Timesheet Overview - Adjustments

The Adjustments sub-tab of the Timesheet Overview screen displays a list of adjustments made by the administrators to correct errors in the Timesheet or to Timesheets from prior periods.

Concepts

Adjustments are typically made by administrators to correct an error in a Timesheet from a previous period.

- Often this has to do with Timesheets with estimated time on them or with corrections made to leave requests after the payroll has been processed.
- Adjustments can add or subtract money from your current check, depending on the nature of the correction.

Adjustment Process: From the Department Administrator role, select the employee tab, you will get the list of employees.

(1) Select the Timesheet for the employee you wish to work with.
(2) Select the Timesheet you wish to work with.

(3) Select the Adjustments Tab.
(4) Click on Add Adjustment

(5) Enter the last date of the selected pay period

(6) Enter the work done

(8) Enter the hours worked

(9) Click on the Save button

(7) Enter the status,
- Canceled adjustments no longer apply to the timesheet.
- Pending adjustments are "work in progress"; a timesheet cannot be paid if it has pending adjustments.
- Adjustments in a Done status are complete and will be submitted to BPP when the timesheet is paid.
(10) Click on OK

The completed transaction is now visible

If there is a discrepancy, the adjustments can be rejected

If further editing is needed, press the edit button

If needed, the adjustment can be cancelled here

If needed, the hours can be recalculated
The Manager will see this on their employee timesheet overview screen