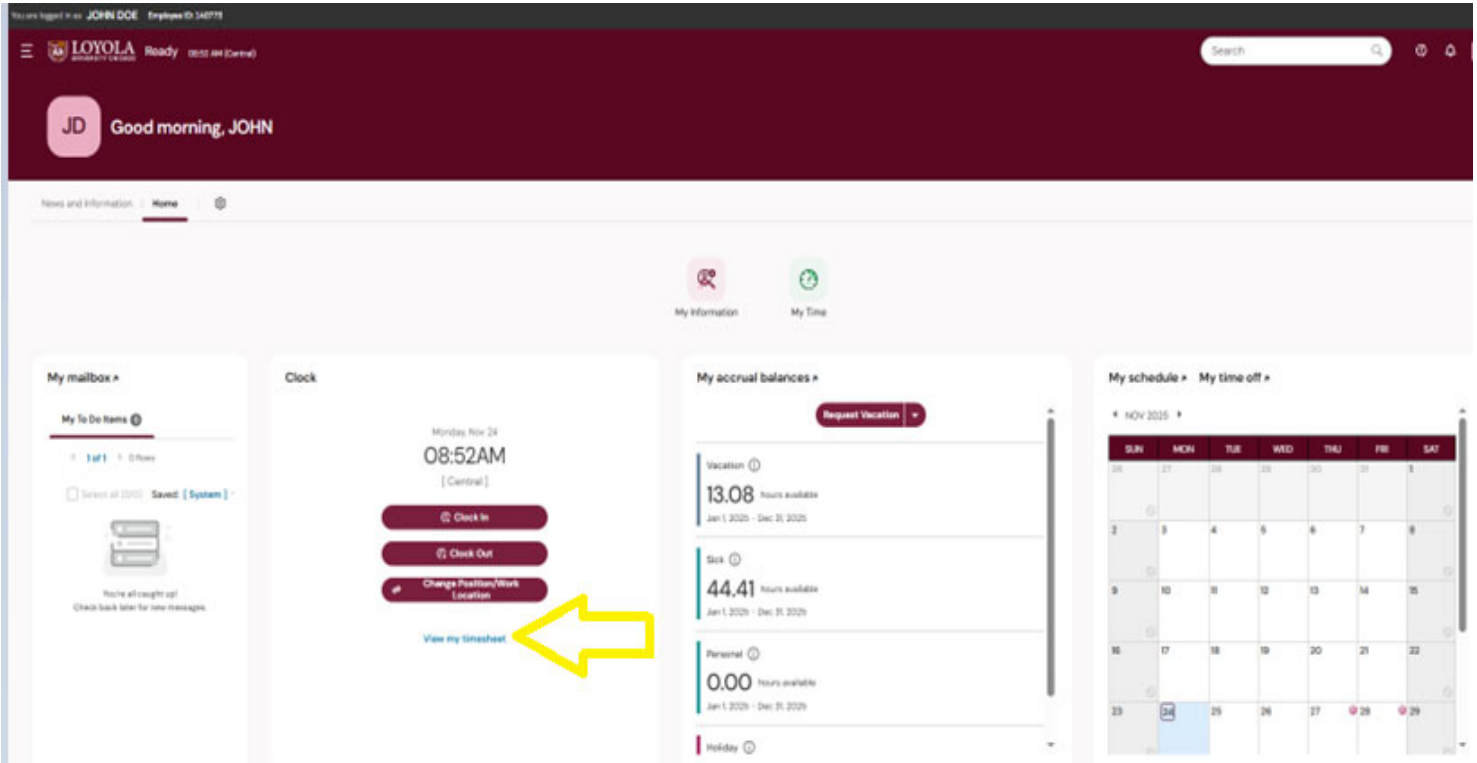


HOW TO EDIT A TIMESHEET (NON-EXEMPT)

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

> Date	From	To	Raw Total	Calc. Total	In Date	Time Off
> SUN Nov 2			0.00 hrs	0.00 hrs		
✓ MON Nov 3 No Schedule	e 08:30 am	e 05:00 pm	8.50	7.50	MON Nov 3	
			8.50 hrs	7.50 hrs		
✓ TUE Nov 4 No Schedule	e 10:00 am	e 05:00 pm	7.00	6.00	TUE Nov 4	
			7.00 hrs	6.00 hrs		
✓ WED Nov 5 No Schedule	e 08:30 am	e 05:00 pm	8.50	7.50	WED Nov 5	
			8.50 hrs	7.50 hrs		

HOW TO EDIT A TIMESHEET (NON-EXEMPT)

- From the timesheet edit, you can now update your timesheet such as correcting the erroneous punch in by simply typing over the incorrect time.

> Date		From	To	Raw Total	Calc. Total
> SUN Nov 2	+			0.00 hrs	0.00 hrs
∨ MON Nov 3 <small>No Schedule</small>	***	e 08:30 am	e 05:00 pm	8.50	7.50
	+			8.50 hrs	7.50 hrs
∨ TUE Nov 4 <small>No Schedule</small>	***	e 10:00 am	e 05:00 pm	7.00	6.00
	+			7.00 hrs	6.00 hrs
∨ WED Nov 5 <small>No Schedule</small>	***	e 08:30 am	e 05:00 pm	8.50	7.50
	+			8.50 hrs	7.50 hrs

- Navigate to the incorrect time and then log in your update and the raw total will refresh.

> Date		From	To	Raw Total	Calc. Total
> SUN Nov 2	+			0.00 hrs	0.00 hrs
∨ MON Nov 3 <small>No Schedule</small>	***	e 08:30 am	e 05:00 pm	8.50	7.50
	+			8.50 hrs	7.50 hrs
∨ TUE Nov 4 <small>No Schedule</small>	***	e 08:30 am	e 05:00 pm	8.50	7.50
	+			8.50 hrs	7.50 hrs
∨ WED Nov 5 <small>No Schedule</small>	***	e 08:30 am	e 05:00 pm	8.50	7.50

HOW TO EDIT A TIMESHEET (NON-EXEMPT)

- You may also edit your timesheet if you work through your lunch break by cancelling your lunch. Move your cursor towards activities and select the magnifying icon.

From	To	Raw Total	Calc. Total	In Date	Time Off	Position	Acct Unit	Activities
		0.00 hrs	0.00 hrs					
e 08:30 am	e 05:00 pm	8.50	7.50	MON Nov 3		8300769 - SI	100200 - SCH	Choose...
		8.50 hrs	7.50 hrs					

- Then select the Cancel Lunch option to apply to your timesheet.

Browse and Select Cost Centers

List view Tree View

View: [System]

Cost Full Name	Cost Description
Cancel Lunch	

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- You can also edit your timesheet by adding your paid time off. Key in the hours and select the appropriate category for your absence. In this scenario, we are using Vacation.

THU Nov 6 No Schedule		From am	To am	7.50	0.00	THU Nov 6	Vacation Pay
				7.50 hrs	0.00 hrs		

HOW TO EDIT A TIMESHEET (NON-EXEMPT)

- Once you are done with updating your timesheet. Take a minute to review your entries and check the total hours on top.

The screenshot shows the 'Timesheet Edit' interface for a user named JOHN DOE (Employee ID: 140773). The interface displays a summary of hours at the top: 68.50 hrs Regular Hours, 0.00 hrs Overtime Hours, and 7.50 hrs Time Off Hours. Below this is a table with columns for Date, From, To, Raw Total, Calc. Total, In Date, and Time Off. The table lists entries for Sunday Nov 2 (0.00 hrs), Monday Nov 3 (8.50 hrs), Tuesday Nov 4 (7.50 hrs), Wednesday Nov 5 (7.50 hrs), Thursday Nov 6 (7.50 hrs, marked as Vacation Pay), and Friday Nov 7 (7.50 hrs). Each entry includes a start and end time with a magnifying glass icon for editing.

Date	From	To	Raw Total	Calc. Total	In Date	Time Off
SUN Nov 2			0.00 hrs	0.00 hrs		
MON Nov 3	08:30 am	05:00 pm	8.50	8.50	MON Nov 3	
TUE Nov 4	08:30 am	05:00 pm	8.50	7.50	TUE Nov 4	
WED Nov 5	08:30 am	05:00 pm	8.50	7.50	WED Nov 5	
THU Nov 6	From am	To am	7.50	7.50	THU Nov 6	Vacation Pay
FRI Nov 7	08:30 am	05:00 pm	8.50	7.50	FRI Nov 7	

- 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.

The screenshot shows the bottom navigation bar of the timesheet edit interface. It includes a search bar, a user profile icon (JD), and several action buttons: Save, Submit, Change Request, Clock In, and Clock Out. The interface also shows the user's name (JOHN DOE) and employee ID (140773) at the top, and the current time (10:44 AM Central).