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.
 - o 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 <u>Overpayment Form</u>.
- 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.

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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)

B WorkForce Stores	Help Manager Time Entry
Work Period 🛞	
Tuesday January 7, 2020 T	
Assignments	
Prev De Next Sta Find Sort -	
MICKEY MOUSE Timekeeper 1 (348)	
MICKEY MOUSE Timekeeper 3 (5)	

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

• Find Employe	25	Σ
earch Criteria		E
Employee Number:		
Last Name:		
Hire Date:		
Assignment Description:		
Exclude inac	tive employees	
	Search	Cancel

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

🕸 Find Employee	5					×			
Search Criteria						+			
Search Results									
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 📅

WorkForce a Home	Help Manager Ti
Work Period	Save + More + List Vie
12/01/2019 - 12/14/2019 (Loading default period)	Timesheet
Assignments	6 H T W T F S S 1 2 3 4 5 6 7 8
MICKEY MOUSE Timeksener 1 (148)	Date
MICKEY MOUSE TImekeeper 3 (5)	Sun 12/01
	Al- Reg

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.

WorkForce @ nome (🕑 ныр	Manag	er Time Entry: Duck, Donak	d (123456) — Studen	Worker Cla	ss II(4H007-26	0-2) - Plant (
Work Period	Arend N	lara v. Lint	Var * This time sheet	was already processed.	Press amend b	itton to make dw	inges
< 09/08/2019 - 09/21/2019 🖻 🕨	Timesheet						
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a star in the second strength and a	Date		Pay Code	Adj Reason	Hours	Start Ti	Rate O
MICKEY MOUSE Timekeeper 1 (348) MICKEY MOUSE Timekeeper 3 (5)	See 09/08	(OIX)	Magaler Free				
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	Tue 39/10	011	RegularTime				
	Wed 09/11	0.	Regular Fires				
			RegularTime				

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 <u>DO NOT</u> 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.

$ \longrightarrow $	Mana	ger Time Entry: Duck, Don	ald (123456) Stu	dent Worker Clas	s II(411007-260	-2) - Plant & So	oil Scier	nce			
Save -	More - L	ist View - This time sh	neet is now amended. Y	ou must save the cha	anges before the	y will become effe	ective.				
	1				-						
limesheet											
5 M T V 8 9 10 1	N T F 1 12 13	S M T W T F S 14 15 16 17 18 19 20 2	Sep 8, 2019 🗹	Show All Weeks							
Date		Pay Code	Adj Reasor	Hours	Start Ti	Rate O	Р	S	Account	Class	User Field
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ue 09/10	••	Regular Time	•		09:05 am 05:30 pm			1	126000 STUDENT LABOR	000 CLASS 000	
Ved 09/11	•	Regular Time	•						126000 STUDENT LABOR	000 CLASS 000	
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ri 09/13	•	Regular Time	•						126000 STUDENT LABOR	000 CLASS 000	
at 09/14		Regular Time	•					1	126000 STUDENT LABOR	000 CLASS 000	
Date		Pay Code	Adj Reasor	n Hours	Start Ti	Rate O	Р	S	Account	Class	User Field
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hu 09/19	()	Regular Time	•						126000 STUDENT	000 CLASS 000	

- 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

🚰 Home ② Help	Approve Time Sheets for MICKEY MOUSE Time	eke
Save Approvals 🕹 Approve A	Show: Amended Time Sheets Only	

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

Find Employe	25
Search Criteria	E
Employee Number:	
Last Name:	
Hire Date:	
Assignment Description:	
Z Exclude ina	tive employees
	Search
Search Results	+

5. Select the appropriate assignment

Find Employee	25					8
earch Criteria						ŧ
earch Results						E
Assignment D	Employee ID	Your Role	Employee Nu	Last Name	Hire Date	
Student Worker	123456	Timekeeper, Group	123456	Duck	20190101	

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

H	Save Approvals	s Approve /	Mail Show: Amended Time Sheets Only											
		Approve Amer	ded Time Sheet for Period Ending 10/19/2019											
	Name 🗸	🔺 Employee	Assignment	Total Hours	Other Hours	Absence Hours	Regular Hours	OT Hours	Other Premium Hours	Lunch	Shift premium	Adjustment Hours	Exceptions	Manager Approva
	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	Approve

6. Check the Approve box and then click Save Approvals

Save Approva	als 🚳 pprove A	All 🗞 Find Show: Amended Time Sheets Only 🗸	You have made	changes that mu	st be saved to be e	ffective.				
	Approve Amen	ded Time Sheet for Period Ending 10/19/2019					\rangle			
Name	🔺 Employee	Assignment	Total Hours	Other Hours	Absence Hours	Regul Hour	Shift	Adjustment n Hours	Exceptions	Manager Approve
Duck, Donald	123456	Student Worker Class II(411007-260-2) - Plant & Soil Science	41.88	0.0	0.0		8	0.0	0.0 Yes	

*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

)
ch	Shift premium	Adjustment Hours	Exceptions	Manager's Approval
0.0	0.0	0.	0 Ye	Approve 🦨 🚺

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

Approval History for Employee Donald null Duck's Assignment (Student Worker Class									
		II(4I1007-2	260-2) - Pla	nt & Soil Science)					
Action	Level	Name	ID	Time	E-Mail	Comment			
Action									

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**.

Find Employe	es	×
Search Criteria		
Employee Number:	I	
Last Name:		
Hire Date:		
Assignment Description:		
✓ Exclude inac	tive employees	
	Search	Cancel
Seconda Disculta		+

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

Tind Employees										
Search Criteria										
Search Results										
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 local to navigate to the prior work period
 b. or click on the dates/calendar

WorkForce a Home	Help Manager Ti
Work Period	Save + More + List Vie
12/01/2019 - 12/14/2019 (Loading default period)	Timesheet
Assignments	5 H T W T F S S 1 2 3 4 5 6 7 8
MICKEY MOUSE Timekceper 1 (348)	Date Reg
MICKEY MOUSE TImekeeper 3 (5)	Sun 12/DL Rep

- 7. 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."
- 8. Click Amend button.

Work Period	Anend In	Alice La	S VIEW + The trie she	t ves already processed.	Press among bu	iton to make the	erges.			
< 10/20/2019-11/02/2019 🔟 🕨	Timesheet									
Assignments	N T N 20 21 23 2	N T P	5 5 M T W T F 5	Oct 20, 2019 2a	ov All Neeks					
Frey Next '0-Fad & Set -	Date		Pay Code	Adj Reason	Hours	Start IL.	Rate O	P		
MICKEY MOUSE Timekeeper 1 (348) MICKEY MOUSE Timekeeper 3 (5)	310 10/20	0.	2070.09Million							
	Mee 10/21	01+	Regular Time				-			
	Tue 10/22	0.	Regular Time			09:05 an 05:31 pm	8.06	+	*	
	Net 10/23	01-	Ragalar Tires							
	7h= 10/2+	011	Regular Time			09:23 an 03:08 pm	10.0	*	*	

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 <u>DO NOT</u> 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.

- 🗿 Help Manager Time Entry: Duck, Donald (123456) ---- Student Worker Class II(4I1007-260-2) - Plant & Soil Science 📙 Save 🔻 More - List View -This time sheet is now amended. You must save the char es before they will be a offective Timesheet
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 Oct 20, 2019 Show All Weeks Adj Reason Date Pay Code Hours Start Ti... Rate O... Р Acc 126000 STUDENT LABOR Regular Time **G** -Sun 10/20 Regular Time 126000 0. Mon 10/21 STUDEN LABOR Regular Time 09:05 am 0.00 126000 # **G** -STUDEN Tue 10/22 05:30 pm Regular Time 126000 STUDEN LABOR • • Wed 10/23 08:20 am 0.00 126000 Regular Time # **C** -Thu 10/24 03:08 pm STUDENT LABOR 126000 Regular Time • • Fri 10/25 STUDEN LABOR Regular Time 126000 G 🗸 Sat 10/26 STUDE Date Pay Code Adj Reason Hours Start Ti... Rate O... Р Acco 126000 STUDENT Regular Time 😯 🗸 Sun 10/27
- 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 Process a Retro Time Sheet

- 1. Log into UD Time
- 2. Click Edit Employee Time

Leave Bala	inces	13
Enter My H	ours	23
Edit Emplo	i <u>yee Time</u>	1
S Edit Time f	or Groups	13
Approve Ti	me Sheets	

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

(WorkForce a Home @	Help Manager Time Entry
Work Period	
Tuesday January 7, 2020 📆 🕨	
Assignments	
🜒 Prev 🍺 Next 🥵 Find 🐥 Sart+	
MICKEY MOUSE Timekeeper 1 (348)	
MICKEY MOUSE Timekeeper 3 (5)	

A popup box will appear.

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

Find Employe	es	×
Search Criteria		=
Employee Number:		
Last Name:		
Hire Date:		
Assignment Description:		
🗹 Exclude ina	tive employees	
		Search Cancel

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

\delta Find Employee	5				×				
Search Criteria +									
Search Results									
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.

6	Help											
	noip	Manag	er Time Entry: Duck,	Donald (1	123456) Student	Worker Clas	s II(4I1007-260	-2) - Plant & S	oil Scie	nce		
	Save More List View This time sheet was created retroactively. The manager must approve it for processing.											
	Timesheet											
	S M T 1	W T F S 28 29 30 3	SMTWT 1 1 2 3 4 5 (FS/	Aug 25, 2019 ⊻sh	ow All Weeks						
	Date		Pay Code		Adj Reason	Hours	Start Ti	Rate O	Р	S		
	Sun 08/25		Regular Time	~							126 STU LAB	
	Mon 08/26		Regular Time	Ŧ				-	T		126 STU LAB	
	Tue 08/27		Regular Time	*							126 STU LAB	
	Wed 08/28		Regular Time	Ŧ							126 STU LAE	
	Thu 08/29	•	Regular Time	Ψ							126 STU	

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