

Entering Missed Hours from a Previous Pay Period in Web Time Entry:

1. On the first day of the timesheet (Friday), click "Enter Units."

Time Sheet
Name: Student Worker --
Title and Number: Office --
Department and Number: Sep 06, to Sep 19,
Time Sheet Period: Sep 23, by 11:59 PM
Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Sep 06,	Saturday Sep 07,	Sunday Sep 08,	Monday Sep 09,	Tuesday Sep 10,	Wednesday Sep 11,	Thursday Sep 12,
Regular Pay - Student	1	0	8.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.25	Enter Hours	3
Missed Hours - Prior Payperiod	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Student Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

- a. Enter the total hours missed and click "Save."

Time Sheet
Name:
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Earning: Missed Hours - Prior Payperiod
Date: Sep 06, 2019
Shift: 1
Units: 20

2. Click on Comments

Time Sheet
Name: Student Worker --
Title and Number: Office --
Department and Number: Sep 06, to Sep 19,
Time Sheet Period: Sep 23, by 11:59 PM
Submit By Date:

Earning: Missed Hours - Prior Payperiod
Date: Sep 06, 2019
Shift: 1
Units: 20

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Sep 06,	Saturday Sep 07,	Sunday Sep 08,	Monday Sep 09,	Tuesday Sep 10,	Wednesday Sep 11,	Thursday Sep 12,
Regular Pay - Student	1	0	8.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.25	Enter Hours	3
Missed Hours - Prior Payperiod	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Student Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Missed Sick- Prior Paypd	1	0	0		Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units	Enter Units
Total Hours:			8.5						1.25	0	3
Total Units:				0	0	0	0	0	0	0	0

Submitted for Approval By: Sep 19,
Approved By:

3. Add a comment outlining the dates and times from the previous pay period and click "Save."

Made By:
Comment Date:
Confidential Indicator:
Enter or Edit Comment: 8/5 9:00 am to 1:00 pm (4 hours)
 8/6 9:00 am to 1:00 pm (4 hours)
 8/7 9:00 am to 1:00 pm (4 hours)
 8/8 9:00 am to 1:00 pm (4 hours)
 8/9 9:00 am to 1:00 pm (4 hours)

4. Click Previous Menu
5. Once the timesheet is complete, click Submit for Approval