



# WORKFORCE ONE

Editing a Synched Timesheet

## CONTENTS

Editing a Synched Timesheet.....	3
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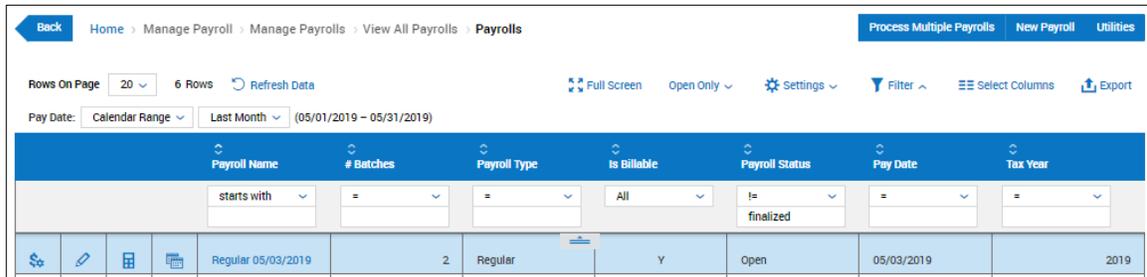
## Editing a Synched Timesheet

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.

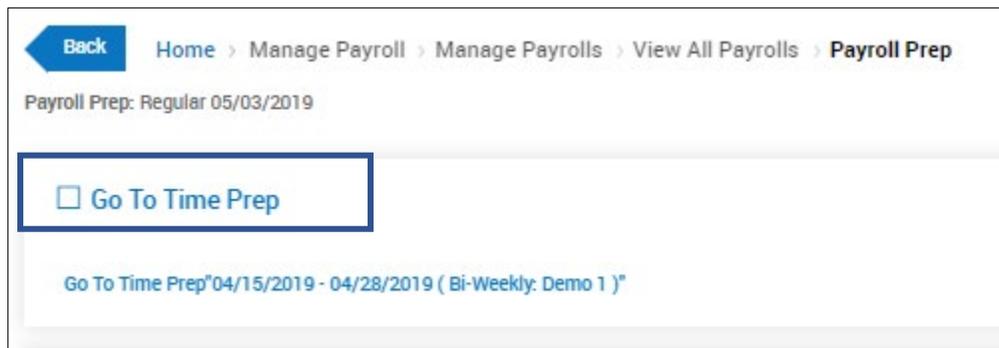
Let's go through the steps now on how to make this happen.

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



Payroll Name	# Batches	Payroll Type	Is Billable	Payroll Status	Pay Date	Tax Year
Regular 05/03/2019	2	Regular	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 > **Time Prep**

Time Prep: Bi-Weekly Pay Period (04/15/2019 - 04/28/2019)

Success (1)
Hide All

✓ Unlocked pay 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.*

Back
Home > Manage Time > Manage Timesheets > By Pay Period > **All Timesheets By Pay Period**

View Timesheets
Submit For Approval
Approve
...

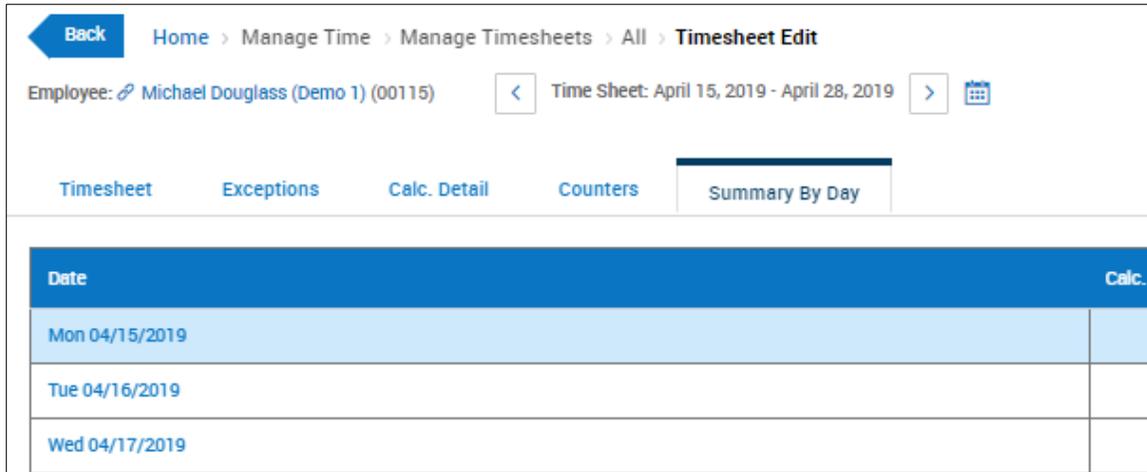
Rows On Page: 10 Showing: 1-10 of 20 Page 1 Of 2 Refresh Data Full Screen [Default] Settings Filter Select Columns Export

Employee Filter: 👤 All Employees Pay Period: Date Profile: Bi-Weekly 04/15/2019 (04/15/2019 - 04/28/2019)

Custom Filter: Add New

Permission	Approval State	Employee Id	First Name	Last Name	Employee EIN	Raw H						
		starts with	starts with	starts with	starts with							
<input type="checkbox"/>	Approvers	Edit	Approved (PayPrep Ready)	00112	Jennifer	Jones	Demo 1					
<input type="checkbox"/>	Approvers	Edit	Approved (PayPrep Ready)	00113	Tina	Turner	Demo 1					
<input type="checkbox"/>	Approvers	Edit	Approved (PayPrep Ready)	00114	Ann	Hatheway	Demo 1					

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



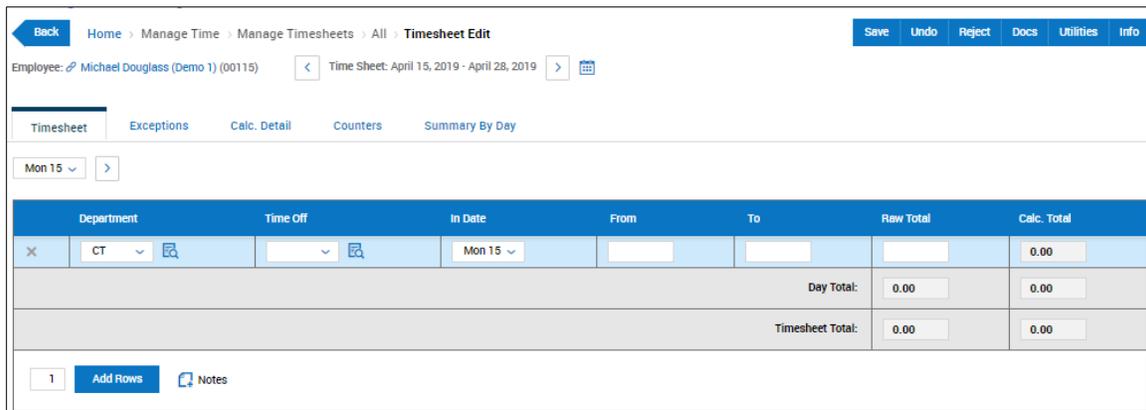
Back Home > Manage Time > Manage Timesheets > All > **Timesheet Edit**

Employee: [Michael Douglass \(Demo 1\) \(00115\)](#) < Time Sheet: April 15, 2019 - April 28, 2019 > 

Timesheet Exceptions Calc. Detail Counters **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

Employee: [Michael Douglass \(Demo 1\) \(00115\)](#) < Time Sheet: April 15, 2019 - April 28, 2019 > 

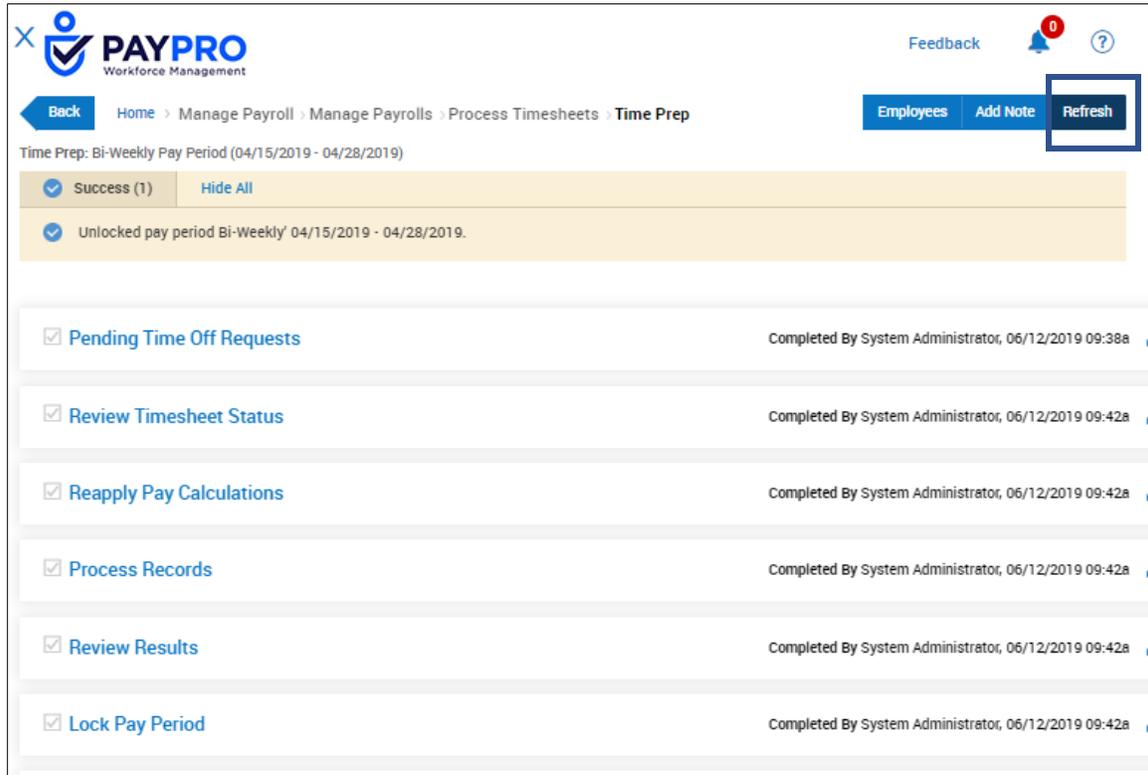
Timesheet Exceptions Calc. Detail Counters **Summary By Day**

Mon 15 >

Department	Time Off	In Date	From	To	Raw Total	Calc. Total
CT		Mon 15				0.00
Day Total:					0.00	0.00
Timesheet Total:					0.00	0.00

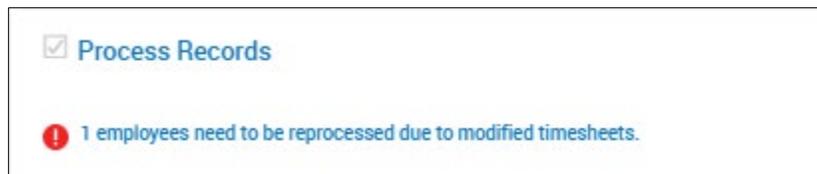
1 Add Rows Notes

16. Enter the changes necessary.  
 17. Select the **Save** button.  
*You will return to the Time Prep window with a success message.*



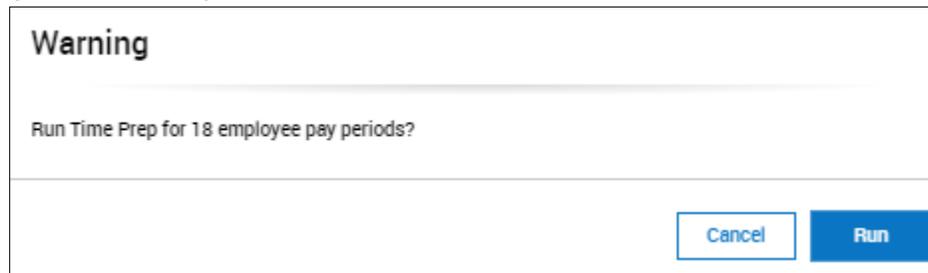
18. Select **Refresh**.

*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.*



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'?

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.*

Payroll Sync Time: Regular 05/03/2019							
Pay Period Profile	Start Date	End Date	Locked	Name	Type		
Bi-Weekly	04/15/2019	04/28/2019	Closed	20190612 sa			
Total							

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

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

The payroll has now been edited and synced.