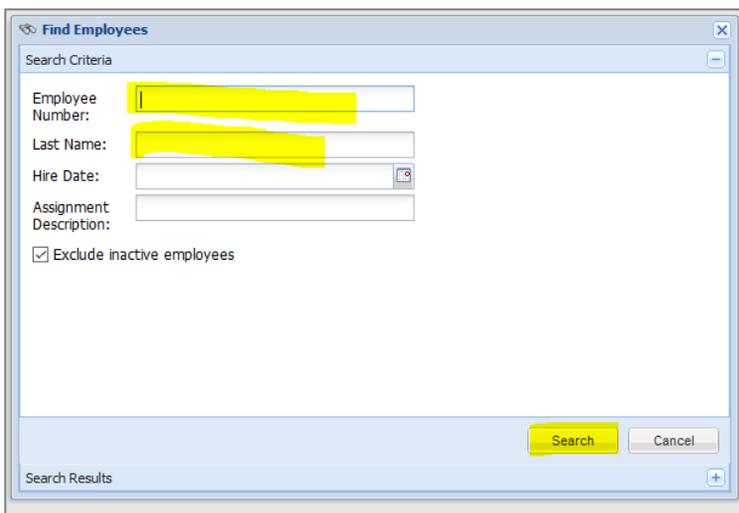
1. Log into [UD Time](#)
2. Click **Edit Employee Time**



3. Click the **Find** button (or locate the individual by opening your Assignment Group and scrolling through)



4. A popup box will appear; search by the employees ID# or Last Name, then click **Search**

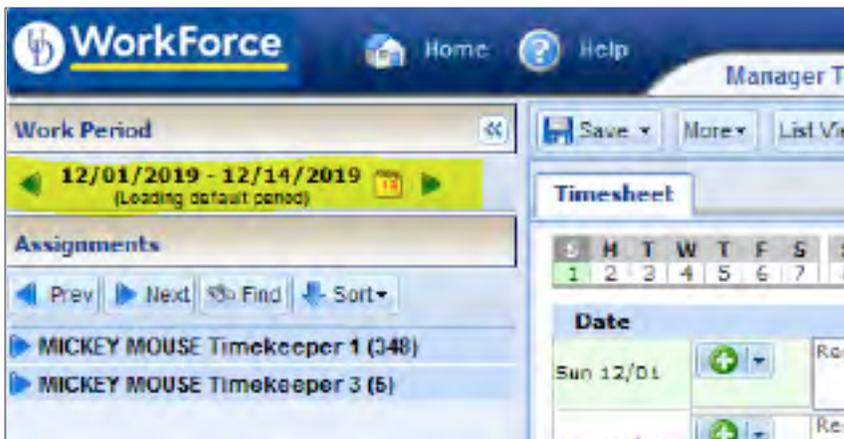


5. Click on the employee and assignment you are searching for
 - a. each column can be expanded to see full text

Assignment D...	Employee ID	Your Role	Employee Nu...	Last Name	Hire Date
Student Worker ...	123456	Timekeeper, Group	123456	Duck	20190101

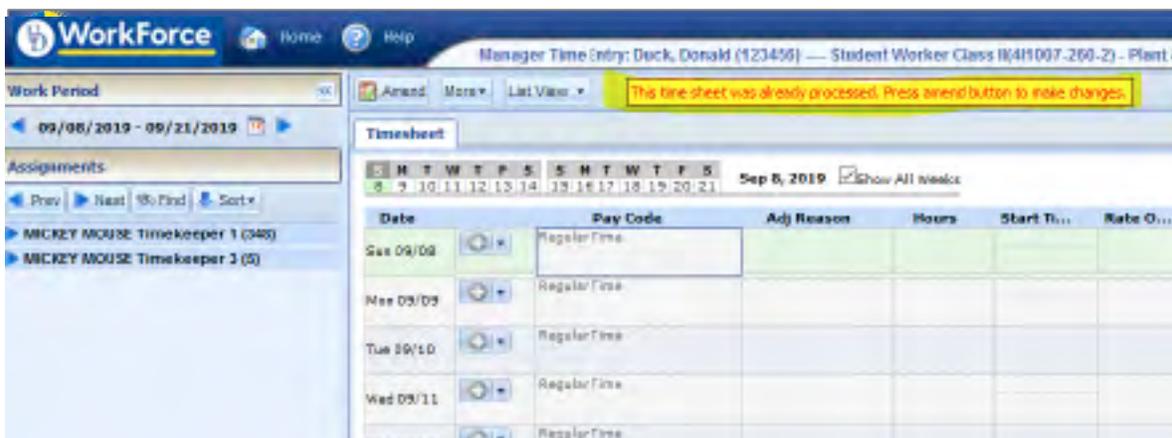
The current time sheet will open.

6. Navigate to the correct pay period.
 - a. Use the arrow  to navigate to the prior work period
 - b. or click on the dates/calendar 



The time sheet is greyed out and has a message at the top of the screen – “This time sheet was already processed. Press amend button to make changes.”

7. Click **Amend** button. 



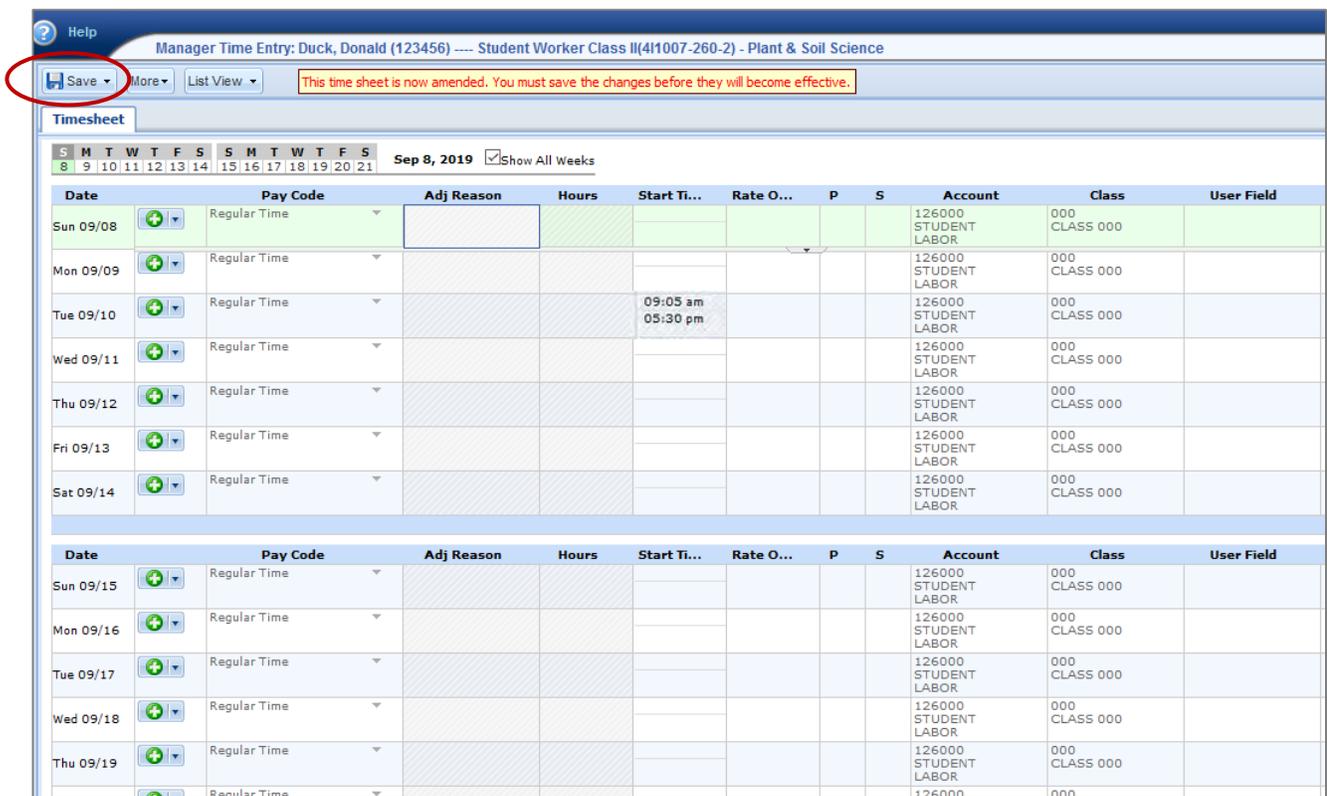
The time sheet is now open for edits.

A message that reads “This time sheet is now amended. You must save the changes before they will become effective.”

8. Make any necessary changes and/or edits to the time sheet

*If you have amended the wrong work period **DO NOT** click on the SAVE button, just navigate away. If you do click Save, you must approve that time sheet *even if you did not make any changes*. You must approve that amended time sheet or other time for this employee will not pay.

9. Click the **Save** button.



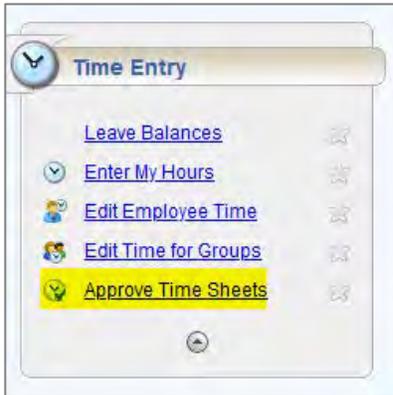
10. If you have additional time sheets to amend, navigate to those work periods and follow the previous steps to amend those time sheets as well and make any necessary changes/edits.

11. Once you have amended and saved all of the necessary work periods, the amended time sheets must be approved. Click on **Home** to return to your dashboard and navigate to **Approve Time Sheets**.

Go to page 5 and follow instructions:
How to Approve an Amended Time Sheet

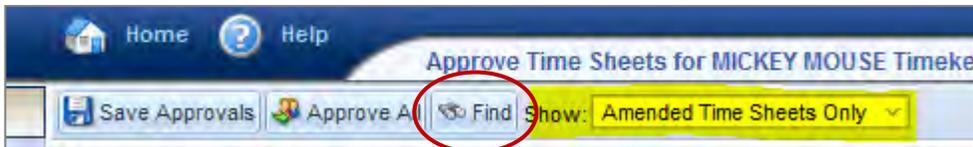
How to Approve an Amended Time Sheet

1. Click **Approve Time Sheets**

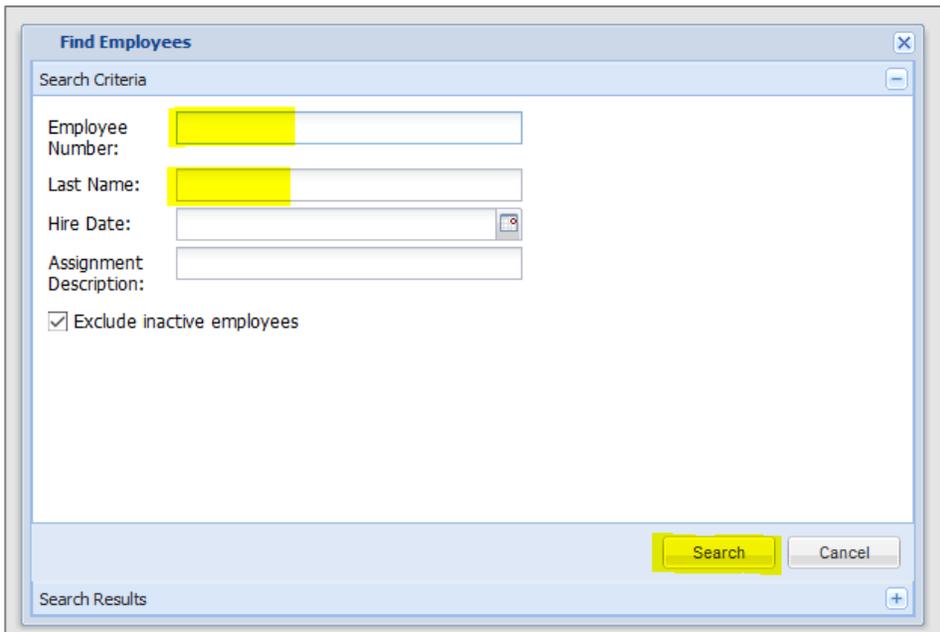


2. Update the **Show** dropdown to reflect **Amended Time Sheets Only**

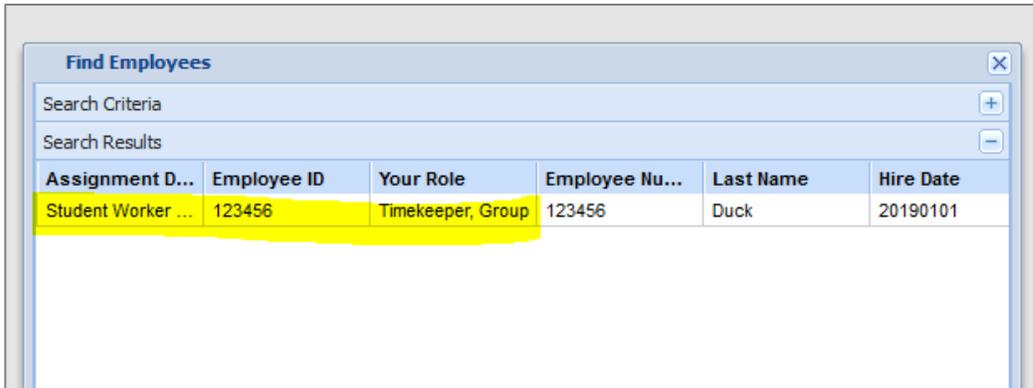
3. Click **Find**



4. Search for the employee by their **UD ID#** or **Name**



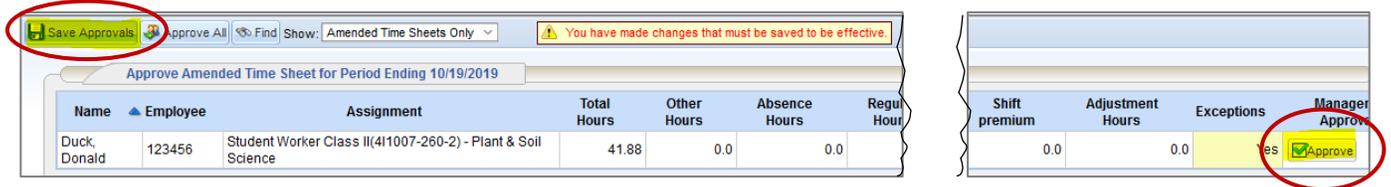
5. Select the appropriate assignment



This will display any amended time sheets for that employee/assignment

Name	Employee	Assignment	Total Hours	Other Hours	Absence Hours	Regular Hours	OT Hours	Other Premium Hours	Lunch	Shift premium	Adjustment Hours	Exceptions	Manager Approval
Duck, Donald	123456	Student Worker Class II(411007-260-2) - Plant & Soil Science	41.88	0.0	0.0	41.88	0.0	0.0	0.0	0.0	0.0	Yes	<input type="checkbox"/> Approve

6. Check the **Approve** box and then click **Save Approvals**



*If you have amended a time sheet during the BW pay process (every other Monday afternoon – Wednesday), you won't be able to approve it until the pay process is completed (starting Thursday).

Once saved, the green check mark will remain and a scroll icon will appear next to the approve box

Shift premium	Adjustment Hours	Exceptions	Manager's Approval
0.0	0.0	0.0	Yes <input checked="" type="checkbox"/> Approve

Verify your approval by clicking on the scroll . This shows who approved and when it took place.

Action	Level	Name	ID	Time	E-Mail	Comment
Approval	20	Mouse, Mickey C	00001	Jan 7, 2020 10:03 am		

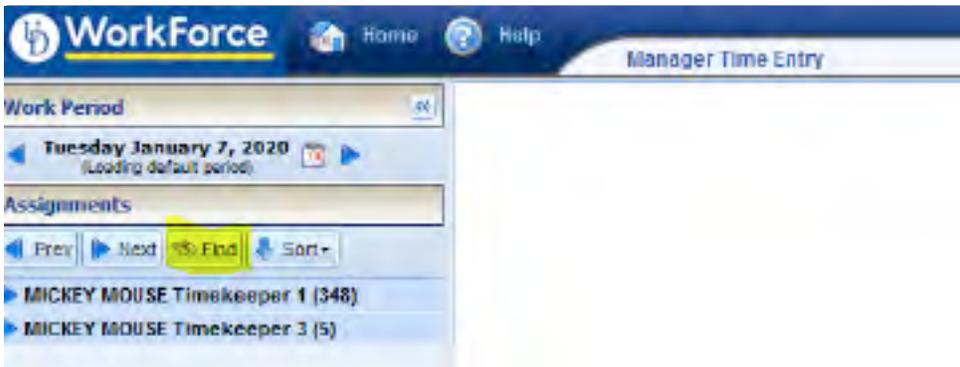
IMPORTANT: Approve all of the employee's amended time sheets. The employee will not be paid if there are any unapproved amendments.

How to Amend a Time Sheet that was previously Not Approved

1. Log into [UD Time](#)
2. Click **Edit Employee Time**

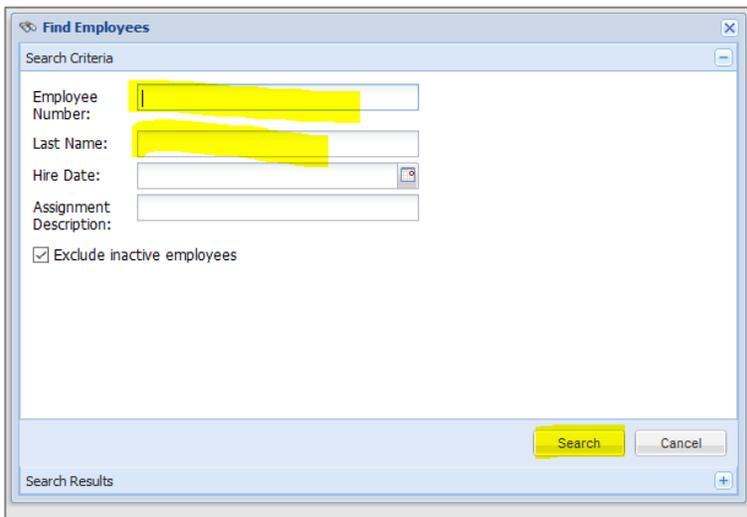


3. Click on **Find** (or locate the individual by opening your assignment group and scrolling through)



A popup box will appear.

4. Search for the employee by ID# or Last Name, then click **Search**.



- Click on the appropriate assignment (each column can be expanded to see full text).

Assignment D...	Employee ID	Your Role	Employee Nu...	Last Name	Hire Date
Student Worker ...	123456	Timekeeper, Group	123456	Duck	20190101

The current time sheet will open.

- Navigate to the correct pay period.
 - Use the arrow  to navigate to the prior work period
 - or click on the dates/calendar 

- The time sheet is greyed out and has a message at the top of the screen – “This time sheet was already processed. Press amend button to make changes.”

- Click **Amend** button. 

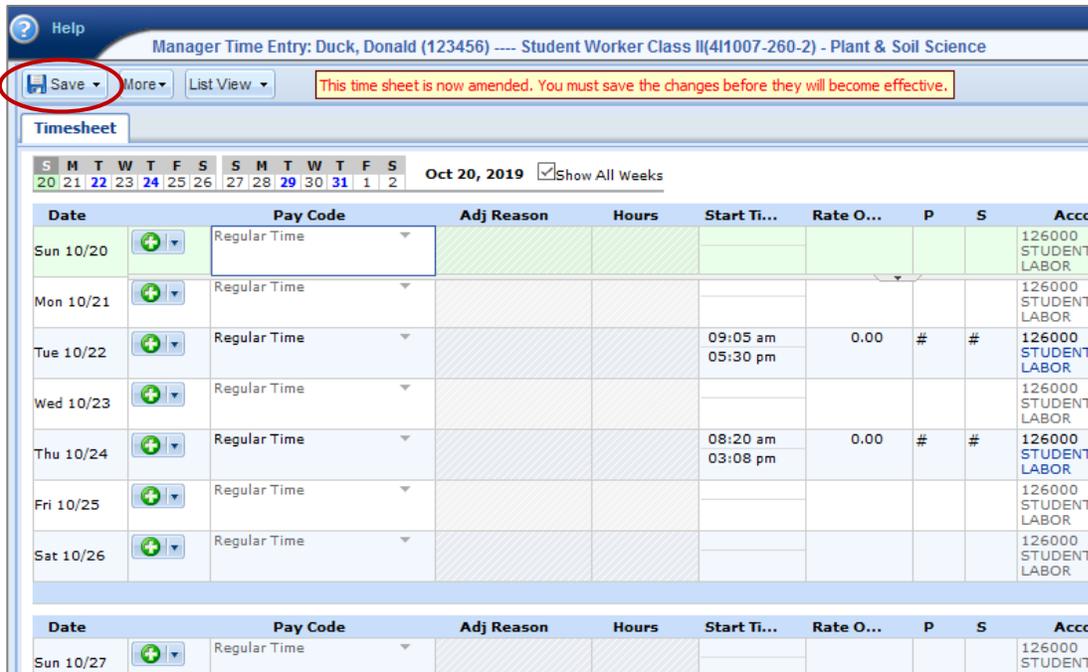
Date	Pay Code	Adj Reason	Hours	Start Time	Rate	P	S
Sun 10/20	Regular Time						
Mon 10/21	Regular Time			09:05 am	1.06		
Tue 10/22	Regular Time			09:05 am	1.06		
Wed 10/23	Regular Time						
Thu 10/24	Regular Time			09:05 am	1.06		

The time sheet is now open for edits.

A message that reads “This time sheet is now amended. You must save the changes before they will become effective.”

*If you have amended the wrong work period **DO NOT** click on the SAVE button, just navigate away. If you do click Save, you must approve that time sheet *even if you did not make any changes*. You must approve that amended time sheet or other time for this employee will not pay.

9. Click the **Save** button.



10. If you have additional time sheets to amend, navigate to those work periods and follow the previous steps to amend those time sheets as well and make any necessary changes/edits.

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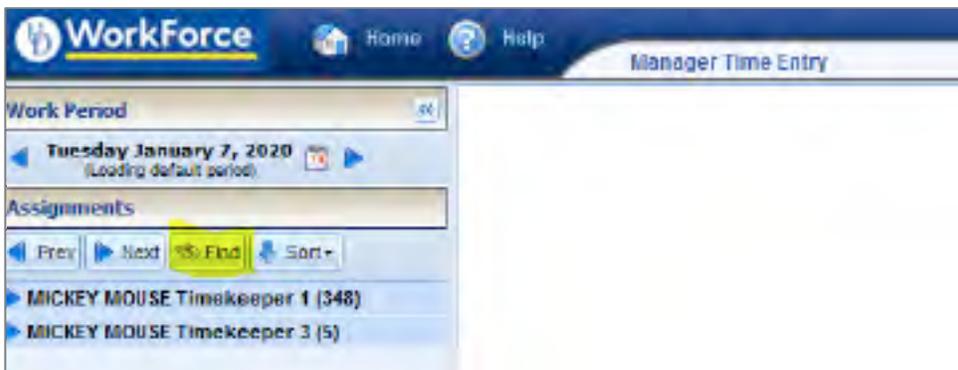
Go to page 5 and follow instructions:
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How to Process a Retro Time Sheet

1. Log into [UD Time](#)
2. Click **Edit Employee Time**

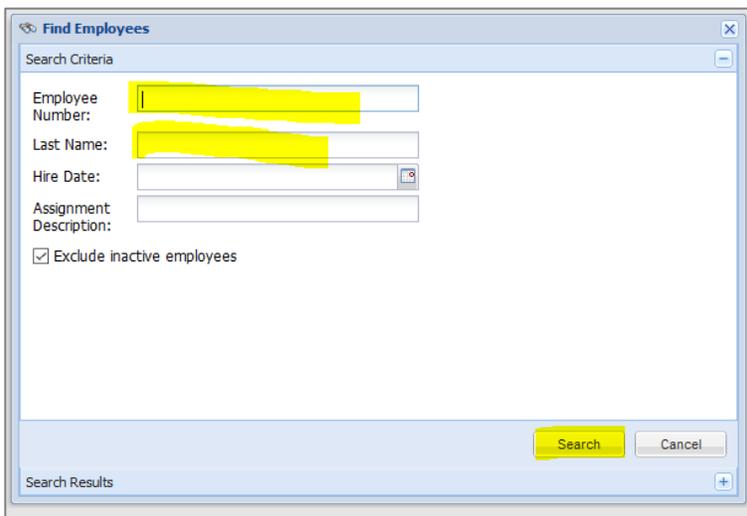


3. Click on **Find** (or locate the individual by opening your assignment group and scrolling through)



A popup box will appear.

4. Search for the employee by ID# or Last Name, then click **Search**.



5. Click on the appropriate assignment (each column can be expanded to see full text).

Assignment D...	Employee ID	Your Role	Employee Nu...	Last Name	Hire Date
Student Worker ...	123456	Timekeeper, Group	123456	Duck	20190101

The current time sheet will open.

6. Navigate to the correct pay period.

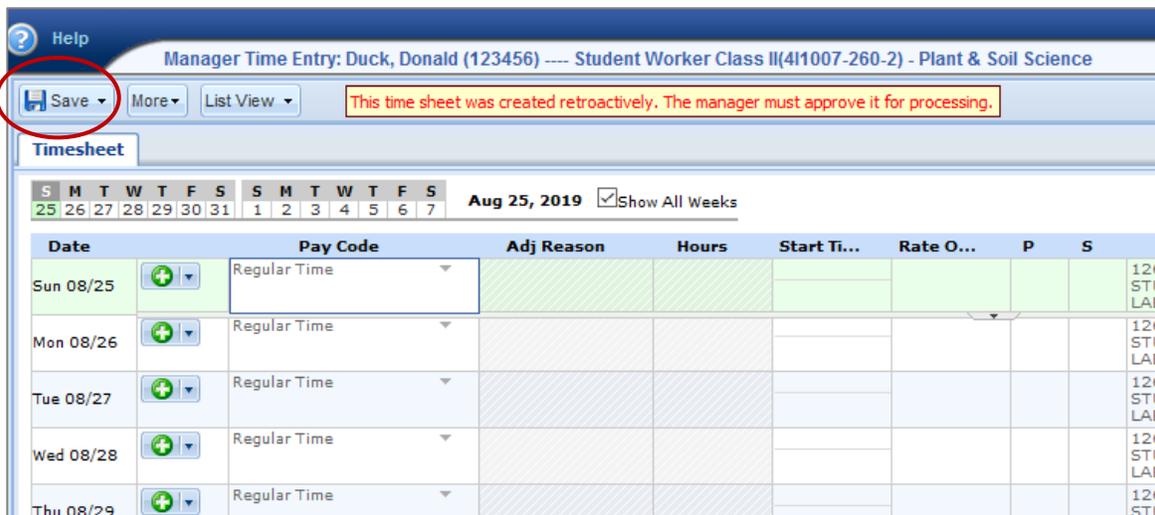
- c. Use the arrow  to navigate to the prior work period
- d. Or click on the dates/calendar 



****You must add time in chronological order by pay period. If you create a retro Oct 2019 and then try to go to July 2019, you will receive a message on the time sheet "Data is locked". If this occurs, you will have to wait until the next pay to be able to create any retro time sheets prior to Oct 2019****

A message reads, "This time sheet was created retroactively. The manager must approve it for processing." ("Manager" refers to either the Supervisor or Timekeeper.)

7. Click the **Save** button.



The time sheet is now open for edits.

8. Enter the hours worked and then click **Save**.

Retro time sheet(s) need to be approved. Click on **Home** and navigate to **Approve Time Sheets**.

Go to page 5 and follow instructions:
How to Approve an Amended Time Sheet