

Support Staff Employees Timesheet Entry Guide

(Employees with Permanent Assignments)

Modified August 2018

Table of Contents

My45 Login – Your Access to Your Timesheet	
What if I have questions?	5
Timesheet Information	5
What if I have more than one position or work in more than one location? (2 assignm	ients)5
What if I replace someone for the day?	6
What if I have one position but work additional time? (1 assignment)	6
When do I need to submit my Timesheets?	6
Can someone else submit a Timesheet on my behalf?	6
Can I prepare and submit future Timesheets?	6
What if I have questions?	7
Selecting your Timesheet on My45	7
Completing your Timesheet	
Regular Hours	12
Replacement Hours	12
Extra Hours	13
Statutory Holiday Hours	13
Sick Time, WCB, Family Illness, Bereavement or Funeral Leave Hours	14
Union Leave Hours	14
Absent without Pay Hours	14
Banked Time Taken	15
Vacation Time Taken	15
Overtime – Paid or Banked	15
Chargehand	16
Summer Hours	16
Reviewing and/or Correcting your Timesheet	16
	Page 2

FAQ regarding Late Timesheets or Late Corrections	18
What if I've missed submitting a Timesheet?	18
What if I've discovered that I need to make a correction after my Friday noon deadline?	18
What if I've discovered that I need to make a late correction to a previous payperiod?	18
Correcting a Previously Approved Timesheet	19



West Vancouver Schools is committed to making it easier for Support Staff, who have permanent or temporary assignments, to report your time through online Timesheets. This guide will take you through the processes.

My45 Login – Your Access to Your Timesheet

- 1. Go to the West Vancouver Schools website home page <u>http://westvancouverschools.ca/</u>.
- 2. Click on the Login button on the upper right hand corner.



3. Click on the Login to My45 button on the bottom left hand side.

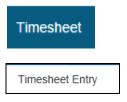


4. Sign in to your account using your district Username (eg. rxsmith123) and district Password. Click Continue.

Sign in to your account Enter your username and password to sign in
Username
Password
Continue

5. There is a blue horizontal ribbon menu bar under the PowerSchool and Atrieve ERP logos.

To access your Timesheets, click on Timesheet, then Timesheet Entry.



Note - My45 is available from anywhere that has internet access, which makes it easier for you to be able to do timesheet entries from home, on the go from your phone, or while at work.

What if I have questions?

If you have any questions or problems regarding your access, contact the IT department at ITServices@wvschools.ca.

Timesheet Information

Support Staff are paid on a bi-weekly pay frequency, every other Friday. Refer to the annual 'Pay Schedule' for pay dates and pay period information. Your pay will be based on information submitted on your weekly Timesheet.

All Support Staff employees who hold a permanent or temporary contract position are REQUIRED to complete a weekly online Timesheet for EACH contract position you hold.

Important - Weekly Timesheets are required to be submitted by noon <u>every</u> Friday. Failure to submit your timesheet on time can result in your pay for that week being delayed until the next pay date.

What if I have more than one position or work in more than one location? (2 assignments)

Examples:

- You are a TA and are also a Supervision Aide (2 assignments) you will need to complete 2 timesheets
- You are an EA and also have EA LIF time (2 assignments) you will need to complete 2 timesheets
- You are a TA and work in 2 school locations (2 assignments) you will need to complete 2 timesheets
- You are a TA and change positions to AA mid-pay (2 assignments) you will need to complete 2 timesheets
- You are a Custodian and work both day and afternoon shift positions (2 assignments) you will need to complete 2 timesheets

What if I replace someone for the day?

If you temporarily replace someone who holds a permanent or temporary assignment, this time will be submitted on your Timesheet under the 'Replacement' line item- see 'Completing your Timesheet' section in this guide.

Examples:

- You are a TA and replace the AA at your school for the day
 - you will indicate the number of hours you replaced the AA on your TA timesheet and indicate the name of the person you are replacing
- You are a Custodian and replace another Custodian who holds a permanent or temporary position
 - \circ you will indicate the number hours you replaced them on your timesheet and indicate the name of the person you are replacing

What if I have one position but work additional time? (1 assignment)

Example:

- You are a TA (1 assignment) and occasionally work as a Supervision Aide
 - $\circ~$ you will need to complete 1 TA timesheet and enter the additional time as a Supervision Aide under the 'Extra Hours' line item

When do I need to submit my Timesheets?

Weekly Timesheets are required to be submitted by noon every Friday. Failure to submit your timesheet on time can result in your pay for that week being delayed until the next pay date.

Can someone else submit a Timesheet on my behalf?

No. It is mandatory that timesheets are completed by the employee who is requesting payment for time worked. Submitting timesheets online provides auditors with actual time submitted and approved worked via electronic signature.

Can I prepare and submit future Timesheets?

Yes. You can prepare and submit your timesheets in advance. It is recommended that you do this if you will be away for any extended period of time. You will always be able to amend your timesheets prior to the payperiod if you need to.

Future Timesheets will not be approved and imported into Payroll until the applicable payperiod.

What if I have questions?

If you have any questions regarding your Timesheet, please call Payroll or email payroll@wvschools.ca .

Selecting your Timesheet on My45

- 1. Login to My45.
- 2. Click on Timesheet on the blue ribbon menu, then Timesheet Entry to access your timesheet(s).



3. The Timesheet entry: Payroll Selection screen will appear.

The Date Selection section will automatically default to today's date.

This is where you would go to View Time.

 Timesheet Entry: Payroll Selection

 Select a date and click View Time to see current timesheet entries for that week.

 OR

 Select a date and options from the Payroll Selections area and click Enter Time to enter timesheets.

 Each unique set of options from the Payroll Selections area will display on a different timesheet.

If you want to view time for a previous day, use the calendar icon to bring up the calendar and select that day.

I

Date Selection		
Choose Date:	25-Apr-2018)
	<u>⊨</u> ⊻iew Time	

The Payroll Selections section will automatically default to today's date.

This is where you would go to Enter Time.

Payroll Selections	
Choose Date:	19-Mar-2018
Choose Payroll:	
Choose Location:	
Choose Auth Location: (If applicable)	
Choose Position:	
	Enter Time

4. The Choose Date section will show the week that this date falls within, on your Timesheet.

If you want to change the date, use the calendar icon to bring up the calendar.

Choose Date:	19-Mar-2018	12

5. Click on the Choose Payroll drop down menu.

Select the default – it will be either Support Staff or Casual Employees (this just indicates which Payroll you are being paid from).

Choose Payroll:	Support Staff (Supp)	\checkmark

6. The Choose Location drop-down menu will automatically default based on your assignment.

Choose Location:	Rockridge Secondary	~

If you have 2 assignments because you work in two locations, the Choose Location will only default to one of your assigned locations.

You will need to complete a separate Timesheet for the other location and select that location from the drop-down menu.

7. The Choose Auth Location will automatically default, if you have this on your assignment.

This is an item that Payroll monitors – do not change the default

For most employees this field will be blank.

Change Auth Langting	
Choose Auth Location:	\sim
(If applicable)	

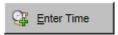
8. The Choose Position drop-down menu will automatically default based on your assignment.

If you have 2 assignments because you work in more than one position, the Choose Position will only default to one of your assigned positions.

You will need to complete a separate Timesheet for the other position and select that position from the drop-down menu.

Choose Position:	Education Assistant	v
Choose Position:	Education Assistant - LIF	~

9. Click on the Enter Time button.



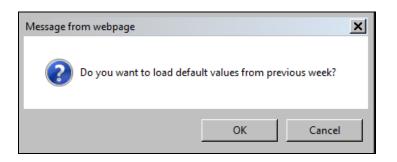
10. This message will appear.

The system will automatically populate your regular hours for you on a new Timesheet for this week, based on your last Timesheet.

The system will also convert any sick time, vacation and statutory holiday entries you made on your last Timesheet, to regular hours. *The system will not copy any overtime or extra time worked.*

You will have the opportunity to edit these carried forward hours if you need to.

Click OK.



If there were no previous entries this message will appear.

Click OK.

Message f	rom webpage	×
	No defaults could be loaded because there were no timesheet entries made for this position and location from the previous week.	
	ОК	

11. The Timesheet Entry screen will appear.

Review the Selections section of your Timesheet - this is the payperiod and position that you will be entering a Timesheet for. Refer to the annual 'Pay Schedule' for pay dates and pay period information

-Selections	
Payroll:	Support Staff
Pay Period:	201807
Pay Date:	06-Apr-2018
Selected Date:	19-Mar-2018
Position:	Education Assistant
Location:	Rockridge Secondary
Auth Location:	

12. Timesheet section - this is where you will enter your time. Refer to the next section on 'Completing your Timesheet'.

—Time Sheet								-
	Sunday 18-Mar-2018	Monday 19-Mar-2018	Tuesday 20-Mar-2018	Wednesday 21-Mar-2018	Thursday 22-Mar-2018	Friday 23-Mar-2018	Saturday 24-Mar-2018	Total
Reg Hrs - Has Benefits								0.00
Reg Hrs - Percent In Lieu								0.00
Replacement (Add Name Comment)							 	0.00
Extra Hrs								0.00
Statutory Holiday							2	0.00
Sick Time Or Wcb Time								0.00
Family Illness								0.00
Bereavement Or Funeral								0.00
Union Leave								0.00
Absent Without Pay								0.00
Banked Time Taken								0.00
Vacation								0.00
Overtime Paid - 1.5X								0.00
Overtime Paid - 2X								0.00
Overtime Banked - 1.5X								0.00
Overtime Banked - 2X								0.00
Summer Hours								0.00
Totals	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
		Car	ncel 💢 🚽	Clear 🥲	<u>S</u> ubmit 🔿			

Any absences reported in the Absence Entry system for the week will show below the Timesheet – use this as a cross-reference because you will need to enter these absences onto your Timesheet.

Absences							7
Date	Location	Start	End	Position	Hrs/FTE	Payroll	

Completing your Timesheet

Enter your time as follows: If you work Monday to Friday, make sure the Sunday and Saturday columns are left blank.

Regular Hours

Enter the daily regular hours you worked in your assigned position, in one of the two following line items:

- Has Benefits use this line only if you are entitled to benefits, vacation & statutory holidays
- Percent in Lieu use this line only if you receive a % in lieu of benefits, vacation & statutory holidays

	Sunday 18-Mar-2018	Monday 19-Mar-2018	Tuesday 20-Mar-2018	Wednesday 21-Mar-2018	Thursday 22-Mar-2018	Friday 23-Mar-2018	Saturday 24-Mar-2018	Total
Reg Hrs - Has Benefits								0.00
Reg Hrs - Percent In Lieu								0.00

Replacement Hours

Enter the hours you worked if you replaced someone else

- o Enter the number of hours you worked for the employee you replaced
- If you also worked part of your regular shift, you will need to enter those hours in the Regular Hours section
- Click on the pencil icon next to the day that you replaced someone

Replacement (Add Name Comment)	5.50	r 🥅 🛛 🖉 🗖	

• The following box will appear. Type in the name of the person you are replacing, to ensure that you will be paid at the correct rate of pay. Click OK

/	
sd45.bc.ca needs some information	×
Script Prompt:	ОК
Enter the comment to be added to this entry	Cancel
Replacing Jane Smith	

Extra Hours

Enter any extra hours you worked over and above your assigned scheduled hours - NOT overtime hours

- Overtime is hours worked in excess of 7 hours per day for clerical workers or 7.5 hours per day for custodial and facilities workers. Overtime is entered on a different line on the Timesheet
- Examples of Extra Hours are staff meetings, additional supervision hours and other additional time that has been approved in advance by your Supervisor
- o Click on the pencil icon next to the day you worked the extra hours

Т

Extra Hrs		🗌 🛛 🖂 🔽	0.00

• The following box will appear. Type in a comment indicating why you worked the extra hours. Click OK

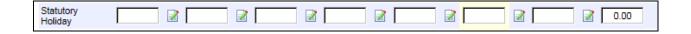
sd45.bc.ca needs some information	×
Script Prompt: Enter the comment to be added to this entry	OK
Staff Meeting	

Statutory Holiday Hours

Enter the number of daily assigned scheduled hours you would have worked if it was not a statutory holiday

- Make sure the Regular Hours line item for this day is blank
- Statutory holidays are as follows. Refer to the School Year Calendar for alternate days if the statutory holiday falls on a Saturday or Sunday.
 - New Years' Day Family Day Good Friday Easter Monday Victoria Day Canada Day BC Day Labour Day Thanksgiving Day Remembrance Day Christmas Day Boxing Day
- You are entitled to receive statutory holiday pay if you worked on the work day immediately preceding and the work day immediately following the statutory holiday. If you are on annual vacation or absent with leave you shall be deemed to have worked the day immediately preceding and following such holiday

o <u>Note – Not applicable if you receive a % in lieu of benefits, vacation & statutory holidays</u>



Sick Time, WCB, Family Illness, Bereavement or Funeral Leave Hours Enter the number of hours absent

- If you worked a part day make sure you indicate those hours in the Regular Hours line item and the remainder of the hours on the applicable absence line item
- o <u>Note Not applicable if you receive a % in lieu of benefits, vacation & statutory holidays</u>
- o The hours reported here will reduce your sick bank balance

Sick Time Or Wcb Time		2	☑
Family Illness		2	2 0.00
Bereavement Or Funeral		2	2 0.00

Union Leave Hours

Enter the number of hours on union business

o If you worked a part day make sure you indicate those hours in the Regular Hours line item

Union Leave	
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Absent without Pay Hours

Enter the number of unpaid hours

• If you worked a part day make sure you indicate those hours in the Regular Hours line item and the unpaid hours on this line item

Absent Without Pay					🛛 🔽		0.00
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Banked Time Taken

Enter the number of hours used from your banked time

• If you worked a part day make sure you indicate only those hours in the Regular Hours line item and the remainder of the hours on this line item

Banked Time Taken							0.00
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Vacation Time Taken

Enter the number of hours taken as vacation

- If you worked a part day make sure you indicate only those hours in the Regular Hours line item and the remainder of the hours on this line item
- o Note Not applicable if you receive a % in lieu of benefits, vacation & statutory holidays
- The hours reported here will reduce your vacation time balance

Vacation					≥		0.00
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Overtime – Paid or Banked

Enter the number of hours worked as time and a half or double time

- o Indicate if you want this time to be paid or banked, on the applicable line item
- Overtime at 1.5 x rate of pay is applied to the first 2 consecutive hours worked in excess of 7 hours per day for clerical workers or 7.5 hours per day for custodial and facilities workers from Monday to Friday
- Overtime at 2 x rate of pay is applied after the first 2 consecutive hours
- Any hours worked from Friday midnight to 7 am Monday, and Statutory Holidays worked (as per the School Year Calendar) – Overtime at 2 x rate of pay is applied
- Call out minimum of 2 hours Overtime at 1.5 x rate of pay is applied Monday to Friday and Overtime at 2 x rate of pay is applied Friday midnight to 7 am Monday, and Statutory Holidays

Overtime Paid - 1.5X	
Overtime Paid - 2X	
Overtime Banked - 1.5X	
Overtime Banked - 2X	

Chargehand

Enter the hours worked as a Chargehand (Custodial staff only)

o If you also worked part of your regular hours you need to enter those hours in Regular Hours section



Summer Hours

Enter any regular hours worked after June 30th or before Sept 1st

• Note - this is applicable only to 10 month employees who work the first week or two of July and/or the last week of August

Summer Hours								
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Click the Submit button This is very important - this Saves your entries and submits them for approval.

Reviewing and/or Correcting your Timesheet

The Timesheet Entry Confirmation screen will appear. This is a different view of your Timesheet entries.

- 1. Review the entries you made on your Timesheet.
 - Make sure the Total Hours at the bottom of each day equals your daily assigned scheduled hours, plus any Extra Hours or Overtime you may have worked
 - Make sure any Absences are recorded correctly
 - Any Comments you have made will be displayed with a link (underline) that you can hover over or click

	/
Extra Hrs	<u>1.0</u>

2. If you need to make any corrections you will be able to do so by clicking on the Return to Timesheet button



3. Make your corrections

4. <u>Click the Submit button</u>. *This is very important - this Saves your entries and re-submits them for approval*

Tis-Mar-2018 20-Mar-2018			Your Timeshe	et for the wee	k including 19	Mar-2018 has	been updated.		3	
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Overtime Pald - 2X Overtime Banked - 1.5X Overtime Banked - 2X Summer Hours	Reg Hrs - Percent In Lie Replacement (Add Nam Extra Hrs Statutory Holiday Sick Time Or Wcb Time Family Illness Bereavement Or Funera Union Leave Absent Without Pay	e Comment)		19-Mar-2018 5.5	20-Mar-2018		22-Mar-2018	23-Mar-2018 3.0		14.0 1.0 5.5
Overtime Banked - 1.5X Overtime Banked - 2X Summer Hours	Reg Hrs - Percent In Lie Replacement (Add Nam Extra Hrs Statutory Holiday Sick Time Or Wcb Time Family Illness Bereavement Or Funera Union Leave Absent Without Pay Banked Time Taken	e Comment)		19-Mar-2018 5.5	20-Mar-2018	21-Mar-2018	22-Mar-2018	23-Mar-2018 3.0		14.0 1.0 5.5 2.5
Overtime Banked - 2X Summer Hours	Reg Hrs - Percent In Lie Replacement (Add Nam Extra Hrs Statutory Holiday Sick Time Or Wcb Time Family Illness Bereavement Or Funera Union Leave Absent Without Pay Banked Time Taken Vacation	e Comment)		19-Mar-2018 5.5	20-Mar-2018 5.5	21-Mar-2018	22-Mar-2018	23-Mar-2018 3.0		14.0 1.0 5.5 2.5
Summer Hours	Reg Hrs - Percent In Lie Replacement (Add Nam Extra Hrs Statutory Holiday Sick Time Or Wcb Time Family Illness Bereavement Or Funera Union Leave Absent Without Pay Banked Time Taken Vacation Overtime Paid - 1.5X	e Comment)		19-Mar-2018 5.5	20-Mar-2018 5.5	21-Mar-2018	22-Mar-2018	23-Mar-2018 3.0		14.0 1.0 5.5 2.5
	Reg Hrs - Percent In Lie Replacement (Add Nam Extra Hrs Statutory Holiday Slok Time Or Wob Time Family Illness Bereavement Or Funera Union Leave Absent Without Pay Banked Time Taken Vacation Overtime Paid - 1.5X Overtime Paid - 2X	e Comment) I		19-Mar-2018 5.5	20-Mar-2018 5.5	21-Mar-2018	22-Mar-2018	23-Mar-2018 3.0		14.0 1.0 5.5 2.5
Totals 0.0 6.5 6.5 5.5 5.5 0.0	Reg Hrs - Percent In Lie Replacement (Add Nam Extra Hrs Statutory Holiday Slok Time Or Wob Time Family Illness Bereavement Or Funera Union Leave Absent Without Pay Banked Time Taken Vacation Overtime Paid - 1.5X Overtime Paid - 2X Overtime Banked - 1.5X	e Comment) I		19-Mar-2018 5.5	20-Mar-2018 5.5	21-Mar-2018	22-Mar-2018	23-Mar-2018 3.0		14.0
	Reg Hrs - Percent in Lie Replacement (Add Nam Extra Hrs Statutory Holiday Sick Time Or Wob Time Family Illness Bereavement Or Funers Union Leave Absent Without Pay Banked Time Taken Vacation Overtime Paid - 1.5X Overtime Paid - 2X Overtime Banked - 1.5X	e Comment) I		19-Mar-2018 5.5	20-Mar-2018 5.5	21-Mar-2018	22-Mar-2018	23-Mar-2018 3.0		14.0 1.0 5.5 2.5

CONGRATULATIONS! You have successfully submitted your Timesheet.

FAQ regarding Late Timesheets or Late Corrections

What if I've missed submitting a Timesheet?

You will be able to select and submit your missed Timesheet in the same manner as above. Once submitted it will be approved and paid in the next payperiod.

What if I've discovered that I need to make a correction after my Friday noon deadline?

You will still be able to make corrections in the same manner as above.

If the system does not allow you to make the changes, you may need to ask your Approver to 'Unauthorize' your Timesheet in order for you to be able to make any corrections.

Once your Timesheet is submitted, advise your Approver so that they are aware that they need to approve a correction.

This correction may or may not be reflected on your current pay. It will depend on the timing of the submission and approval.

What if I've discovered that I need to make a late correction to a previous payperiod?

When trying to correct a Timesheet in a previous payperiod, you may receive the following Timesheet Amendment Warning. Please see the Correcting a Previously Approved Timesheet section or contact Payroll for assistance on how to process the correcting entries.



Correcting a Previously Approved Timesheet

- 1. Login to My45. Click on Timesheet on the blue ribbon menu, then Timesheet Entry.
- 2. The Timesheet entry: Payroll Selection screen will appear.
- 3. In the Payroll Selections Section:
 - Click on the calendar icon and select the date you want to correct. The other fields will default.
 - Click the Enter Time button.

-		
	Time	sheet Entry: Payroll Selection
	Select a date and click V	iew Time to see current timesheet entries for that week.
	Sciect a date and click v	ob
Select	t a date and options from the	Payroll Selections area and click Enter Time to enter timesheets.
	•	the Payroll Selections area will display on a different timesheet.
	-Date Selection	
	Choose Date:	25-Apr-2018
		📄 View Time
	Payroll Selections	
	Choose Date:	09-Apr-2018
	Choose Date.	
	Choose Payroll:	Support Staff (Supp)
	Choose Location:	School Board Office
	Choose Location.	School Board Office
	Choose Auth Location: (If applicable)	Z Payroll (AUTH LOC)
	Choose Position:	Pay & Benefits Assistant
		C 1 1 1
		Enter Time

4. The following message will appear. Click the Yes button.



5.	The Timesheet entry for that	day will appear at the top	. The Timesheet entries for that week will appear at the bottom	
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		Timesheet E	-	
The regular pay period for	r the selected date is	a closed. You have been taken t next pay period.	to the amendments page. Entries	will be processed on the
Selections		1		
Payroli: Suppo	rt Staff			
Pay Period: 201809 Pay Date: 04-May	9			
· · ·	Benefits Assistant			
	I Board Office oll (AUTH LOC)			
		Total units for selected day	only: 7	
This total is the END RESULT	of the original units, a	any previous adjustments and the	new amendments entered for this of	day
Adjustment Time Sheet	entries for 09-Apı	2018]
Category	Units	Approved	Processed	Comment
Total	0			
Category REG HRS - HAS BENEFITS	Units Comr	nent		
BENEFITS REG HRS - PERCENT				
IN LIEU REPLACEMENT (ADD NAME COMMENT)				
EXTRA HRS				
STATUTORY HOLIDAY SICK TIME OR WCB TIME				
FAMILY ILLNESS				
BEREAVEMENT OR FUNERAL				
UNION LEAVE ABSENT WITHOUT				
PAY BANKED TIME TAKEN				
VACATION				
OVERTIME PAID - 1.5X				
OVERTIME PAID - 2X				
OVERTIME BANKED - 1.5X OVERTIME BANKED -				
2X				
Total:				

Tay Date: 20-Apr-2018 Seeced Date: 00-Apr-2018 Soution: School Board Office With Location: Z Payroll (AUTH LOC)	Date Lo	ocation	Start	End	Position	1	Hre/FTE	Ра	yroll	
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Pay Period: 2014008 ay Date: 03-Apr-2018 Selected Date: 03-Apr-2018 Position: Pay & Benefits Assistant Location: School Board Office Auth Location: Z Payroll (AUTH LOC) tat Original Units For Week 35.0 tat Original Units For Week 35.0 tat Base 7.0	Totals	-	0.0	7.0	7.0	7.0	7.0	7.0	0.0	
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Pay Period: 201808 Pay Date: 20-Apr-2018 Selected Date: 09-Apr-2018										
Pay Period: 201808 Pay Date: 20-Apr-2018			listant							
	-	-								
Payroll: Support Staff	-									
	Davroll:	Sunnort Staff								

- 6. In this example, I want to change the 7 hours that were initially entered on the Reg Hrs Has Benefits line item see the Weekly Timesheet at the bottom of the page and I want to change this entry to Sick Time.
- 7. To correct the entry:
 - Enter a negative -7.00 on the Reg Hrs Has Benefits line item this will cancel the original entry. You always have to enter the reverse of your original entry.
 - Enter a Comment.
 - Enter a positive 7.00 on the Sick Time or WCB Time line item this is the correct entry for the day.
 - Enter a Comment.

		Total units for selected day	only: 7		
is total is the END RESULT	of the original	al units, any previous adjustments and the	e new amendments entered for th	is day	
Adjustment Time Sheet	entries for	09-Apr-2018			
Category	Units	s Approved	Processed	Comment	
Total	0				
Category	Units	Comment			_
Category REG HRS - HAS BENEFITS	Units -7.00	Comment Original entry incorrect - should be side	sk time		
REG HRS - HAS			:k time		
REG HRS - HAS BENEFITS REG HRS - PERCENT			:k time		
REG HRS - HAS BENEFITS REG HRS - PERCENT IN LIEU REPLACEMENT (ADD			:k time		
REG HRS - HAS BENEFITS REG HRS - PERCENT IN LIEU REPLACEMENT (ADD NAME COMMENT)			sk time		
REG HRS - HAS BENEFITS REG HRS - PERCENT IN LIEU REPLACEMENT (ADD NAME COMMENT) EXTRA HRS					

8. Click the Submit button at the bottom of the page.

This is very important - this Saves your entries and re-submits them for approval.

9. The Timesheet Entry Confirmation page will appear.

The original Weekly Timesheet will show at the top of the page.

The Adjustment Timesheet entries section will show the amended entries you made to the Timesheet.

• These entries will be processed on the next pay

		т	ïmesheet En	try Confirma	ation			
		Your Timeshee	for the week in	cluding 09-Apr	2018 has been	updated.		٩
Selections Payroll: Pay Period: Selected Date: Position: Location:	Pay & Benefit School Board	Office						
Auth Location: —Time Sheet	Z Payroli (AUT	TH LOC)					Total	Unite: 35.0
Dan Ura Ura	Sandia	Sunday 08-Apr-2018	Monday 09-Apr-2018 7.0		Wednesday 11-Apr-2018	Thursday 12-Apr-2018 7.0	Friday 13-Apr-2018 7.0	Saturday 14-Apr-2018
Reg Hrs - Has			7.0	7.0	7.0	7.0	7.0	
Reg Hrs - Pero Replacement (/ Extra Hrs	ent in Lieu Add Name Commen	11)						
Statutory Holld	зу							
Sick Time Or W	Vcb Time							
Family Illness								
Bereavement C	Dr Funeral							
Union Leave								
Absent Without	t Pay							
Banked Time T	aken							
Vacation								
Overtime Paid	- 1.5X							
Overtime Paid	- 2X							
Overtime Bank	ed - 1.5X							
Overtime Bank	ed - 2X							
Totals		0.0	7.0	7.0	7.0	7.0	7.0	0.0
–Adjustment 1	ïme Sheet entrie	es for 09-Apr-2018				Total Uni	ts with Amendr	menta: 35.0
Category	Date Units	Pay Period Approved	Processed Co	omment			System Co	omment
REG01 BEN	20180409 -7.0			riginal entry inco			Amendmer 20180425	
SICK	20180409 7.0	201809		prrection to origin	tal entry - was e	ntered as regula	r Amendmer 20180425	nt-
Total	0.0							
-Absences		Return to Timeshe	eet 🖪		imesheet Same Emp	8		
Date	Location	Start	End	Position	Hrs/	FTE	Payroll	