How to Edit a Timesheet Instance
(updated 5/20/11)

1. Under My Place, click on My Timesheet

2. Click once on the employee’s name

3. Click the edit button below

4. Click “edit instance” link on the right

5. **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.

6. **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.

7. **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.)

8. **Deactivation date**: Select date from the pull down menu (only change the deactivation date after the final time sheet has been approved)

9. **Supervisor change**:
   a. Beside the supervisor name click on the edit button.
   b. 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.
   c. On the left hand side of the Chooser page, select the range of the supervisor’s last name.
   d. Highlight their name on the right hand side of the screen.
   e. Click on the submit button.

10. Click on the submit button at the bottom of the page to save any changes made to the instance.