CHANGE #1 – ‘Return for Correction’ button

A ‘Return for Correction’ button appears between the ‘Approve’ and ‘Change Record’ buttons.

NOTE: When using the ‘Return for Correction’ option, please be mindful of the strict payroll time deadlines for submission and approval of time sheets and leave reports. Approvers can return a time sheet or leave report to the employee for correction. The employee can then re-submit for approval. However, the time sheet or leave report must be approved prior to the approver deadline of 9am on Tuesday of a payday week.

As has always been the case, approvers are still able to make corrections, using the ‘Change Record’ button, before approving time sheet and leave reports.

CHANGE #2 – Approver’s view of employee’s time sheet using ‘Change Record’ button

The grid that appears when an approver changes an employee’s time sheet will display a new column titled ‘Default Hours or Units’. You may ignore values in that column.