

Amending Timesheets in MyTime

Remember the three A's when amending and requesting an offcycle. All three steps must be completed before the offcycle deadline.

AMEND TIMECARD

Go to the pay period the error occurred. Click the Amend button.

Amend
More ▾
Table View ▾

This timesheet was already processed. Press amend button to make changes.

Step 1

Profile: T|JUNONEXEMPTCLOCKINGPPM || Leave Status: None

Assignment: HR Service Center Rep II || Assignment: Primary || FLSA Status: N || Overtime Rule: 40 || BI-Weekly Std Hours: 80.0 || Shift: 1 || Supervisor Name: Young,William || Location: Philadelphia PA || Policy

78.82 total hours

Time Sheet

S S M T W T F S S M T W T F

24 25 26 27 28 29 30 1 2 3 4 5 6 7

Jul 1, 2017 to Jul 7, 2017

Show All Weeks

12

Pay Code	Cost Center	Sat 06/24	Sun 06/25	Mon 06/26	Tue 06/27	Wed 06/28	Thu 06/29	Fri 06/30	Totals
Clock Time				07:37 am 04:03 pm	07:31 am 04:02 pm	07:33 am 04:05 pm	07:31 am 04:00 pm		33.88
ETO Sched								8.00	8.00
Unpaid Meal Break				0.50	0.50	0.50	0.50		(2.00)
Totals		0.00	0.00	7.88	8.00	8.00	8.00	8.00	39.88

Pay Code	Cost Center	Sat 07/01	Sun 07/02	Mon 07/03	Tue 07/04	Wed 07/05	Thu 07/06	Fri 07/07	Totals
Clock Time				07:36 am 03:03 pm			07:34 am 04:04 pm	07:44 am 04:07 pm	24.43
ETO Unsched						8.00			8.00
Holiday					8.00				8.00
Unpaid Meal Break				0.50			0.50	0.50	(1.50)
Totals		0.00	0.00	7.05	8.00	8.00	8.00	7.88	38.93

Once you click the Amend button, the timesheet will open so that you can make the correction. You will always be able to view the original timesheet.

After you have made the correction, click Save.

Manager Time Entry

Save More Table View

Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | Bi-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: Young,William | Location: Philadelphia PA | Policy Profile: TJUNONEXEMPTCLOCK/NGPPM | Leave Status: None

Time Sheet

S S M T W T F S S M T W T F Jul 1, 2017 to Jul 7, 2017 Show All Weeks

Pay Code	Cost Center	Sat 06/24	Sun 06/25	Mon 06/26	Tue 06/27	Wed 06/28	Thu 06/29	Fri 06/30	Totals
+ Clock Time				07:37 am 04:03 pm	07:31 am 04:02 pm	07:33 am 04:05 pm	07:31 am 04:00 pm		33.88
+ ETO Sched								8.00	8.00
+ Unpaid Meal Break				0.50	0.50	0.50	0.50		(2.00)
Totals		0.00	0.00	7.88	8.00	8.00	8.00	8.00	39.88

Pay Code	Cost Center	Sat 07/01	Sun 07/02	Mon 07/03	Tue 07/04	Wed 07/05	Thu 07/06	Fri 07/07	Totals
+ Clock Time				07:36 am 04:00 pm			07:34 am 04:04 pm	07:44 am 04:07 pm	24.43
+ ETO Unsched						8.00			8.00
+ Holiday					8.00				8.00
+ Unpaid Meal Break				0.50			0.50	0.50	(1.50)
Totals		0.00	0.00	7.05	8.00	8.00	8.00	7.88	38.93

Step 2

Save More Other Versions Table View Data saved.

Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | Bi-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: Young,William | Location: Philadelphia PA | Policy Profile: TJUNONEXEMPTCLOCK/NGPPM | Leave Status: None

Time Sheet

Shows the difference of the timecards

Version #1 shows timecard before amendment was done

Other Versions

Timesheet Versions

Employee: Rena R Hubbard (000701762)
 Period: 06/24/2017 - 07/07/2017

Viewing Version

Open version

- Created On: 07/12/2017 08:54 am


 View This Version


 Compare To Open version

Version #1

- Created On: 06/26/2017 07:37 am
- Paid with period ending: 07/07/2017


 View This Version


 Compare To Open version

timecard before amendment

[Close](#)

Save More Other Versions Table View This is a closed version. View the Amended Version

 [Redacted]
 Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | BI-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: [Redacted]
 Profile: TJUNONEXEMPTCLOCKINGPPM | Leave Status: None

Time Sheet

S	S	M	T	W	T	F	S	S	M	T	W	T	F	Jul 1, 2017 to Jul 7, 2017	<input checked="" type="checkbox"/> Show All Weeks			
24	25	26	27	28	29	30	1	2	3	4	5	6	7					
														Sat 06/24	Sun 06/25	Mon 06/26	Tue 06/27	V
																07:37 am	07:31 am	
																04:03 pm	04:02 pm	
																0.50	0.50	
														Totals	0.00	0.00	7.88	8.00
														Sat 07/01	Sun 07/02	Mon 07/03	Tue 07/04	V
																07:36 am		
																03:03 pm		
																		8.00
																0.50		
														Totals	0.00	0.00	7.05	8.00

Version after amendment was completed:

[Save](#) | [More](#) | [Other Versions](#) | [Table View](#) | This is a closed version. View the [Amended Version](#)

Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | BI-Weekly
 Profile: TJUNONEXEMPTCLOCKINGPPM | Leave Status: None | Supervisor Name: Young,William | Location: Philadelphia PA | Policy

Amended version

Time Sheet

[Save](#) | [More](#) | [Other Versions](#) | [Table View](#)

Hubbard, Rena R (000701762)
 Assignment Description: HR Service Center Rep II | Assignment: Primary | FLSA Status: N | Overtime Rule: 40 | BI-Weekly Std Hours: 80.0 | Shift: 1 | Supervisor Name: Young,William | Location: Philadelphia PA | Policy
 Profile: TJUNONEXEMPTCLOCKINGPPM | Leave Status: None

Time Sheet 79.77 total hours

S S M T W T F S S M T W T F Jul 1, 2017 to Jul 7, 2017 Show All Weeks

Pay Code	Cost Center	Sat 06/24	Sun 06/25	Mon 06/26	Tue 06/27	Wed 06/28	Thu 06/29	Fri 06/30	Totals
+ Clock Time				07:37 am 04:03 pm	07:31 am 04:02 pm	07:33 am 04:05 pm	07:31 am 04:00 pm		33.88
+ ETO Sched								8.00	8.00
+ Unpaid Meal Break				0.50	0.50	0.50	0.50		(2.00)
Totals		0.00	0.00	7.88	8.00	8.00	8.00	8.00	39.88

Pay Code	Cost Center	Sat 07/01	Sun 07/02	Mon 07/03	Tue 07/04	Wed 07/05	Thu 07/06	Fri 07/07	Totals
+ Clock Time				07:36 am 04:00 pm			07:34 am 04:04 pm	07:44 am 04:07 pm	25.38
+ ETO Unsched						8.00			8.00
+ Holiday					8.00				8.00
+ Unpaid Meal Break				0.50			0.50	0.50	(1.50)
Totals		0.00	0.00	8.00	8.00	8.00	8.00	7.88	39.88

ADD PAYCODE TO REQUEST THE OFF-CYCLE

This step only needs to be completed if you are requesting the amendment to be paid as an offcycle.

Go to the Current pay period, Insert a Row – Add the “Off Cycle Pay Amend” on any day with a number “1”

Click Save- this will show red tacks with an exception message – this is expected.

The screenshot shows a time sheet interface for the period 07/08/2017 - 07/21/2017. The 'Current Pay Period' is highlighted. The 'Time Sheet' section shows a table with columns for days of the week (S, S, M, T, W, T, F) and dates (Jul 8, 2017 to Jul 14, 2017). The table includes rows for 'Clock Time', 'Off Cycle Pay Amend Only', and 'Unpaid Meal Break'. The 'Off Cycle Pay Amend Only' row has a value of 1.00 for Saturday, 07/08. A callout box points to this row with the text: "insert this paycode in current pay timesheet will reflect red flags". The 'Totals' row shows 16.57 total hours. The interface also includes a 'Save' button, a 'Data saved.' notification, and a 'Messages' icon.

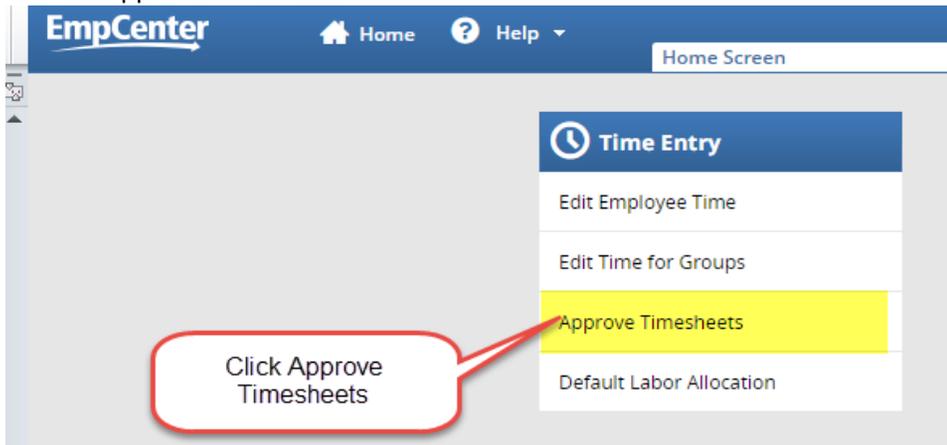
Pay Code	Cost Center	Sat 07/08	Sun 07/09	Mon 07/10	Tue 07/11	Wed 07/12	Thu 07/13	Fri 07/14	Totals
Clock Time				07:32 am 04:41 pm	07:37 am 04:02 pm	07:44 am			17.57
Off Cycle Pay Amend Only		1.00							0.00
Unpaid Meal Break				0.50	0.50				(1.00)
Totals		0.00	0.00	8.68	7.88	0.00	0.00	0.00	16.57

APPROVE AMENDED TIMESHEET

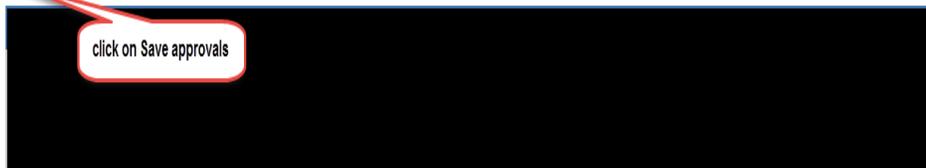
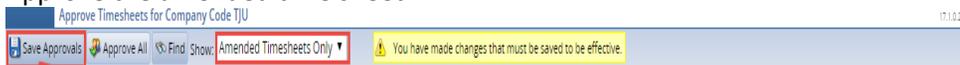
Click on the Home Tab



Click on Approve Timesheets



Approve the amended time sheet



Approve Amended Timesheet for Period Ending 07/07/2017

Name	Employee	Std Period Hours	Total Hours	Regular Hours	OT Hours	Premium Hours	Shift Diff Hours	Leave Hours	Unpaid Hours	Amou	Exceptions	Manager's Approval
	[REDACTED]	80.0	79.77	55.77	0.0	0.0	0.0	24.0	0.0	0.0	Yes	<input checked="" type="checkbox"/> Approve