How to Edit a Timesheet Instance:

PLEASE REMEMBER – DO NOT CHANGE WORK-STUDY TIME SHEETS. CONTACT FINANCIAL AID AND THEY WILL MAKE ALL NECESSARY CHANGES.

- Under **My Place**, click on **My Timesheet**
- Click once on the employee's name (if you just created the timesheet you must select inactive before you will see the employee's name)
- Click the **edit** button below
- Click "**edit instance**" link on the right
- **Row ID**: This defaults to 0. The Payroll Office may notify you that the number has been changed depending on the number of jobs an individual has on campus.
- **Exceed base allowed:** This defaults with the box checked. This indicates that the employee can submit hours above their weekly budgeted hours. If this box is unchecked an employee will be prevented from entering hours over their budgeted hours per week.
- **Gl number**: Select from the pull down menu the appropriate general ledger account number to be charged. (If the gl number is not listed please notify the Payroll Office.)
- **Deactivation date**: Select date from the pull down menu (**only change the deactivation date after the final time sheet has been approved)**
- **Supervisor change:**
    - Beside the supervisor name click on the edit button.
    - You will get the following message: To edit the groups your changes to this point must be saved. Would you like to continue? Click on **Ok.**
    - On the left hand side of the Chooser page, **select the range** of the supervisor's last name.
    - **Highlight their name** on the right hand side of the screen.
    - Click on the **submit** button.

You will need to click on the submit button at the bottom of the page to save any changes made to a time sheet.