

# How to Amend a Timesheet

The screenshot shows the 'Timesheet Approvals' interface. On the left, a sidebar contains navigation icons for Admin, Home, Our Profile, Staff, Timesheets, Leave, Rostering, Schedule, Publish Job, Current Jobs, Payroll, Reporting, and Refresh. The main content area is divided into two panels. The top panel, 'Timesheet Approvals', shows a summary of approved (4 timesheets, 40.00 hours) and pending (2963 timesheets, 23040.67 hours) timesheets. It includes a 'Which timesheets?' section with checkboxes for 'Hours Approved' and 'Pending Approval', and a 'What type are you wanting to view?' section with checkboxes for 'Rostered jobs', 'Published jobs', 'Clean Timesheets', 'With errors or warnings', 'Amended timesheets', 'Hours differ from schedule', 'Flagged activities', and 'Clocking in or out variances'. Below this is a calendar view for May 15-22, 2022, with a filter for 'All dates' and an 'Approve All Hours' button. The bottom panel shows a specific timesheet for 'Wald Badir' on Sunday, 15 May 2022, for the 'Bakery - Baker' role. It displays a table of 'Actual Times' and 'Modified by Wald' with columns for 'Clock In', 'Unpaid Breaks', and 'Clock Out'. The 'Hours' section shows a total of 9.50 hours. Below the table is a 'Payroll Activities' section with a dropdown menu for activity types (Ordinary Time, Unpaid Break, etc.) and a table for editing 'Finish Time' and 'Hours To Pay'. A 'Save Timesheet Details' button is visible at the bottom right of the payroll section. A blue bar at the bottom of the payroll section contains the text 'Click here to add a new payroll activity line'.

- 1 Select the **Timesheets** button
- 2 Select the date
- 3 Select the timesheet you wish to view
- 4 Enter the new start time the employee worked, e.g. the employee arrived late, or the employee was asked to start earlier etc.
- 5 Enter the new finish time the employee worked, e.g. the employee left early, or the employee was asked to work longer etc.
- A Each of these sections represent a payroll activity
- 6 Click here to add a new payroll activity line
- 7 Choose the type of activity from the dropdown menu
- 8 Edit the end times of the payroll activity
- B Hours to pay will be automatically calculated
- C If you wish to remove a payroll activity line, click on the red cross
- 9 Enter a comment if you wish to leave extra notes
- 10 Select **Save Timesheet Details**
- 11 If you are ready to approve the timesheet, click **Approve timesheet**