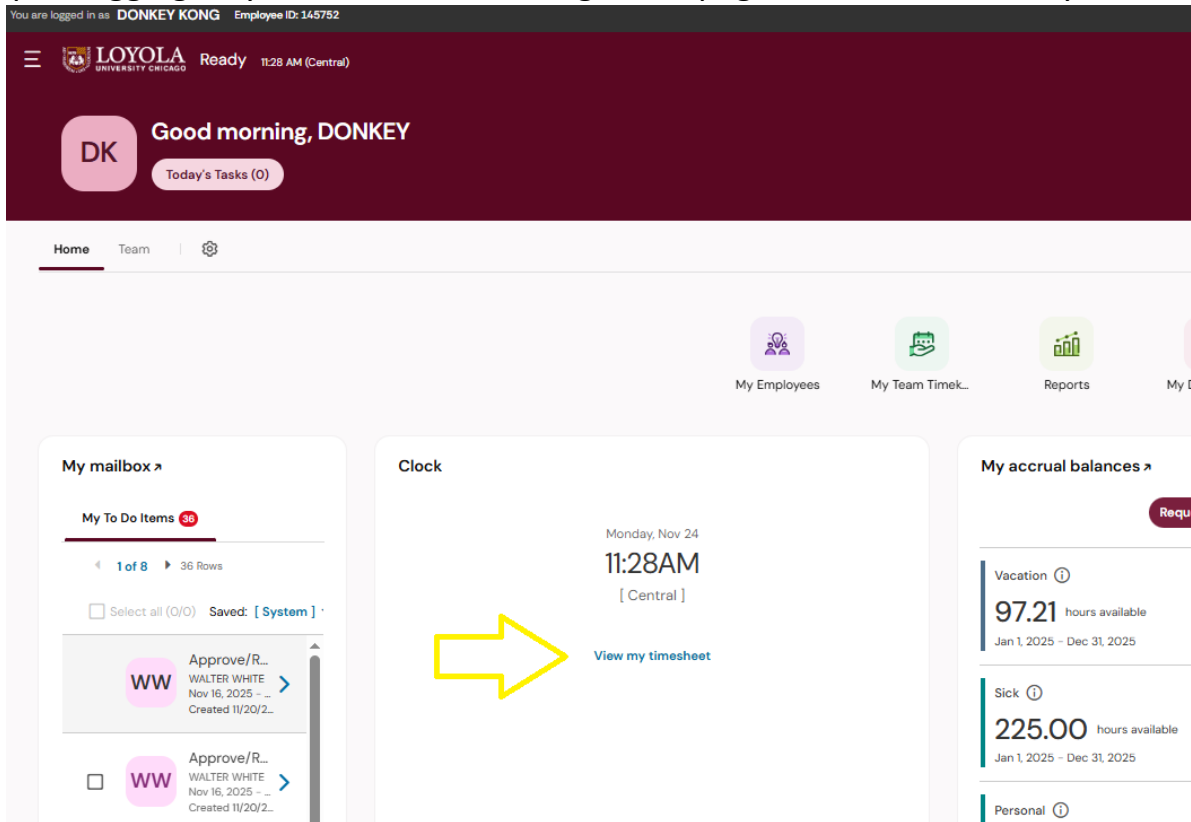


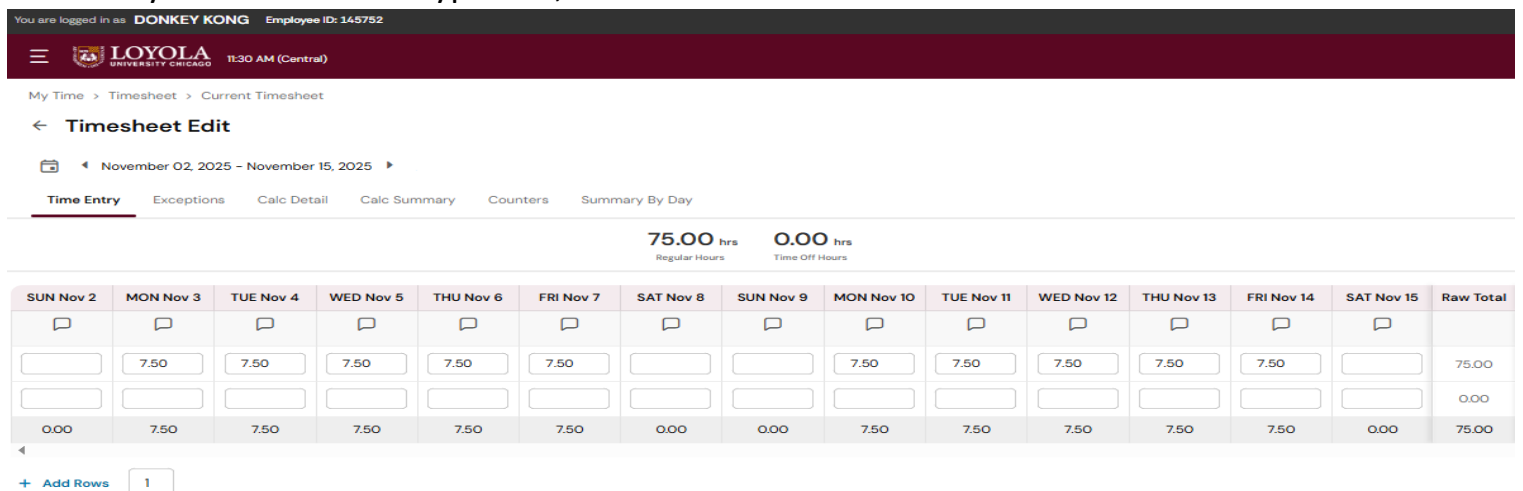
HOW TO EDIT A TIMESHEET (EXEMPT)

This training document is intended to provide instruction on how to edit a timesheet

- Upon logging in, you'd see the following home page. Select the View my timesheet.



- Once you select on the hyperlink, the screen will refresh to Timesheet Edit



HOW TO EDIT A TIMESHEET (EXEMPT)

- Your timesheet is prepopulated with your regular scheduled work hours on the first line. To edit, simply select any of the time off codes on the drop down list beginning on the second line like

Time Off	SUN Nov 2	MON Nov 3	TUE Nov 4	WED Nov 5	THU Nov 6	FRI Nov 7
<input type="text"/>	<input type="text"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text" value="0.00"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>

Browse...

- HOLIDAY PAY
- OVERTIME 1.5
- Workers Comp-Sick Pay
- Worker Comp-VAC Pay
- Sick Pay-Family
- Absent Non Paid
- Jury Pay
- Bereavement
- Sick Pay
- Holiday
- Vacation Pay
- Break Pay

- Lets assume I want to take off for vacation on Nov 3 and Nov 4. I would need to delete the 7.5 hours on the first line where my regular hours are located. Then select the time off code. I would need to key in the hours for my vacation as shown below.

Time Off	SUN Nov 2	MON Nov 3	TUE Nov 4	WED Nov 5	THU Nov 6	FRI Nov 7
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>
<input type="text" value="Vacation Pay"/>	<input type="text"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="0.00"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>

HOW TO EDIT A TIMESHEET (EXEMPT)

- If you forget to delete the hours, your daily total will not add up correctly, as shown below. Additionally, your timesheet will be inaccurate.

Time Off	SUN Nov 2	MON Nov 3	TUE Nov 4
<input type="text"/>	<input type="text"/>	7.50	7.50
Vacation Pay <input type="text"/>	<input type="text"/>	7.50	<input type="text"/>
	0.00	15.00	7.50

- Once you've completed your changes, click Save. Take note of the summarized balance displayed at the top— it should update to match your scheduled hours worked for the biweekly payroll (for example 75 or 80 hrs, depending on your annual schedule).

[Time Entry](#)
[Exceptions](#)
[Calc Detail](#)
[Calc Summary](#)
[Counters](#)
[Summary By Day](#)

60.00 hrs **15.00** hrs
Regular Hours Time Off Hours

- If the summarized totals are as expected, navigate to the upper right-hand side of your timesheet, select save (to ensure you captured all your changes!) and then submit.

|
Save
Submit
Change Request
...

HOW TO EDIT A TIMESHEET (EXEMPT)

- It is possible that you may have worked the full two weeks and have no time off or absent non paid. In this case, there is no need to edit your timesheet. Just review the hours on the summarized total or alternatively you can view the same information through the calc summary tab

Counter	Total
Regular	75.00

- If the summarized totals are as expected, navigate to the upper right-hand side of your timesheet, submit.

You are logged in as **DONKEY KONG** Employee ID: 145752

LOYOLA UNIVERSITY CHICAGO 12:14 PM (Central) Search ? 42 DK

My Time > Timesheet > Current Timesheet

← Timesheet Edit Save Submit Change Request ...