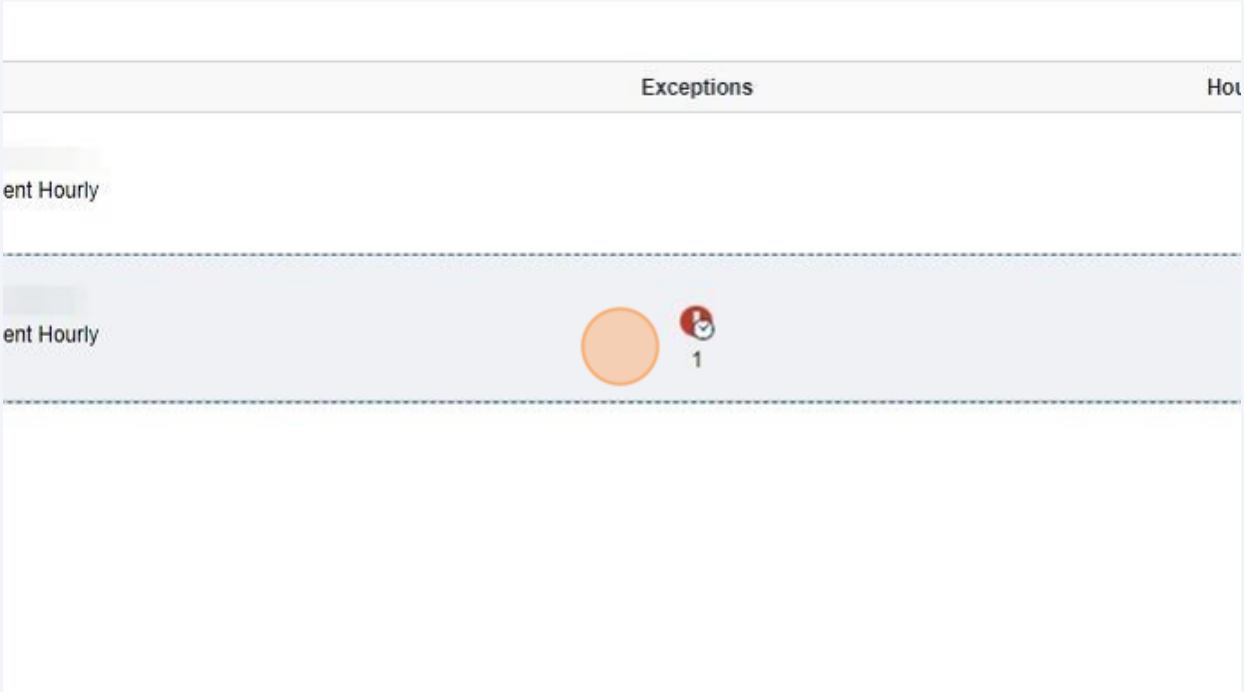
Correcting a Timesheet Error

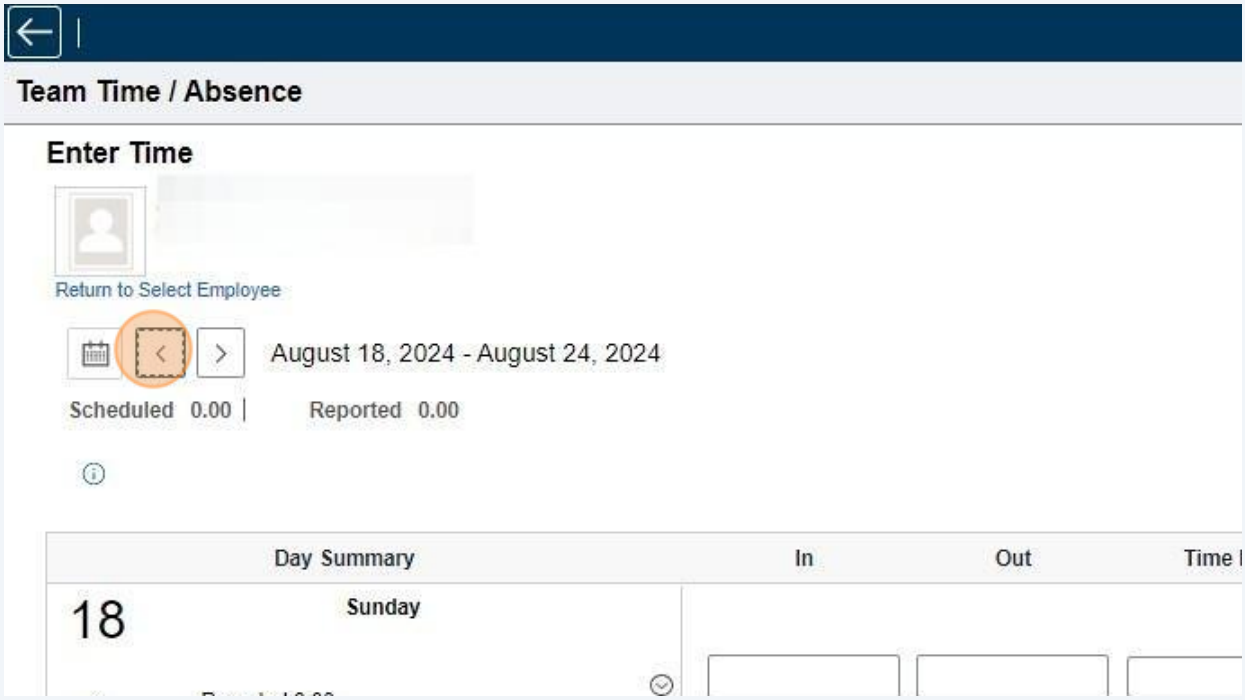
Supervisor Guide

1 Navigate to HR/Pay: https://hr.ku.edu/psp/hrprd/?cmd=login

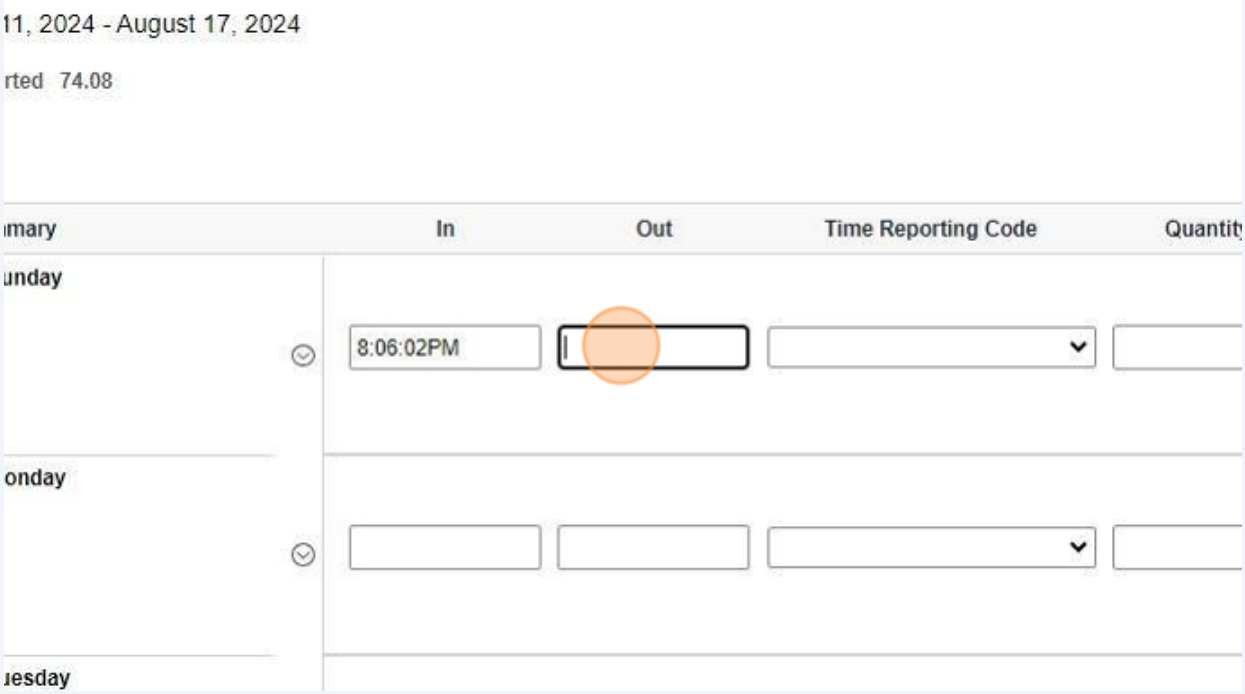
2 The red clock icon indicates there is an error. Select that row.



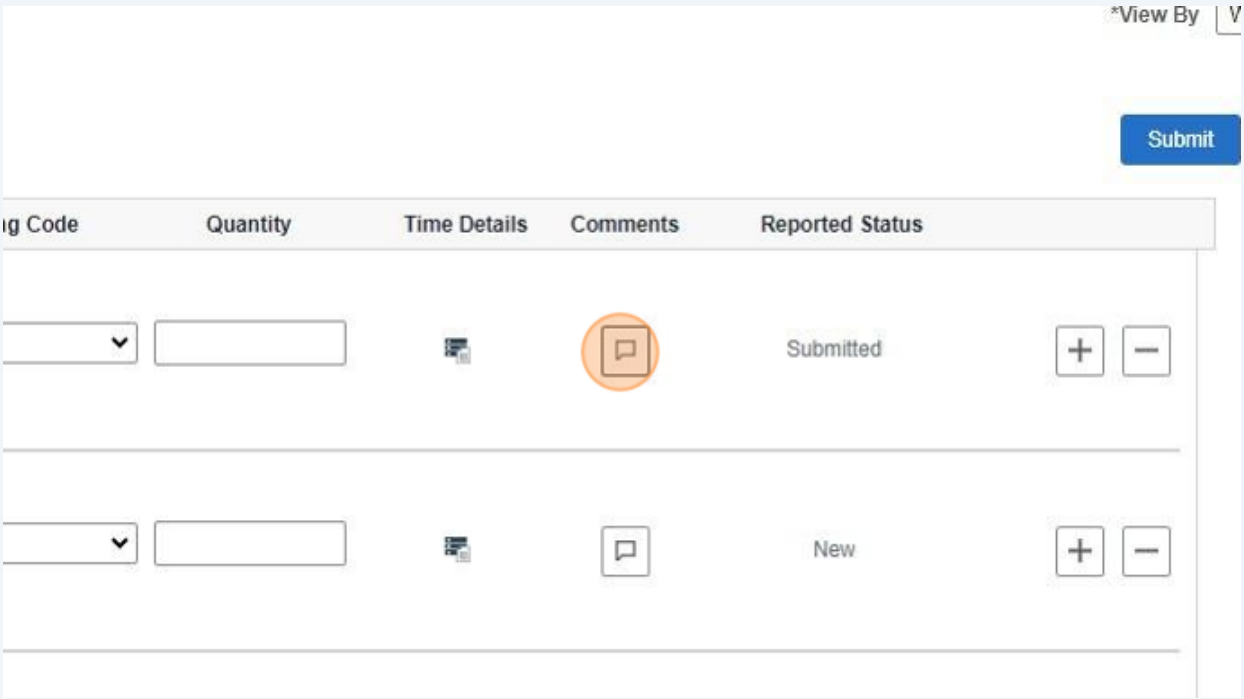
3 Click the calendar icon to navigate to a specific date or use the arrows.



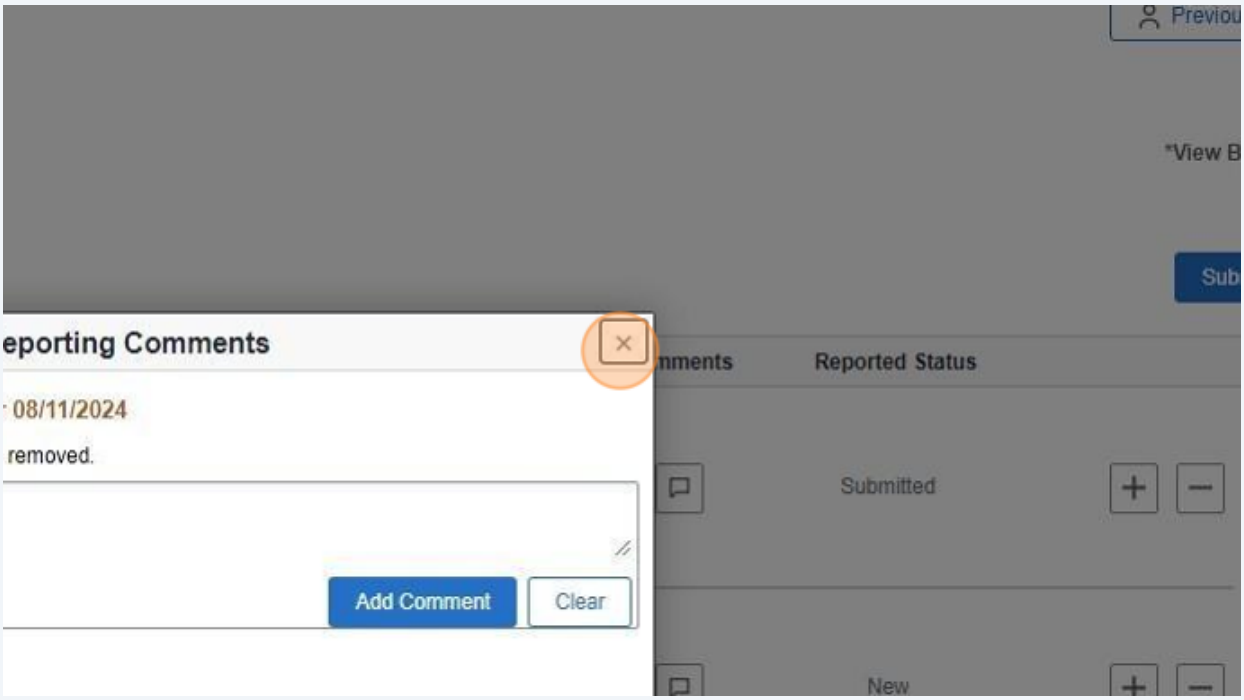
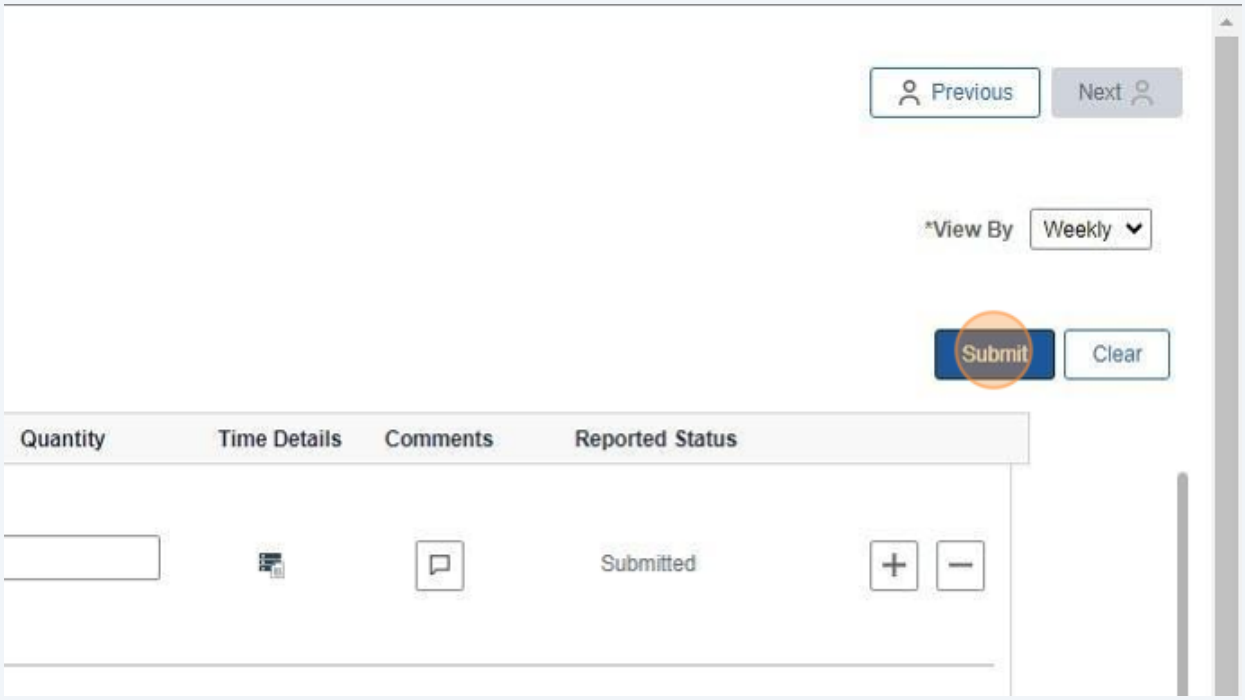
4 Enter the missed clock in or out time.



5 Always add a comment as this is an audited record.



6 Close the comment box.



7 Click "Submit"