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.

← |

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.

11, 2024 - August 17, 2024

rted   74.08

mary		In	Out	Time Reporting Code	Quantity
unday	⊘	8:06:02PM	I	⌄	
onday	⊘			⌄	
uesday					

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

g Code	Quantity	Time Details	Comments	Reported Status		
⌄		🗐	🗩	Submitted	+	−
⌄		🗐	🗩	New	+	−

*View By

Submit

6   Close the comment box.

eporting Comments   ✕

08/11/2024
removed.

Add Comment   Clear

Previou

*View B

Sub

ments   Reported Status

🗩   Submitted   + −

🗩   New   + −

7   Click "Submit"