**Amended Time Sheets**

**Reasons to Amend a Time Sheet:**

- They are used to pay hourly employees for work performed, but not paid, in a previous pay period. This could have been the result of the timesheet not being approved, or a single time slice that had a red exception that was overlooked.
- They are used to *increase* an hourly rate of pay that was incorrectly paid in a previous pay cycle.
- They are **NOT** used to decrease an hourly rate of pay that was paid in a previous pay cycle. This situation is an overpayment. If this has occurred, please complete an [Overpayment Form](#).
- **Retro Time Sheets**
  - They are used if your employee's forms to create a new assignment were approved after the pay period in which the transaction is effective.
  - **Examples:**
    - Hire/Rehire effective date on the JED is 4/1/17, forms were approved on 4/25/17. You would be able to enter time in that current pay period of 4/23/17 – 5/6/17. Effective date 4/1/17 falls in a prior BW pay period 3/26/17 - 4/8/17. Time prior to 4/23/17 would need to be entered on retro time sheets.
    - Start Date of an additional assignment is 2/6/17. Additional assignment was approved on 5/1/17. You would be able to enter time in that current pay period of 4/23/17 – 5/6/17. Start Date 2/6/17 falls in a prior BW pay period, time prior to 4/23/17 would need to be entered on retro time sheets.
  - Hours for time prior to the official hire date or the assignment start date for each assignment an employee has will not be accepted.
    - If the hire date is not correct you will need to work with HR to correct the date and then follow the proper steps to open the retro time sheet.
    - If the date of an additional assignment is not correct, a new additional assignment will need to be created back to the start date of the actual work, which cannot be prior to the hire date.
Steps to follow to Amend a Time Sheet that needs to be updated/edited:

Log into UD Time

Go to Edit Employee Time

Once there, click on Find over in the Assignments section (you can also locate the individual by opening your assignment group and scrolling through)

Once you’ve clicked Find, a popup box will appear for you to search by the employees ID# or Last Name. Enter that information and click Search
Once you click on Search, the results will appear. Click on the employee and assignment you are searching for (each column can be expanded to see full text).

Once you have clicked on the appropriate employee/assignment, their time sheet will open and display. To amend a time sheet, you will need to navigate to the correct pay period. You would do this by either using the arrow (←) to navigate to the prior work period or by clicking on the dates/calendar (   )

Once you have navigated to the correct pay period, you will see that the time sheet is greyed out and has a message at the top of the screen – This time sheet was already processed. Press amend button to make changes.
If you are ready to make your changes, click the Amend button (               )

Once you have clicked Amend, the screen with show that it is Loading and then will display the timesheet with the ability to edit and a message that reads “This time sheet is now amended. You must save the changes before they will become effective.”

****If you have amended the wrong work period DO NOT click on the SAVE button, you can just navigate away. If you do accidentally click save, you must approve that time sheet even if you did not make any changes. If you do not approve that amended time sheet, any other time sheets you amend will not pay.****

Now that the time sheet has been Amended, you are able to make any necessary changes and/or edits to the time sheet. If you have additional time sheets to amend, navigate to those work periods and follow the previous steps to amend those time sheets as well and make any necessary changes/edits.

Once you have Amended and Saved all of the necessary work periods, those amended time sheets need to be approved. Click on home to return to your dashboard and navigate to Approve Time Sheets
Next update the Show to reflect Amended Time Sheets Only

Click on Find and search for the employee by their UD ID# or Name

Select the appropriate employee and assignment

Once you have selected the appropriate employee and assignment, this will display any amended time sheets they have
Check the Approve box and click Save Approvals

Once Saved, the green check mark will remain and a scroll box will appear next to the approve box

You can verify your approval by clicking on the scroll, this will show you who approved the time sheet and when the approval took place.

***Be sure to approve all of the employee’s amended time sheets. If any are left unapproved, the employee will not be paid for the approved amendments***
Steps to follow to Amend a Time Sheet that was not approved:

Log into UD Time

Go to Edit Employee Time

Once there, click on Find over in the Assignments section (you can also locate the individual by opening your assignment group and scrolling through)

Once you’ve clicked Find, a popup box will appear for you to search by the employees ID# or Last Name. Enter that information and click Search
Once you click on Search, the results will appear. Click on the employee and assignment you are searching for (each column can be expanded to see full text).

Once you have clicked on the appropriate employee/assignment, their time sheet will open and display. To amend a time sheet, you will need to navigate to the correct pay period. You would do this by either using the arrow (     ) to navigate to the prior work period or by clicking on the dates/calendar (       )

Once you have navigated to the correct pay period, you will see that the time sheet is greyed out and has a message at the top of the screen – This time sheet was already processed. Press amend button to make changes.

If you are ready to make your changes, click the Amend button (               )
Once you have clicked Amend, the screen will show that it is Loading and then will display the timesheet with the ability to edit and a message that reads “This time sheet is now amended. You must save the changes before they will become effective.”

****If you have amended the wrong work period DO NOT click on the SAVE button, you can just navigate away. If you do accidentally click save, you must approve that time sheet even if you did not make any changes. If you do not approve that amended time sheet, any other time sheets you amend will not pay.****

Now that the time sheet has been Amended, click Save. If you have additional time sheets to amend for hours that were not approved, navigate to those work periods and follow the previous steps to amend those time sheets as well and Save.

Once you have Amended and Saved all of the necessary work periods, those amended time sheets need to be approved. Click on home to return to your dashboard and navigate to Approve Time Sheets

Next update the Show to reflect Amended Time Sheets Only
Click on Find and search for the employee by their UD ID# or Name

Select the appropriate employee and assignment

Once you have selected the appropriate employee and assignment, this will display any amended time sheets they have

Check the Approve box and click Save Approvals
Once Saved, the green check mark will remain and a scroll box will appear next to the approve box.

You can verify your approval by clicking on the scroll, this will show you who approved the time sheet and when the approval took place.

***Be sure to approve all of the employee’s amended time sheets. If any are left unapproved, the employee will not be paid for the approved amendments***
Steps to follow for a Retro Time Sheet

Log into UD Time

Go to Edit Employee Time

Once there, click on Find over in the Assignments section (you can also locate the individual by opening your assignment group and scrolling through)
Once you’ve clicked Find, a popup box will appear for you to search by the employees ID# or Last Name. Enter that information and click Search.

Once you click on Search, the results will appear. Click on the employee and assignment you are searching for (each column can be expanded to see full text).

Once you have clicked on the appropriate employee/assignment, their time sheet will open and display. To amend a time sheet, you will need to navigate to the correct pay period. You would do this by either using the arrow to navigate to the prior work period or by clicking on the dates/calendar.
Once you have navigated to the correct pay period, you will see that the time sheet has a message at the top of the screen – “This time sheet was created retroactively. The manager must approve it for processing.” “Manager” refers to either the Supervisor or Timekeeper. You are able to make any necessary edits to the time sheet.

Once all the edits have been made click Save. This retro time sheet needs to be approved. Click on home to return to your dashboard and navigate to Approve Time Sheets

Next update the Show to reflect Amended Time Sheets Only (Retro time sheets are included as an Amended Time Sheet)

Click on Find and search for the employee by their UD ID# or Name
Select the appropriate employee and assignment

Once you have selected the appropriate employee and assignment, this will display any amended time sheets they have

Check the Approve box and click Save Approvals

Once Saved, the green check mark will remain and a scroll box will appear next to the approve box
You can verify your approval by clicking on the scroll, this will show you who approved the time sheet and when the approval took place.

***Be sure to approve all of the employee’s amended time sheets. If any are left unapproved, the employee will not be paid for the approved amendments***