

# MAKING ADJUSTMENTS WITHIN WEB TIME ENTRY



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## Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

### Time Sheet

**Title and Number:** Student Help - SLA Leader -- 441420-00  
**Department and Number:** Acad Support PO Box 4447 -- T20500  
**Time Sheet Period:** Apr 26, 2009 to May 09, 2009  
**Submit By Date:** May 11, 2009 by 11:59 P.M.


**Earning:** Stu adjust hours  
**Date:** Apr 26, 2009  
**Hours:**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Apr 26, 2009	Monday Apr 27, 2009	Tuesday Apr 28, 2009	Wednesday Apr 29, 2009	Thursday Apr 30, 2009	Friday May 01, 2009	Saturday May 02, 2009	
Regular Time sheet hours N			0	36.65	<a href="#">Enter Units</a>		3	2	4.1	5.4	3.25	<a href="#">Enter Unit</a>
Stu adjust hours			0	6.5	6.5	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hou</a>
<b>Total Hours:</b>			6.5		6.5	0	0	0	0	0	0	
<b>Total Units:</b>				36.65	0	3	2	4.1	5.4	3.25		

### Submitted for Approval By:

For prior period adjustments that are to be paid at the same pay rate that the student is currently being paid, the student will need to enter the number of hours worked under the adjustment line on their timesheet (see arrow in the screen shot above) on either a Saturday or a Sunday. Then it is MANDATORY they enter a Comment (instructions for providing a comment on the next page) – to provide breakdown by day of the hours worked and why the adjustment was needed. The supervisor (approver) will need to approve these hours along with the timesheet in order for them to be paid. Note: If the Approver does not agree with the hours entered, they should not approve them.

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Regular Time sheet hours	N		0	36.65	<a href="#">Enter Units</a>	3	2	4.1
Stu adjust hours	N		0	6.5	6.5	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>	<a href="#">Enter Hours</a>
<b>Total Hours:</b>			6.5		6.5	0	0	0
<b>Total Units:</b>				36.65	0	3	2	4.1



Click the Comments Button to add a comment.

Search  Go

## Comments

 Enter or edit comments until you submit the record for approval.

**Made By:** You

**Comment Date:** Apr 28, 2009

**Enter or Edit Comment:**

RELEASE: 7.2.1.1

A text box will open. This is where you will type your explanation of the adjustment hours. Give details of the hours worked by the day as in the example above. Be sure to always click the SAVE button.

Note: If you have worked these hours at a different pay rate, please do not use the adjustment line to correct your pay. Your supervisor will need to contact payroll to request a green adjustment card. Also, if you were mistakenly paid too many hours on a prior period, you will not be able to enter negative hours on the adjustment line. The system will not accept negative hours. Your supervisor will have to request a green adjustment card to adjust for the overpayment. Please have your Supervisor contact HR with any questions they cannot answer, extension 7177.