UD Time
Amended/Retro Timesheets Request Process

July 2017
Amended/Retro Timesheets

Amended Time Sheets are used for several different situations:

a) They are used to pay employees for work performed, but not paid, in a previous pay period. This could have been the result of the time sheet not being approved, or a single time slice that had a red exception that was overlooked.

b) They are used to increase an hourly rate of pay that was incorrectly paid in a previous pay cycle.

c) They are NOT used to decrease an hourly rate of pay that was paid in a previous pay cycle. This situation is an overpayment, and should be handled as such. If this has occurred, please complete an Overpayment Form.

Retro Time Sheets are used for newly created assignments with a Start Date/Effective date that is in a prior pay period and where there are that need to be paid (ex New Hires, Rehires, New Additional Assignment with effective/start dates in prior pay periods).

The Amended/Retro Time Sheet form is located on the Payroll website, under Form and then Payroll Forms. The URL is http://www1.udel.edu/payroll/forms/amend-time-sheet.html.

***Time Report Forms (TRFs) will no longer will be posted or accepted***
Amended/Retro Timesheets Request

All fields on the form need to be completed. Once completed, the form needs to be submitted by clicking Submit Query. Once submitted, you will receive an email notification that the form has been received by Payroll.

**Amended Time Sheet Request Form**

- **Date:** Date the form is being submitted
- **Department:** The submitter’s department
- **Requested By:** The submitter’s name
- **E-mail:** The submitter’s email
- **Employee ID:** Employee’s UD ID#
- **Employee Name:** Employee’s Name

**Pay Date those hours would have paid**

- **Pay Date**
  - 1
  - 2
  - 3

**Assignment Description**
- If a JED assignment this is their Job Title
- If Additional Assignment this is the Department Description

*** This description can be found at the top of the employees timesheet next to their name***

**Can request to open up multiple pay periods**

**Reason why the Amendment is needed or note that it is a Retro Time Sheet**

Submit Query | Clear Form
**Amended Timesheet Request Example**

**Amended Time Sheet Request Form**

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Name</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07/21/2017</td>
<td>Misc Wage Family</td>
<td>Missing punch, some hours were not paid</td>
</tr>
<tr>
<td>07/07/2017</td>
<td>Misc Wage Family</td>
<td>Forgot to approve time sheet</td>
</tr>
</tbody>
</table>
Retro Timesheet Request Example

<table>
<thead>
<tr>
<th>Pay Date</th>
<th>Assignment Name</th>
<th>Adjustment Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/21/2017</td>
<td>Misc Wage Family</td>
<td>Retro time – employee started working 6/12 need to submit time</td>
</tr>
<tr>
<td>07/07/2017</td>
<td>Misc Wage Family</td>
<td>Retro time – employee started working 6/12 need to submit time</td>
</tr>
<tr>
<td>06/23/2017</td>
<td>Misc Wage Family</td>
<td>Retro time – employee started working 6/12 need to submit time</td>
</tr>
</tbody>
</table>
Amended/Retro Timesheet Request - Payroll

Once Payroll receives the form:

• Payroll prints it for auditing purposes
• Payroll verifies the employee’s ID number, name, pay date requested, pay group and the assignment description
• Payroll checks to make sure the hours really did not pay
• Once Payroll has determined that the hours were never paid, they then go into UD Time and open the time sheet for the department to make their changes
Amended/Retro Timesheets - Department

1. Once the time sheet has been opened by Payroll, Payroll notifies the requestor via email that the time sheet has been opened and is available to make changes.

2. The timekeeper or supervisor can go into the time sheet to edit/add hours or increase the hourly rate for an employee. Once the hours have been edited they need to save that time sheet.

3. Once the time sheet is saved, it will then need to be approved (a.) and saved (b.) on the approval screen.

4. Once all of these steps have been completed, we ask that you notify Payroll via email that your process is complete.
Amended/Retro Timesheets – Payroll

After the requestor has completed all of their steps and notifies Payroll:

• Payroll goes back into UD Time and print a copy of the edited timesheet
• Payroll compares the edited timesheet with the original one and highlight the differences
• Payroll manually keys in those hours to be paid in the next regularly scheduled pay cycle
• Payroll emails the requestor to confirm when those hours will be paid