

TU Timesheets

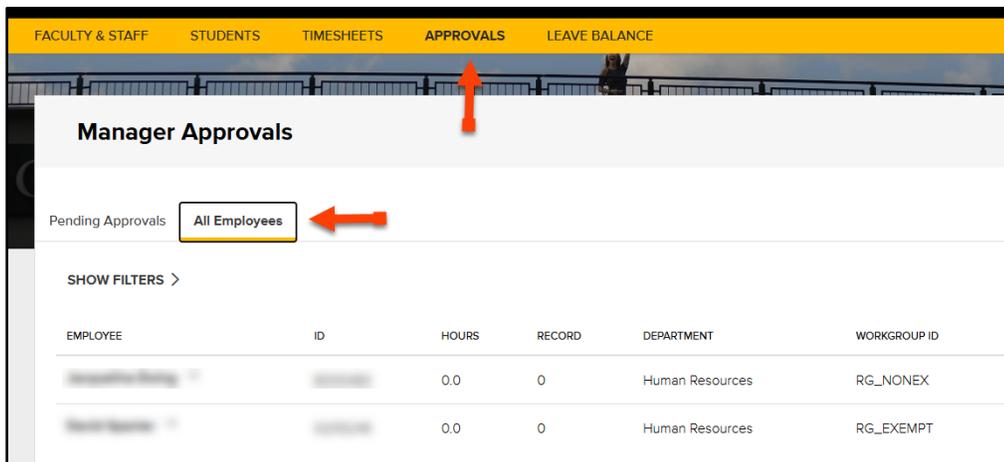
Adjusting a Closed Timesheet

Adjusting a Closed Timesheet

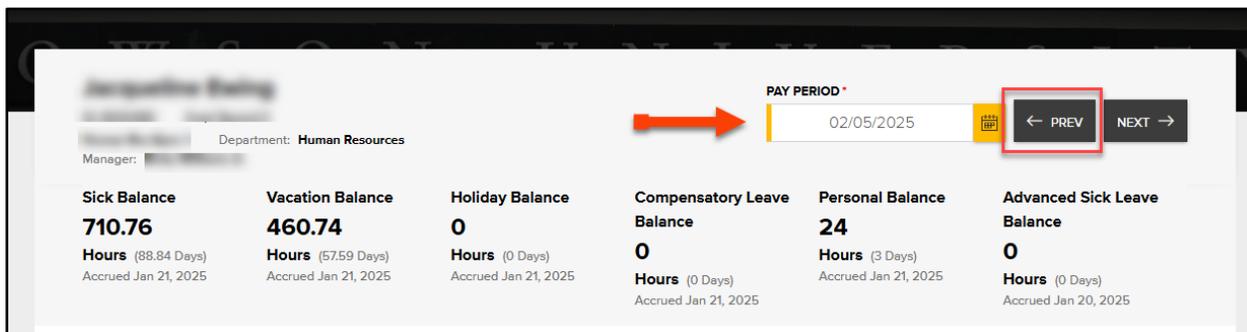
After a timesheet is submitted and approved, the employee cannot make corrections to that timesheet. The supervisor, however, can update and approve their direct report's timesheet for the current pay period and up to two previous pay periods.

This document walks supervisors through adjusting a timesheet that has previously been submitted and approved.

1. After logging into the Timesheet system, click the **Approvals** tab.
2. From the **Manager Approvals** screen, click **All Employees**. Your direct reports will appear here.

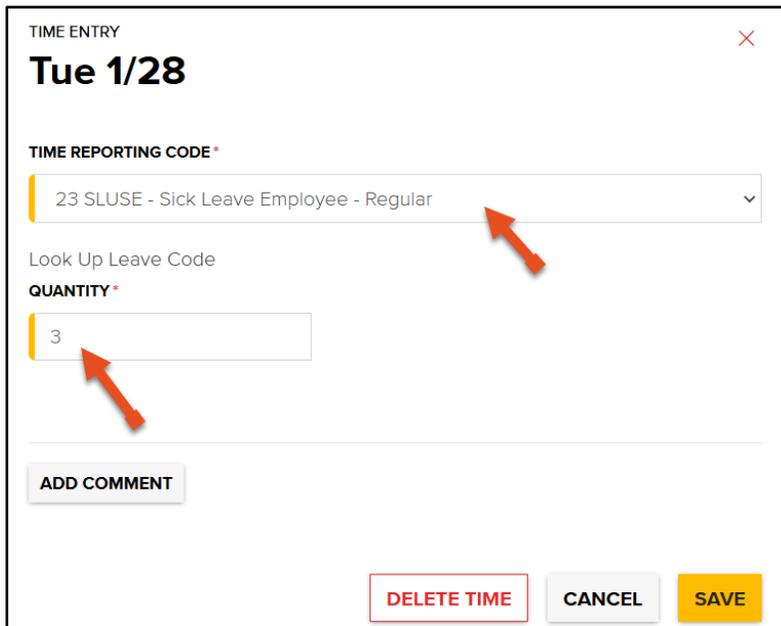


3. Click on the employee whose timesheet needs to be adjusted. Make sure the correct pay period is selected. If not, click on the **PREV** button to go back to the correct pay period (up to two pay periods prior).



TU Timesheets: Adjusting a Closed Timesheet

- Click on the **Time Reporting Code** drop down menu under the **Date** you want to adjust. Change the **Time Reporting Code** and the **Quantity** if applicable and click **SAVE**.



TIME ENTRY ×

Tue 1/28

TIME REPORTING CODE*

23 SLUSE - Sick Leave Employee - Regular

Look Up Leave Code

QUANTITY*

3

ADD COMMENT

DELETE TIME CANCEL SAVE

- Click the **SUBMIT** button, and then **OK** to confirm. The timesheet will go back into the approval queue.
- Click the **APPROVE** button.



APPROVE DENY

Note: If the time sheet is older than two previous pay periods and a leave code needs to be corrected, the employee and supervisor will complete the [Leave Correction Form](#) and submit the completed form to Leave Benefits.