



Timesheet Adjustments

***This sheet is only to be used after the final Timesheet Deadline for 2nd level approvers or when time has been paid. If it is before that time, then please consult with your Payroll Representative.

Timesheet is used for:

- a) Deleting hours
- b) Adjusting time that has already been submitted
- c) Transfer of funds

a) To delete hours:

- enter in all hours in Section A that you want deleted -if an employee was overpaid, please use deletion process. Hours should be deleted if employee did not work or hours were entered under wrong record #.

b) To Adjust hours:

-enter in the hours you want adjusted in Section A. In Section B, select a reason and in remarks explain the reason for adjustment. You must include:

- 1) the incorrect hours/pay/job code/record #
- 2) the correct hours/pay/job code/record #

c)Transfer of funds:

-only enter the hours you want transferred in Section A. In Section B,

Scenarios

A) Late sub by EE = use Adjustment process. Enter adjustment hours only. Pay will be released on second payday in the month it was turned in.

B) Late approval for add'l hours by dept. = use Adjustment process. Enter additional hours to be approved. Pay will be released on the second payday in the month it was turned in. (For entire month late approvals, please print timesheet with signautres to HR).

C) Incorrect # of hours = 1) use deletion for overpayment and 2) use adjustment for additional hours. Pay will be released on the second payday in the month it was turned in.



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D) Incorrect Pay Rate = use Adjustment process. In remarks put previous salary and current salary. Pay will be released on the second payday in the month it was turned in.

E) Incorrect position/record # = (transfer of funds)???

1) Incorrect job code (class code) then use Deletion process

F) Employee terminated = use Adjustment or Deletion process. Not sure why we would use this form for a terminated employee...would we need a new button above section A for termination???

G) Employee did not work = use deletion process. Enter all hours that the employee submitted on timesheet that should not have been paid. An account receivable will be established by the payroll representative. Please notify your employee that Payroll will be in contact with them to collect the overpayment.