

## WORKFORCE ONE

Editing a Synched Timesheet



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## **Editing a Synched Timesheet**

Now let's talk about Timesheets. What if you need to make timesheet and pay statement changes after syncing time but, before you've closed or submitted payroll?

If you need to edit a timesheet, after you have already synced time to the pay statements, the change will not automatically flow through to the pay statement. So we must make our edits and then re-sync the time.

Let's go through the steps now on how to make this happen.

- 1. Select the hamburger menu.
- 2. Select Manage Payroll.
- 3. Select Manage Payrolls.
- 4. Select View All Payrolls. The following window displays.

Back Home > Manage Payroll > Manage Payrolls > View All Payrolls > Payrolls													Process Mult	ple Payroll	New Payrol	l Utilities
Rows (	)n Page	20 ~	6 R	ws 🖔 Refresh Data				00F	ull Screen	Open Only	∕ ¢‡si	ettings 🗸	🕇 Filter 🥆	≣≣ Se	ect Columns	1 Export
Pay Da	Pay Date: Calendar Range V Last Month V (05/01/2019 – 05/31/2019)															
				C Payroll Name	≎ # Batches		≎ Payroll Type		≎ Is Billable		≎ Payroll Sta	ıtus	≎ Pay Date		≎ Tax Year	
starts with v = v =								~	All	~	!= finalized	~	=	~	=	~
\$0	Ø	₽		Regular 05/03/2019		2	Regular	<b></b>	,	Y	Open		05/03/2019			2019

5. Select the dollar symbol/gear icon to go to the payroll prep process. *The following window displays.* 



- 6. Select the hyperlinked text, Go To Time Prep.
- 7. Select the hyperlinked text, **Unlock Pay Period**. *The following pop up will display.*



Question	
Do you want to unlock "Bi-Weekly' 04/15/2019 - 04/28/2019"?	
Include Unlocking Of All Accounts Within Pay Period	
	No Yes

- 8. Select the checkbox next to Include Unlocking Of All Accounts Within Pay Period.
- 9. Select the Yes button.

The following window will display with the success message. Now we'll make our updates to the unlocked pay period.

Back Home	Manage Payroll > Manage Payrolls > Process Timesheets > <b>Time Prep</b>
Time Prep: Bi-Weekly Pa	y Period (04/15/2019 - 04/28/2019)
Success (1)	Hide All
🕑 Unlocked pay j	period Bi-Weekly' 04/15/2019 - 04/28/2019.

- 10. Select the hamburger menu.
- 11. Select Manage Time.
- 12. Select Manage Timesheets.
- 13. Select By Pay Period.

The following window will display the employees in the pay period.

Ba	ck H	ome⇒≬	Manage (	Time⇒Ma	View	v Timesheets Submit F	For Approval Approve						
Row Emp Cust	Rows On Page 10 v Showing: 1-10 of 20 V Page 1 Of 2 > C Refresh Data C Full Screen [Default] v X Settings v T Filter v EE Select Columns 🚹 Export Employee Filter: All Employees Pay Period: Date v Profile: Bi-Weekly v R 04/15/2019 🖮 **** (04/15/2019 - 04/28/2019) Custom Filter: Add New												
						O Permission Approval State Employee Id First Name				C Last Name	C Employee EIN	≎ Raw H	
						= v		starts with 🗸	starts with 🗸	starts with 🗸	starts with 🗸	=	
	P		Ē	F	Approvers	Edit	Approved (PayPrep Ready)	00112	Jennifer	Jones	Demo 1	<b>^</b>	
	P		B	E	Approvers	Edit	Approved (PayPrep Ready)	00113	Tina	Turner	Demo 1		
	P		Ēð	F	Approvers	Edit	Approved (PayPrep Ready)	00114	Ann	Hathaway	Demo 1		



14. Select this icon rext to the employee whose timesheet you want to edit. *The following window will display.* 

	Back Hom	e⇒ Manage Tim	ie ⇒ Manage Time	esheets $\rightarrow$ All $\rightarrow$	Timesheet Edit		
E	Employee: 🔗 Michae	el Douglass (Demo 1	l) (00115) <	Time Sheet: A	pril 15, 2019 - April 28, 2019	9 > 🛗	
	Timesheet	Exceptions	Calc Detail	Counters	Summary By Day		
	meeneer	Exceptions	outo. Detail	oountero	Summary by Day		
	Date						Calc.
	Mon 04/15/2019						
	Tue 04/16/2019						
	Wed 04/17/2019						

15. Select the date that needs to be edited. *The timesheet edit window will display.* 

Back Home > Manage Time > Manage Timesheets > All > Timesheet Edit Save Undo Reject Docs Utilities Info   mployee:  // Michael Douglass (Demo 1) (00115)   Time Sheet: April 28, 2019         Info												
Timesheet Exceptions Calc. Detail Counters Summary By Day   Mon 15 <												
Department	Department Time Off In Date From To Raw Total Calc. Total											
х ст 🗸 🖸	~ R	Mon 15 🗸				0.00						
				Day Total:	0.00	0.00						
				Day Total: Timesheet Total:	0.00	0.00						

- 16. Enter the changes necessary.
- 17. Select the **Save** button.

You will return to the Time Prep window with a success message.



	Feedback 🔎 🧿
Back Home → Manage Payroll → Manage Payrolls → Process Timesheets → Time Prep Time Prep: Bi-Weekly Pay Period (04/15/2019 - 04/28/2019)	Employees Add Note Refresh
Success (1) Hide All	
Ollocked pay period Bi-Weekly' 04/15/2019 - 04/28/2019.	
Pending Time Off Requests	Completed By System Administrator, 06/12/2019 09:38a
Review Timesheet Status	Completed By System Administrator, 06/12/2019 09:42a
Reapply Pay Calculations	Completed By System Administrator, 06/12/2019 09:428
Process Records	Completed By System Administrator, 06/12/2019 09:428
Review Results	Completed By System Administrator, 06/12/2019 09:42a
C Lock Pay Period	Completed By System Administrator, 06/12/2019 09:42a

## 18. Select Refresh.

We see that the Time Prep window now shows that there has been an edit to a timesheet.



19. Select the hyperlinked text, Process Records.

A warning pop-up displays.

Warning		
Run Time Prep for 18 employee pay periods?		
	Cancel	Run

- 20. Select the **Run** button.
- 21. Select the Lock Pay Period hyperlink text. A Question pop-up displays.



Question	
Do you want to lock "Bi-Weekly' 04/15/2019 - 04/28/2019"?	
	No Yes

- 22. Select the **Yes** button.
- 23. From the Time Prep window select the Go To Payroll Prep hyperlink.

Since the timesheets were updated we need to re-sync the time as updates do not automatically flow through.

24. Select the **Sync Time** hyperlink. *The Payroll Sync Time window will display.* 

Back Home > > Payroll Sync Time: Reg						: Regular	05/03/2019					Re	fresh	Sync Time	Delete Sel
R	ows	On Page	20 ~	1 R	ow 🖱 Refr	esh Data			Full Screen	[Default]	~ 🌣	Settings 🗸	EE S	Select Column	is 🚹 E
C			≎ Pay Period I	Profile	≎ Start Date	≎ End Date		≎ Locked			≎ Name		≎ Туре		
					-	~	-	~	=	~	All	~	=	~	=
	_					_				_					
E		₿.	Ø	٩	Bi-Weekly		04/15/2019		04/28/201	9	Closed		20190	)612.sa	
то	tal														

25. Select the checkbox next to the payroll we updated.

26. Select the **Sync Time** button.

The payroll has now been edited and synched.