Time and Labour – Managing Pushed Back Time

This Quick Reference Guide provides a summary of the steps involved in dealing with time transactions that are in a Payable Time Status of 'pushed back'. The details related to these steps are available on the Learning PeopleSoft HCM Reference Materials web page.

As an Employee

… When the pushed back time needs to be corrected.

1. Employee **Receives Email** notification that there are time transactions needing correcting
2. Click the link provided within the email to **open** the **Timesheet**.
3. **Review the Comments** to find out what to correct and why.
4. Click on the **Payable Status tab** at the bottom of the time sheet to ensure you are correcting the hours in question. (Status = Pushed Back)
5. **Delete** the **hours** in question
6. Click **Submit**
7. **Enter** the **Correct hours**
8. Click **Submit** again

… When the pushed back time is correct

1. Employee **Receives Email** notification that there are time transactions needing correcting
2. Click the link provided within the email to **open** the **Timesheet**.
3. Make a note of the time submitted correctly.
4. **Delete** the **Time Transactions** that have been pushed back. (Status = Pushed Back)
5. Wait for the Noon or Nightly batch process to run and validate the time transactions. Removes the status of Pushed Back.
6. Next day, add the noted time transactions back into the Employee's timesheet
7. Click **Submit**

As a Timekeeper/Supervisor

… When the pushed back time needs to be corrected.

1. Go to the Employee's **Timesheet**
2. **Delete** the **hours** in question
3. Click **Submit**
4. **Enter** the **Correct hours**
5. Click **Submit** again. The corrected hours will go to Payroll for processing

… When the pushed back time is correct

1. Make a note of the time submitted correctly.
2. **Delete** the **Time Transactions** that have been pushed back. (Status = Pushed Back)
3. Wait for the Noon or Nightly batch process to run and validate the time transactions. Removes the status of Pushed Back.
4. Next day, add the noted time transactions back into the Employee's timesheet
5. Click **Submit**

… When the pushed back time is negative hours – **DO NOT PUSH BACK**

1. **Contact the Employment Advisor** that supports your business unit.
2. Your Employment advisor will work with the HR Technical team to get this fixed.

   Negative hours pushed back by a supervisor will remain in the 'Pushed Back' payable status and will appear in the audit report until the HR Technical team has manually fixed them. **These hours could be pay affecting**.

Helpful Hints

- ☐ The "Payable Status' on the employee timesheet is the actual current status of the transaction.
- ☐ All pushed back time should be corrected within the **1 month** window for an Employee and Supervisor
- ☐ Supervisors **must** enter a comment when pushing back time transactions. This comment helps for audit purposes.
- ☐ **REMINDER**: Time Administration batch runs Monday - Friday
- ☐ DO NOT enter hours on the day of Pay Confirm for the current pay period, unless instructed by your HR Payroll Assistant or Employment Advisor.