

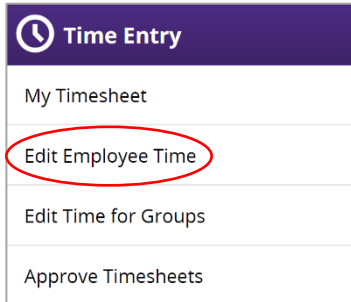
To access Workforce Software, log in with your NetID and NetID Password at [this site](#):

<https://nwuni.wta-us8.wfs.cloud/workforce/SSO.do>

Process for Amending Timesheets

1. Open Edit Employee Time:

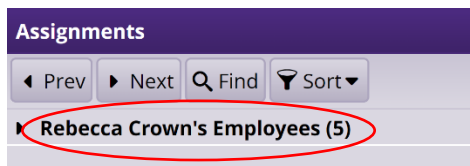
On the homepage, click **Edit Employee Time** under Time Entry.



Tip: Use this process to edit a timesheet from a previously closed pay period (previously referred to as Historical Edits).

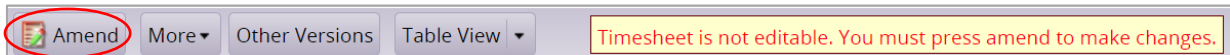
2. Choose Timesheet:

Expand the chosen Assignment Group by clicking on the Assignment Group name.



To amend an employee's timesheet, click their name after expanding the group.

To enter an amendment, click through Work Periods (pay periods) at the top left corner of the screen. Amendments will be available after the pay period has been locked. When this happens, the **Amend** button will display at the top of the screen, along with this message:

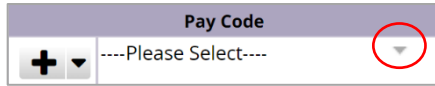


Click **Amend** to open the timesheet for editing.

Tip: To edit a current timesheet, follow the instructions in the Approving Timesheets job aid.

3. Timesheet Edits:

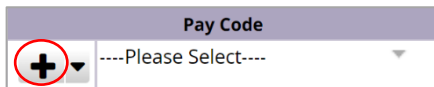
To enter hours, click on the drop-down arrow in the Pay Code box and select the appropriate Pay Code.



Once a Pay Code is selected, enter the amount of time in the fields that will open for each day. Time will be entered in decimal format (e.g. 7 hours and 30 minutes will be entered as 7.50).

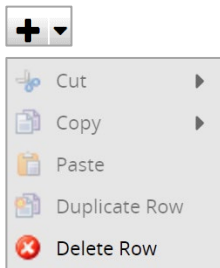
Time worked and time off are entered in hours and can be used in increments as small as three minutes (.05 hours). This also applies to time off for exempt employees.

To add another Pay Code to the time entry row, select the plus button to choose a new Pay Code.



To remove hours, delete the entered hours in each field.

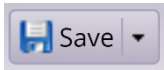
To delete an entire row (Pay Code and hours), click the down arrow next to the plus button and select **Delete Row**.



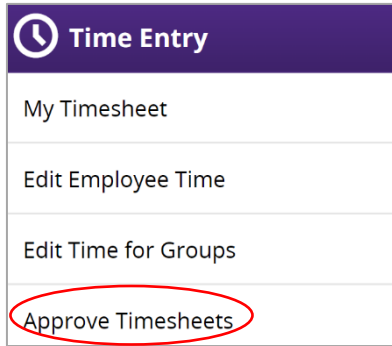
To remove holiday hours, delete the pre-populated hours and enter zero hours; do not delete the row.

4. Save and Approve the Amendment:

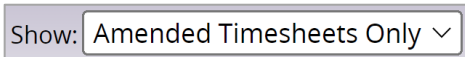
Once edits have been entered, a **Save** button will replace the **Amend** button, and changes can be saved.



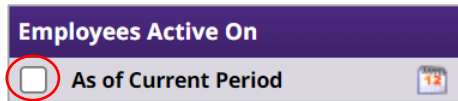
Navigate to the home screen and click **Approve Timesheets** under Time Entry.



Select "Amended Timesheets Only" at the top of the screen.



Select your Assignment Group and navigate to the previous pay period by checking the box next to **As of Current Period**, and select a date in the calendar.



Locate the amended timesheet in the list, check the **Approve** box, and click **Save Approvals** at the top of the screen.

The column "Last Approved By" will now be filled in.



The amendment is now approved and will be paid on the next available pay date.

Tip: Unapproved amendments will not be processed for payment until they are saved AND approved.

5. Additional Amendments:

If an additional amendment is required for a previously amended timesheet, the amendment process will re-open once an amendment has been approved and processed. If a previous amendment was approved but has *not* been processed by Payroll, remove the approval, enter the correct amendment, and **Save** the amended timesheet.