



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.

| | Exceptions | Hot |
|------------|---|-----|
| ent Hourly | | |
| ent Hourly |   | 1 |

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

Team Time / Absence

Enter Time

Return to Select Employee

August 18, 2024 - August 24, 2024

Scheduled 0.00 | Reported 0.00

| Day Summary | In | Out | Time |
|-------------|----|-----|------|
| 18 Sunday | | | |

4 Enter the missed clock in or out time.





August 11, 2024 - August 17, 2024

Reported 74.08

| Summary | In | Out | Time Reporting Code | Quantity |
|---------|-----------|-----|---------------------|----------|
| Sunday | 8:06:02PM | | | |
| Monday | | | | |
| Tuesday | | | | |

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

*View By

| ig Code | Quantity | Time Details | Comments | Reported Status |
|-------------------------------|-------------------------------|---|---|---|
| <input type="text" value=""/> | <input type="text" value=""/> |  |  | Submitted <input type="button" value="+"/> <input type="button" value="-"/> |
| <input type="text" value=""/> | <input type="text" value=""/> |  |  | New <input type="button" value="+"/> <input type="button" value="-"/> |



6 Close the comment box.

Previous

*View B

Reporting Comments

08/11/2024
removed.

| Comments | Reported Status |
|---|---|
|  | Submitted <input type="button" value="+"/> <input type="button" value="-"/> |
|  | New <input type="button" value="+"/> <input type="button" value="-"/> |

7

Click "Submit"

The screenshot shows a web interface with the following elements:

- Navigation buttons: "Previous" and "Next" (both with person icons).
- View selector: "*View By" with a dropdown menu set to "Weekly".
- Action buttons: "Submit" (highlighted with an orange circle) and "Clear".
- Table with columns: "Quantity", "Time Details", "Comments", and "Reported Status".
- Table content: A single row with an empty input field under "Quantity", a calendar icon under "Time Details", a comment icon under "Comments", and the text "Submitted" under "Reported Status". There are also "+" and "-" buttons to the right of the "Submitted" text.