

## Instructions for entering hours worked in previous pay periods:

1. If you did not enter hours/work during the correct time period you can **not** go back and enter it on the past timesheets. Once the pay has been processed for those dates, the pay period is closed and can **not** be opened.
2. In order to be paid for those hours/work you will need to enter that time on a current timesheet and note in the comments what the correct dates were.

TIME EVENTS	Clock In		Clock Out		Total	Paid
Sign In/Out	09:00 AM -- (Actual)	Insert Comment	12:30 PM -- (Actual)	Insert Comment	+ 03:30	+ 03:30

  

TIMESHEET COMMENT	Total	Paid
esy prep 6/29	+ 03:30	+ 03:30

3. After adding the hours you have worked on the current day, you will need to submit the same hours from the missed day(s) by clicking "Add a new event"

➔ Add New Event

Total	Paid
+ 8.00	+ 8.00

  

+ 8.00	+ 8.00
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4. Add the missed hours in the new section (do not use a new timesheet, just add to the current timesheet). If you normally work morning hours you will have to make your missed hours afternoon hours and vice versa. Be sure the total number of hours entered equals the actual hours worked.
5. Note in the comment section what the actual date worked was and that the hours were not on the correct timesheet.
6. Once all your time (past and current) is noted on the current timesheet, you need to SUBMIT the timesheet. If you do not click SUBMIT, the timesheet will not be forwarded to the appropriate approver.
7. Once approved by your approver, the timesheet will be forwarded to payroll and the hours will be paid (as long as everything has been board approved.)
8. If you have any additional questions or do not understand any part of the process, please contact your supervisor or building principal for more assistance.