

Managing Negative Payable Time

This Quick Reference Guide provides an overview of how Negative Payable Time can be generated and what to do with this time. This guide is not a comprehensive reference of all scenarios you may see. If you have questions or need further information, please contact your Department HR Contact or Timekeeper.

How Negative Payable Time is Created

There are various factors that may contribute to why negative hours are appearing on an employee's timesheet. The following lists some of the most common causes that have been identified.

Cause	Explanation
An employee removes/deletes Approved and Paid hours from their timesheet	When time is deleted from a timesheet, whether it is time in the past or current pay period, the system automatically generates negative hours to show that these hours were removed. A supervisor MUST approve these negative hours.
A correction is made to an employee's timesheet	When approved and payable time is changed on a timesheet, whether it is time in the past or current pay period, the system generates a negative entry to offset the original amount entered and then records the hours that were re-entered. A supervisor MUST approve these negative hours.
Leave without Pay	Any time entered as Leave without Pay is recorded as negative hours. A supervisor MUST approve these negative hours.

Whatever the cause of the Negative Time, A supervisor **MUST approve these negative hours.**

NEVER PUSH BACK Negative Hours!

If a Supervisor does PUSH BACK negative hours, these hours will remain in the Pushed Back Payable Status.

What to do if Negative hours are Pushed Back?

- Contact the Employment Advisor that supports your business unit
- A manual intervention for these hours is required by the HR Technical team to fix
- These negative hours will display in your audit report until they have been fixed manually