UNIVERSITY OF ALBERTA

PeopleSoft HCM

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

- Step 1 • Navigate to your Time and Labor WorkCenter
- Step 2 • Click the Pending Payable Time link
- Step 3 • Click the Employee's Last Name to view the details of their time transactions
- Step 4 • Make Changes as Required using the 'Adjust Reported Time' link
- Step 5 • Add Comments
- Step 6 • Click Submit
- Step 7 • Click OK
- Step 8 • Confirm Changes

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

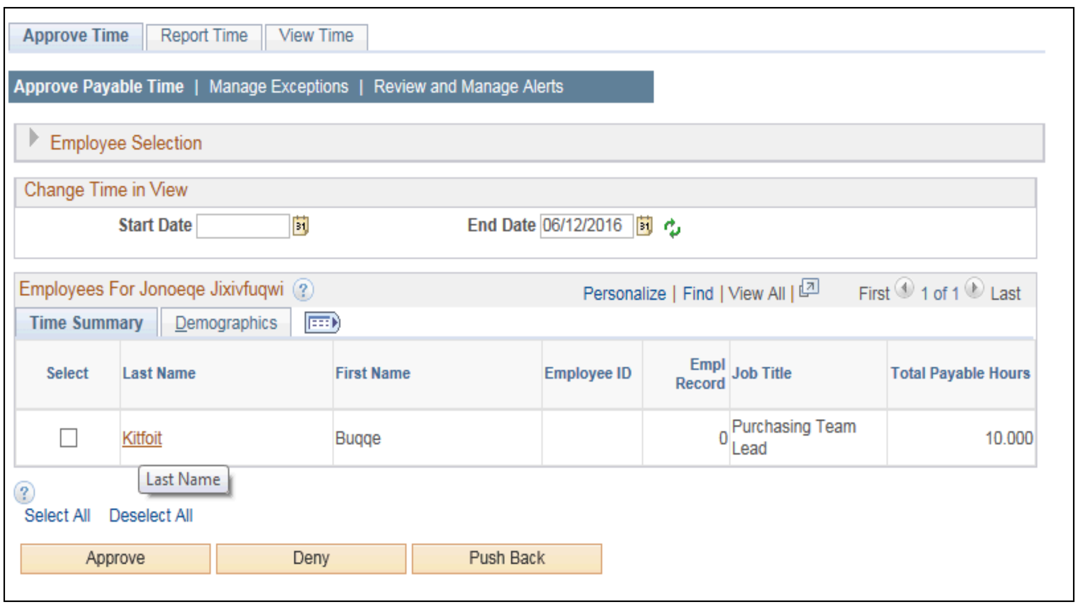
   The most efficient way to review payable time, pending your approval, is to navigate to the **Time and Labor WorkCenter**.

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.



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

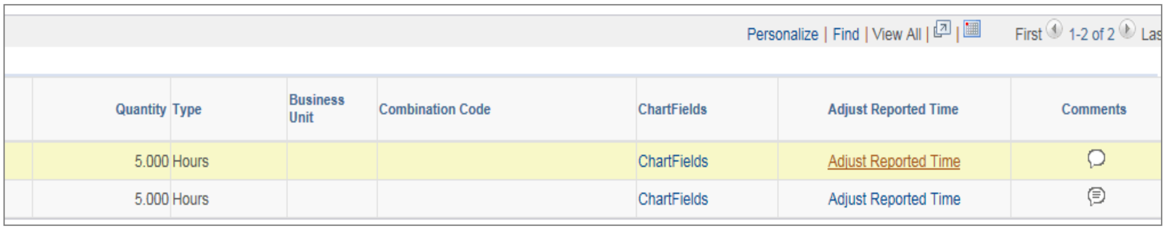
6. **Step 4**: Make Changes as Required using the 'Adjust Reported Time' link.

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

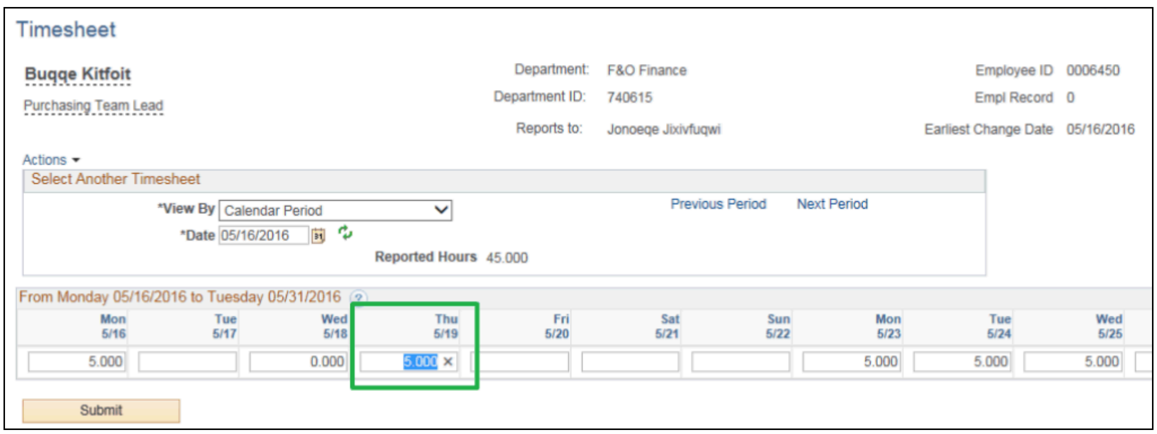
   The employee is away on vacation and will not be able to make the revisions in time for pay confirm so you decide to modify the time transaction yourself.

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.



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



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.

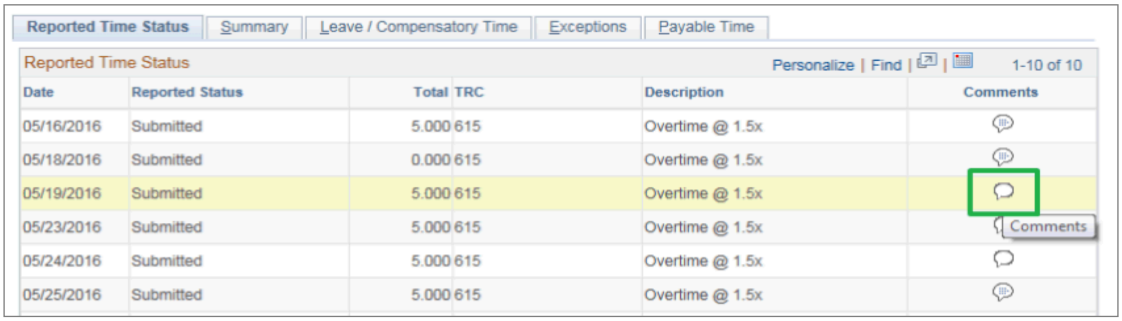
    If the corrected time was already paid in a prior pay period, the system will automatically create the offsetting entry for you.

11. **Step 5:** Add Comments

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

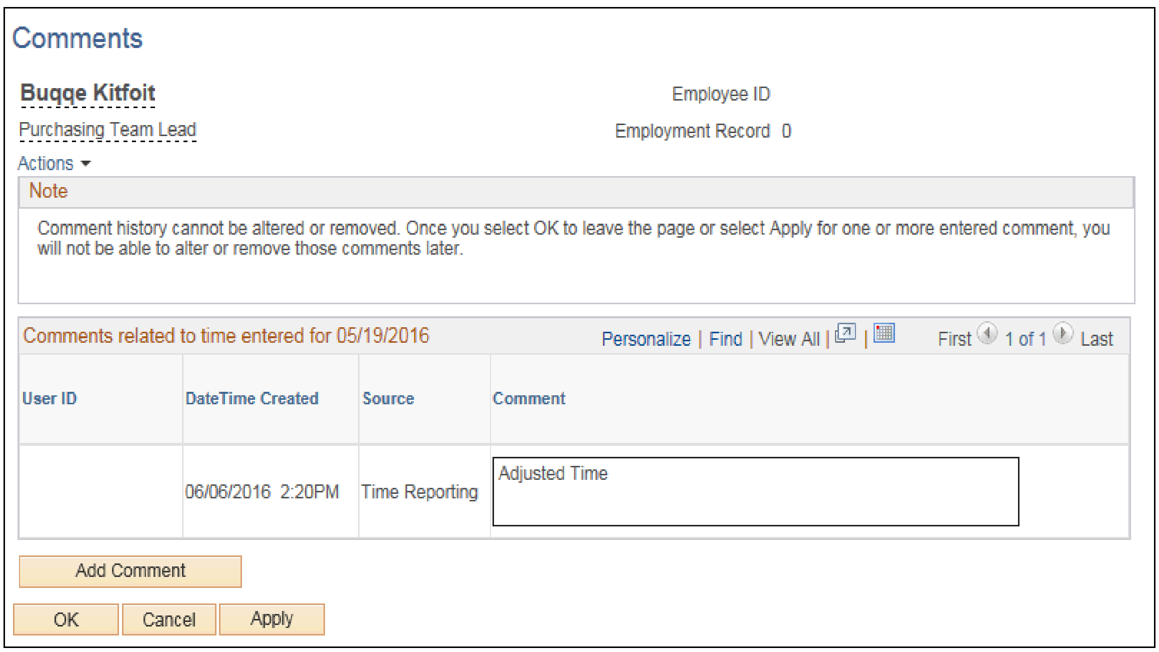
12. In the **Reported Time Status** tab, find the date row that you made changes to.

    Click the **Comments** graphic.



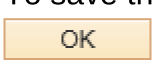
13. The **Comments** page will open.

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



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.

Submit

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. OK

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 | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status — Personalize | Find | 1-10 of 10

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.