

How to Remove Hours from a Timesheet

Revised: 05/22/2017

Timesheets with Pre-Populated Schedules (Most University Staff Continuous and Project)

1. Delete the in/out times on the date (if already submitted hours; otherwise can disregard this step)
2. Choose a Time Reporting Code of 01 - REG 00 Regular Hours
3. Input a Quantity of 0 (zero) in the box to the right of the Time Reporting Code
4. Click Submit to lock in the removal of the prepopulated schedule on that date
5. Wait for Time Admin
6. Approve Adjustment (if had already approved timesheet before making change)

| Add Comments | Day | Date | Reported Status | In | Out | In | Out | Punch Total | Time Reporting Code | Quantity | Sched Hrs |
|--------------|-----|------|-----------------|-----------|------------|------------|-----------|-------------|--------------------------|----------|-----------|
| | Sun | 5/14 | New | | | | | | | | 0.00 |
| | Mon | 5/15 | New | | | | | 8.00 | | | 8.00 |
| | | 5/16 | Approved | | | | | | SABBA - Banked Leave | 8.00 | 0.00 |
| | Tue | 5/16 | New | | | | | 8.00 | 01 REG00 - Regular Hours | 0 | 8.00 |
| | Wed | 5/17 | New | 7:45:00AM | 12:00:00PM | 12:45:00PM | 4:30:00PM | 8.00 | | | 8.00 |

Timesheets with No Pre-Populated Schedules (US Temporary and Students)

1. Scroll all the way to the right of the date you wish to remove the in/out times
2. Click on the – (minus) button
3. Click Yes to indicate you are sure you wish to delete the hours
4. Click Submit to lock in the removal of the hours on that date
5. Wait for Time Admin
6. Approve Adjustment (if had already approved timesheet before making changes)

From 10/02/2016 to 10/15/2016 ?

| Add Comments | Day | Date | Reported Status | In | Out | In | Out | Punch Total | Time Reporting Code |
|--------------|-----|------|-----------------|-----------|-----|----|-----------|-------------|---------------------|
| | Sun | 10/2 | New | | | | | | |
| | Mon | 10/3 | Submitted | 9:00:00AM | | | 5:00:00PM | 8.00 | |
| | Tue | 10/4 | Submitted | 8:30:00AM | | | 4:30:00PM | 8.00 | |
| | Wed | 10/5 | Submitted | 9:00:00AM | | | 5:00:00PM | 8.00 | |

| Event 2 | Date | | |
|---------|------|---|---|
| | 10/2 | + | - |
| | 10/3 | + | - |
| | 10/4 | + | - |
| | 10/5 | + | - |

Timesheet

Delete Confirmation

Are you sure you want to delete reported time? Row 3.

From 10/02/2016 to 10/15/2016 ?

| Add Comments | Day | Date | Reported Status | In | Out | In | Out | Punch Total | Time Reporting Code |
|--------------|-----|------|-----------------|-----------|-----|----|-----------|-------------|---------------------|
| | Sun | 10/2 | New | | | | | | |
| | Mon | 10/3 | Submitted | 9:00:00AM | | | 5:00:00PM | 8.00 | |
| | Tue | 10/4 | Submitted | | | | | | |
| | Wed | 10/5 | Submitted | 9:00:00AM | | | 5:00:00PM | 8.00 | |

Time Administration (TA) process typically takes one (1) hour to evaluate.

- Time Administration (TA) process runs 7 times every day, 7 days a week -
 - Start Times: 4:00am, 9:00am, 11:00am, 1:00pm, 3:00pm, 7:00pm, and overnight