

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:

| Time Job Tit | Timesheet Employee ID: Job Title: Employee Record Number: 0 View By: Time Period Date: 12/01/2014 Image: State Stat | | | | | | | | | | | | | | | | | | | |
|--|---|----------|------------------|---------------|----------|---------|------|------|------|----------------|-------|---------|-------|-------|---------------|-----------|--------------|----------|---|--|
| Reported Hours: 52.50 Hours Scheduled Hours: 52.50 Hours | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| From | Monda | y 12/01 | / 2014 to | o Mond | lay 12/1 | 15/2014 | | | | | | | | | | | | | | |
| Time | esheet | | | | | | | | | | | | | | | | | | | |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | - | т. | | | | |
| 12/1 | 12/2 | 12/3 | 12/4 | 12/5 | 12/6 | 12// | 12/8 | 12/9 | 7.50 | 7.50 | 7.50 | 12/13 | 12/14 | 12/15 | lotal | 52 50 (II | me Report | ang Code | 2 | |
| | | | | 1.50 | | | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | | | 7.50 | | 52.50 (1 | rivaliu valu | ie) | | |
| | Sub | mit | | | | | | | | | | | | | | | | | | |
| 1 Re | eported | Time St | atus - d | lick to | hide | | | | | | | | | | | | | | | |
| Date | | Sta | tus | | | | | | Tota | <u>ıl Time</u> | Repor | ting Co | ode | | Com | ments | | | | |
| 12/05 | /2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | 0 | | | | | |
| 12/08 | /2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | Ô | | | | | |
| 12/09 | /2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | P | | | | | |
| 12/10 | /2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | Q | | | | | |
| 12/11 | /2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | \Diamond | | | | | |
| 12/12 | /2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | \mathcal{O} | | | | | |
| 12/15 | /2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | Q | | | | | |
| 6 Le | eave Ba | lances - | <u>click to</u> | <u>o view</u> | | | | | | | | | | | | | | | | |

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":

| Job Tri View Repo | eshee te: ' By: [ted Ho Monda sheet | et Time Pe WIS: y 12/01 | eriod 02:50 /2014 te | Hours | Date: Sci lay 12/1 | Jse ti down chang Wee 12/01 heduled | he dr to je this k'' /2014 d Hours | op s to 10 s: 52 | Employ Employ Refresh 50 Hou | ree ID: oyee Re) rs | ecord N << Pr | umber: | 0 Time Pe | eriod | - <u>Next</u> | : Time Perio | <u>d >></u> | | |
|-------------------------|---|----------------------------------|----------------------------|-------------|--------------------------|--|---|---------------------------|---------------------------------------|-------------------------------|------------------|--------------|--------------|--------------|------------------|--------------|-------------------|--------|-------|
| Mon 12/1 | Tue 12/2 | Wed 12/3 | Thu 12/4 | Fri 12/5 | Sat 12/6 | Sun 12/7 | Mon 12/8 | Tue 12/9 | Wed 12/10 | Thu 12/11 | Fri 12/12 | Sat 12/13 | Sun 12/14 | Mon 12/15 | Total | Time | Reporting | g Code | |
| | | | | 7.50 | | | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | | | 7.50 | | 52.50 (Inva | ilid Value) | | _ |
| 1 <u>R</u> e | Sub eported | <mark>mit</mark> Time St | atus - c | lick to | hide | | | | | | | | | | | | | | |
| Date | | Sta | tus | | | | | | Tota | <u>ıl Time</u> | Repor | ting Co | de | | Com | ments | | | |
| 12/05/ | 2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | G | | | | 0 | | | | |
| 12/08/ | 2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | 3 | | | | P | | | | |
| 12/09/ | 2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | 3 | | | | 0 | | | | |
| 12/10/ | 2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | 3 | | | | P | | | | |
| 12/11/ | 2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | 3 | | | | 0 | | | | |
| 12/12/ | 2014 | Sa | /ed | | | | | | 7.5 | 0 XRE | 3 | | | | Q | | | | |
| 12/15/ | 2014 | Sav | /ed | | | | | | 7.5 | 0 XRE | 3 | | | | Ô | | | | |
| 1 Le | ave Ba | lances - | <u>click t</u> | o view | | | | | | | | | | | | | | | |

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:

| | | | Employ | yee ID: | | |
|---------------------------------|--------------------------|----------------------|-----------------------|-------------------------------|--------------|----------------------|
| ob Title: | - | | Emplo | oyee Record Number: 0 | - | |
| /iew By: Week | - • (| Date: 12/ | 05/2014 3 Refresh | << Previous Week | Next Week >> | |
| Reported Hours: | 7.50 Hours | Schedu | led nours: 7.50 Hours | s | | |
| | | | | | | |
| rom Monday 12/01 Timesheet | /2014 to Sun | lay 12/07/201 | 4 | | | |
| lon Tue Wed 2/1 12/2 12/3 | Thu Fri 12/4 12/5 | Sat Sun 12/6 12/7 | ı ∕ Total Time R | eporting Code | | Over Reas Code |
| | 7.50 | | 7.50 (Invalid | l Value) | | • |
| | | | | | | |
| Submit | | | | | | |
| Submit | tatus - click to | hide | | | | |
| Submit Reported Time S tate Sta | tatus - click to atus | <u>hide</u> | Tota | al <u>Time Reporting Code</u> | Comments | |

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):

| Job Title: Employee Record Number: 0 - View By: Week Date: 12/05/2014 B Refresh << Previous Week Next Week >: Reported Hours: 37.50 Hours Scheduled Hours: 37.50 Hours From Friday 12/05/2014 to Thursday 12/11/2014 Time Reporting Code Fri Sat Sun Mon Tue Wed Thu 12/5 12/6 12/7 12/8 12/9 12/11 Total Time Reporting Code Submit Submit Submit Total Time Reporting Code Comments | > |
|--|----|
| View By: Week Date: 12/05/2014 Refresh <<< Previous Week | >> |
| Friday 12/05/2014 to Thursday 12/11/2014 Timesheet Fri Sat Sun Mon Tue Wed Thu 12/5 12/6 12/7 12/8 12/9 12/10 12/11 Total Time Reporting Code 7.50 7.50 7.50 7.50 37.50 (Invalid Value) Submit Preported Time Status - click to hide Date Status Total Time Reporting Code Comments | |
| Sat Sun Mon Tue Wed Thu 2/5 12/6 12/7 12/8 12/9 12/10 12/11 Total Time Reporting Code 7.50 7.50 7.50 7.50 7.50 37.50 (Invalid Value) Submit Submit Image: Code Image: Code Image: Code Image: Code Comments Date Status Total Time Reporting Code Comments | |
| 7.50 7.50 7.50 7.50 7.50 Submit Reported Time Status - click to hide Date Status Total Time Reporting Code Comments | |
| Submit Reported Time Status - click to hide Nate Status Total Time Reporting Code Comments | |
| Date Status Comments | |
| | |
| 2/05/2014 Saved 7.50 XREG 📿 | |
| 2/08/2014 Saved 7.50 XREG 💭 | |
| 2/09/2014 Saved 7.50 XREG 💭 | |
| 2/10/2014 Saved 7.50 XREG 💭 | |
| 2/11/2014 Saved 7.50 XREG 💭 | |

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

| Timeshee Job Title: | t | | Employee ID: Employee Record Number: 0 | - | |
|------------------------|-------------------------------|------------------------------|---|--------------|----------------------------|
| View By: N | Veek 🔻 | Date: 12/05/2014 | Refresh | Next Week >> | |
| Reported Hou | Irs: 37.50 Hour | Scheduled Hours: | 37.50 Hours | | |
| From Friday 1 | 2/05/2014 to Thurs | sday 12/11/2014 | | | |
| Timesheet | | | | | |
| Fri Sat 12/5 12/6 | Sun Mon Tue 12/7 12/8 12/9 | Wed Thu 12/10 12/11 Total | Time Reporting Code | | Override Reason Code |
| 7.50 | 7.50 7.5 | 0 7.50 7.50 37 | .50 1REG - Regular - Shift 1 - Overtime | | |
| Subm | nit | o hide | | | |
| Date | <u>Status</u> | | Total Time Reporting Code | Comments | |
| 12/05/2014 | Saved | | 7.50 XREG | 2 | |
| 12/08/2014 | Saved | | 7.50 XREG | 2 2 | |
| 12/09/2014 | Saved | | 7.50 XREG | <u>S</u> | |
| 12/10/2014 | Saved | | 7.50 XREG | 8 | |
| 12/11/2014 | Saved | | 1.50 XREG | 2 | |
| Leave Bala | ances - click to view | <u>L</u> | | | |

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