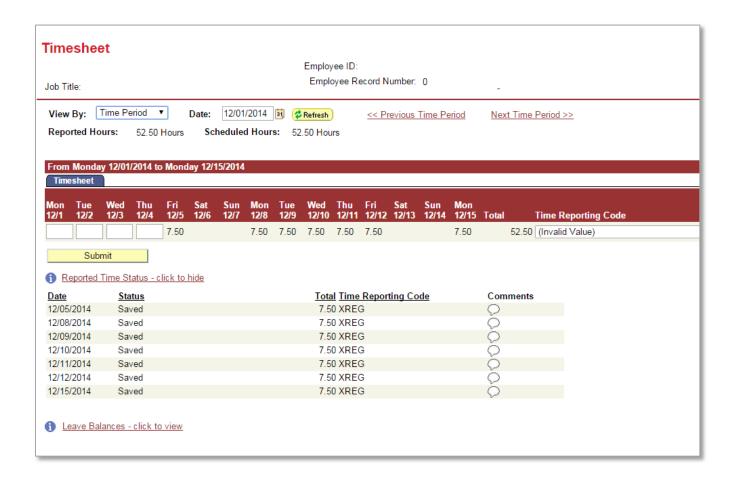


How to Submit / Approve Hours for Mid-Pay Period Hires or Transfers

This tutorial will be helpful when supervisors want to do one of the following:

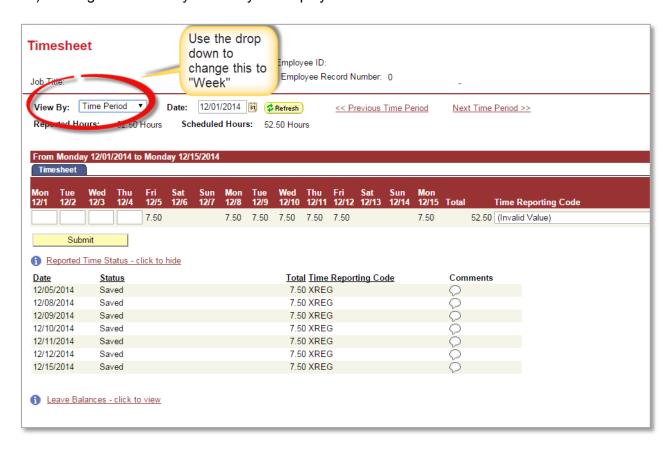
- 1) Approve time for a new employee who was hired mid-pay period
- 2) Approve time for an employee who transferred mid-pay period
- 3) Make hours adjustments on timesheet for an employee who was hired or transferred mid-pay period

Supervisors sometimes find they can't actually submit or approve hours in the above cases because the timesheet boxes are "greyed out" and/or say "Invalid Value," like this:

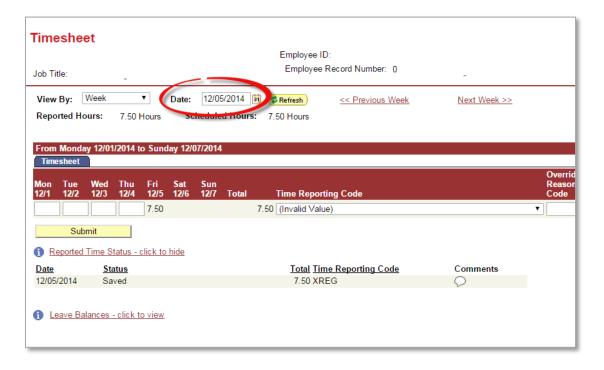


Here's how to make the timesheet boxes visible and accessible so you can make hours adjustments (continued on next page):

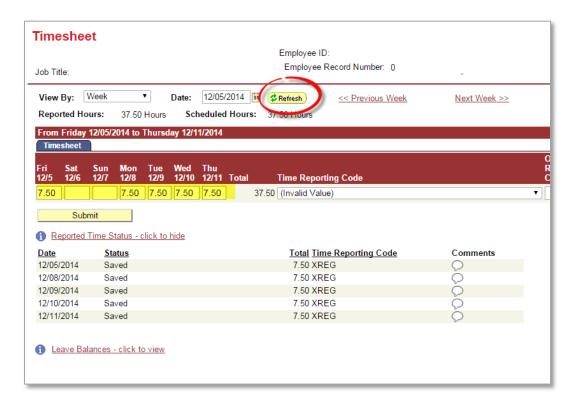
1) Change the "View By" box on your employee's timesheet from "Time Period" to "Week":



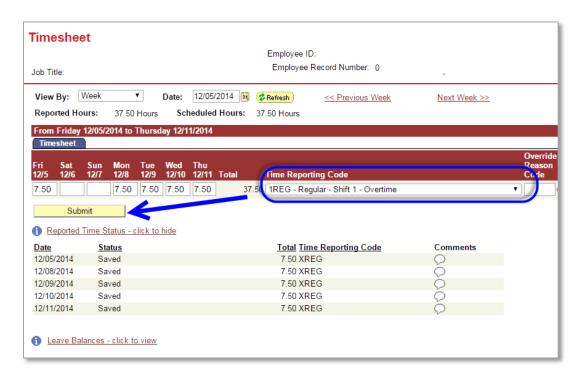
2) Next, find the start date of your employee and enter it in the "Date" field. In this case, the start date was 12/5/14:



3) Hit the "Refresh" button and the timesheet boxes will open up as of the start date (in this example, the boxes for 12/5 thru 12/11 will now be available):



4) Change the Time Reporting Code on the right side of the timesheet as appropriate, then hit the "Submit" button:



Please Note: Don't forget to approve the time for the next week in the pay period as well!