TU Timesheets

Adjusting a Closed Timesheet

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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 directs reports will appear here.

F	FACULTY & STAFF	STUDENTS	TIMESHEETS	APPROVALS	LEAVE BALA	NCE	
						-	
	Manage	Approval	S				
(5						
	Pending Approvals	All Employees					
	SHOW FILTERS	>					
	EMPLOYEE		ID	HOURS	RECORD	DEPARTMENT	WORKGROUP ID
	acquirie fam			0.0	0	Human Resources	RG_NONEX
	for the second			0.0	0	Human Resources	RG_EXEMPT

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).

Acqueirs Be	-		PAY P	ERIOD *	
And and a state of the local division of the				02/05/2025	
Department: Human Resources					
Sick Balance	Vacation Balance	Holiday Balance	Compensatory Leave	Personal Balance	Advanced Sick Leave
710.76	460.74	0	Balance	24	Balance
Hours (88.84 Days)	Hours (57.59 Days)	Hours (0 Days)	0	Hours (3 Days)	0
Accrued Jan 21, 2025	Accrued Jan 21, 2025	Accrued Jan 21, 2025	Hours (0 Days) Accrued Jan 21, 2025	Accrued Jan 21, 2025	Hours (0 Days) Accrued Jan 20, 2025



Doc Number 104 Publication Date: 3/11/25 4. 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			
3			
ADD COMMENT			
	DELETE TIME	CANCEL	SAVE

- 5. Click the **SUBMIT** button, and then **OK** to confirm. The timesheet will go back into the approval queue.
- 6. 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 <u>Leave Correction Form</u> and submit the completed form to Leave Benefits.