

# How to Correct an Employee's Timesheet

1. Click on the day to edit. Three boxes will appear.
2. You can add another shift, edit the shift, or delete the shift if it was entered incorrectly.



3. Click the edit pencil to open up the shift or the calendar/plus sign to add a new shift.

**Start and End Times:** Clicking the green checkmark sets the start and end times to the times shown. You can also type in your own amounts.

**Comment:** Optional. Should be used to describe hours under the "Other" pay code.

**Employee, Hourly - Tuesday, Mar 14**

Schedule	Actual
Unscheduled	Administration
Unscheduled	Grants and Contracts Admin...
Unscheduled	[None]
08:00 AM	✓
04:00 PM	✓
Total 0.00h 0.00h	

Enter Comment Here

OK Cancel

**Position:** If the employee has multiple positions – this drop-down allows you to allocate time to the correct position.

**Pay Code:** Defaults to Regular (i.e. worked) hours. You can change if you would like to mark time under another code.

**Add Break:** Adds a 30-minute meal break in the middle of the shift and subtracts this time from the total time. Once added – you can remove by clicking the red 'X' that appears next to the times.

4. Make the necessary corrections to the shift. Then click 

5. Click . Your edits will appear in the Audits pane.