The UNIVERSITY of OKLAHOMA

Employee Functions

Time & Attendance

Experience the Workforce system from the employee perspective. Learn Workforce navigation fundamentals and functions related to reporting time, activities, and absences in the system.

> **Notice: Falsification of timesheets, whether submitting or approving, can be grounds for immediate termination.**

Amending Timesheets

Based on your configuration, employees can amend, or change timesheets after they have been approved by a manager. Amended timesheets must be approved by a manager (or Payroll) in order for them to be included in end of period processing and, therefore paid.

Your system configuration determines the number of pay periods in arrears you can view. Any changes you make must be approved by your manager to be considered for recalculation. Your system configuration may also require your approval, but submitting the timesheet will most likely be sufficient.

Any changes made to a timesheet for which you have already been paid will cascade through all timesheets up through the current pay period. The difference will be applied to your current pay and bank balances.

If you amend a past timesheet to account for a vacation day that you entered as a workday, then that change – because it affects your vacation bank – is used to recalculate your bank balances for each successive timesheet up through the current pay period.

1. To amend a closed timesheet, use the **Pay Period** icon to select a prior pay period.
   If the timesheet can be amended, an **Amend** button appears in the functions toolbar.

2. Click **Amend** to access your prior timesheet for editing.
   Your prior timesheet will contain the time and attendance information you originally submitted.
3. Make your changes to the prior timesheet.
4. **Save** and **Submit** your amended timesheet.

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