COOK COUNTY TIME

Job Aid - Amending Employee Time Sheets

Managers and Timekeepers can amend time sheets for past pay periods for employees in assignment groups delegated to them. How far back in the past amendments are permitted is determined by your organizational rules and can differ by role. The limits in your organization are as follows:

Role	Limitation
Employee	0 days
Manager	365 days
Timekeeper	365 days
Payroll Administrator	365 days

- Data from amended time sheets are not included in reports unless the amended time sheet has been approved or approved and locked.
- Amended time sheets must be approved by a manager, or a higher role, to be included in end of period processing and paid.
- Any changes made to a time sheet that has already been paid will cascade through all time sheets up through the current pay period. The difference will be applied to the current pay and bank balances.
- If you amend a past time sheet to account for a vacation day that was entered as a work day, then that change – because it affects the vacation bank – is used to recalculate the bank balances for each successive time sheet up through the current pay period.
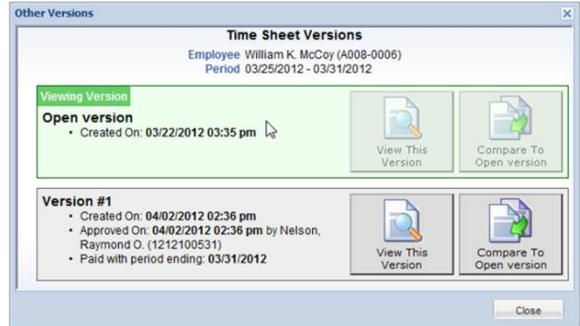
1. To amend a time sheet, click the **Amend** button for the time sheet in the pay period that needs to be modified.


2. The time sheet opens for edits. Edit and **Save** the time sheet. The **Other Versions** button appears.

3. Click the **Other Versions** button. The **Time Sheet Versions** window appears.

4. Click **View This Version** to display the original version of the time sheet.
5. Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison.
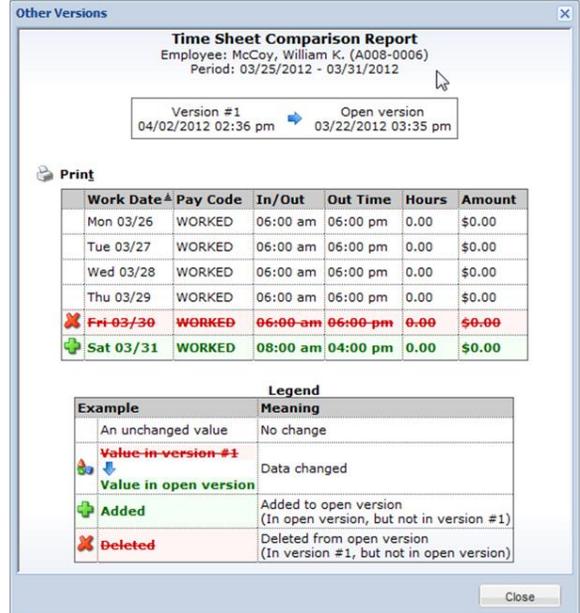
6. After viewing the comparison, you can print the results, or close the window to return to the time sheet.