
UNIVERSITY OF ALBERTA

PeopleSoft HCM

Modifying an Employee Time Sheet



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Training Guide

Modifying an Employee Time Sheet



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Modifying an Employee Timesheet

In this topic, you will learn how to modify an employee's timesheet.

Procedure

Navigation Path: [Sign In to PeopleSoft HCM](#)

Steps to Modify an Employee Timesheet



1. **Step 1:** Navigate to your Time and Labor Work Center

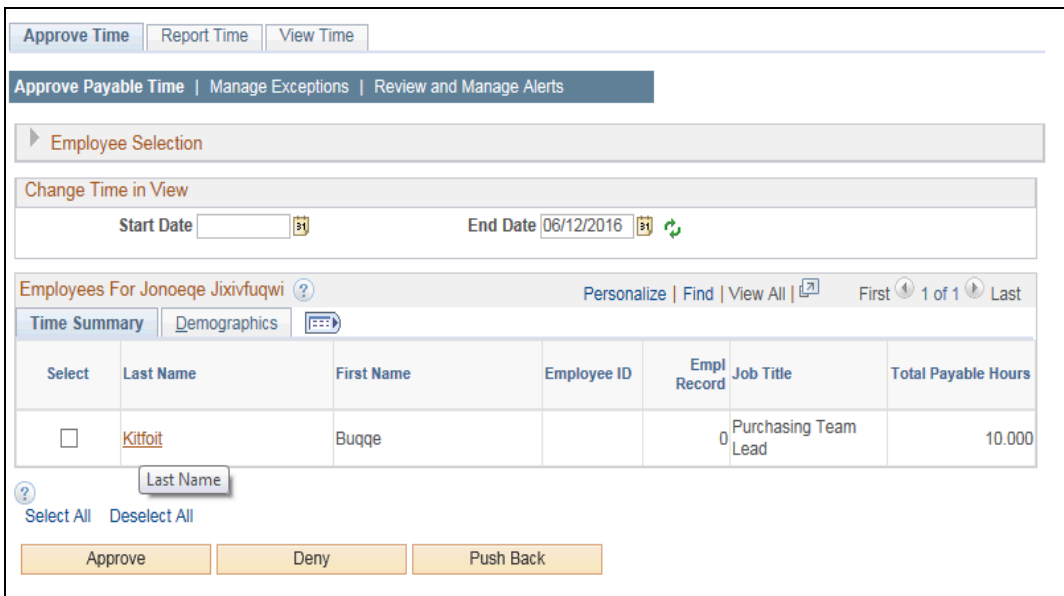
The most efficient way to review payable time, pending your approval, is to navigate to the **Time and Labor WorkCenter**.

2. Within your Manager Dashboard, under the Quick Links area, click the **Time and Labor WorkCenter** link.

3. **Step 2:** Click the **Pending Payable Time** link.

4. A list of your employee's time transactions requiring your approval will be displayed.

In this example, only one employee has submitted their time for approval.



The screenshot shows the 'Approve Payable Time' interface. At the top, there are tabs for 'Approve Time', 'Report Time', and 'View Time'. Below that, there are links for 'Approve Payable Time', 'Manage Exceptions', and 'Review and Manage Alerts'. An 'Employee Selection' section is visible. A 'Change Time in View' section includes 'Start Date' and 'End Date' (06/12/2016) fields. Below this, it says 'Employees For Jonoeqe Jixivfuqwi'. There are navigation options like 'Personalize', 'Find', 'View All', 'First', '1 of 1', and 'Last'. A table is displayed with columns: 'Select', 'Last Name', 'First Name', 'Employee ID', 'Empl Record', 'Job Title', and 'Total Payable Hours'. The table contains one row for 'Kitfoit' (Last Name) and 'Buqqe' (First Name), with 'Empl Record' 0 and 'Job Title' 'Purchasing Team Lead', and 'Total Payable Hours' 10.000. Below the table, there are 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back' buttons.

5. **Step 3:** Click the **Last Name** link to view the details of an employee's time.

6. **Step 4:** Make Changes as Required using the 'Adjust Reported Time' link.

In this example, the employee has entered 5 hours of Over Time for Thursday, May 19 but they only worked a regular shift.

The employee is away on vacation and will not be able to make the revisions in time for pay confirm so you decide to modify the time transaction yourself.

7. Scroll to the right until you see the **Adjust Reported Time** column.

Click the **Adjust Reported Time** link within the time transaction line you want to modify.

Quantity	Type	Business Unit	Combination Code	ChartFields	Adjust Reported Time	Comments
5.000	Hours			ChartFields	Adjust Reported Time	
5.000	Hours			ChartFields	Adjust Reported Time	

8. The **Timesheet** page for the employee will appear.

Timesheet

Buqge Kitfoit Department: F&O Finance Employee ID: 0006450
 Purchasing Team Lead Department ID: 740615 Empl Record: 0
 Reports to: Jonoeqe Jixivfuqwi Earliest Change Date: 05/16/2016

Actions ▾
[Select Another Timesheet](#)

*View By: Calendar Period Previous Period Next Period
 *Date: 05/16/2016 Reported Hours: 45.000

From Monday 05/16/2016 to Tuesday 05/31/2016

Mon 5/16	Tue 5/17	Wed 5/18	Thu 5/19	Fri 5/20	Sat 5/21	Sun 5/22	Mon 5/23	Tue 5/24	Wed 5/25
5.000		0.000	5.000 x				5.000	5.000	5.000

9. Make changes as required such as remove hours, change hours, change TRC, etc.

In this example, highlight the hours in the **Thu 5/19** field and press **[Delete]**.

10. If those hours were the only entry on the row, the entire row must be removed.

If the corrected time was already paid in a prior pay period, the system will automatically create the offsetting entry for you.

11. **Step 5: Add Comments**

When you modify a timesheet, an explanation needs to be entered into the comments section.

12. In the **Reported Time Status** tab, find the date row that you made changes to.

Click the **Comments** graphic.

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
05/16/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/18/2016	Submitted	0.000 615	Overtime @ 1.5x	
05/19/2016	Submitted	5.000 615	Overtime @ 1.5x	Comments
05/23/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/24/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/25/2016	Submitted	5.000 615	Overtime @ 1.5x	

13. The **Comments** page will open.

In the comments section make a note of what changes were made and why.

Comments

Bugge Kitfoit Employee ID

Purchasing Team Lead Employment Record 0

Actions ▾

Note

Comment history cannot be altered or removed. Once you select OK to leave the page or select Apply for one or more entered comment, you will not be able to alter or remove those comments later.

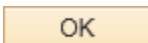
Comments related to time entered for 05/19/2016 Personalize | Find | View All | 1-10 of 10


User ID	DateTime Created	Source	Comment
	06/06/2016 2:20PM	Time Reporting	Adjusted Time

Add Comment

14. In this example, the comment has been entered for you.

To save the comment, click the **OK** button.



15. The comments bubble will indicate that text has been added to the transaction for that date. 

16. Step 6: Click Submit

Once the correction has been made click the **Submit** button.


17. When you click the Submit button the system validates the revision and ensures the changes you have made are valid.

If there is an error, you will need to make the corrections as described and resubmit.

Details on validation errors are provided within the 'Time Entry Validation Errors' reference document. (A link to all reference material is provided at the end of this topic.)

18. Step 7: Click OK

A message will appear confirming your submission was successful.

Click the **OK** button. 

19. Step 8: Confirm Changes

After clicking submit, confirm that the changes you made are reflected in the Reported Time Status tab.

In this example, the amount in the Total column has changed from 5.00 to 0.00, as expected.

Reported Time Status				
Date	Reported Status	Total TRC	Description	Comments
05/16/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/18/2016	Submitted	0.000 615	Overtime @ 1.5x	
05/19/2016	Submitted	0.000 615	Overtime @ 1.5x	
05/23/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/24/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/25/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/26/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/27/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/30/2016	Submitted	5.000 615	Overtime @ 1.5x	
05/31/2016	Submitted	5.000 615	Overtime @ 1.5x	

Note: The changes you made will not require further approval. These hours are ready for the Time Administration process to evaluate and send to payroll for processing.

20. Congratulations! You have completed the training on How to Modify an Employee's Timesheet.

For reference materials and more tutorials please see the links provided below.

End of Procedure.



For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).



For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).



Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.