

Sending Back Time

- If errors are detected earlier and if there is time for the employee to fix errors, the time sheet is sent back to the employee for correction.
- If there is an error in time entry, the timekeeper/manager will initiate a send back request to the employee to correct time

TIP: The timekeeper or manager should always include a comment notifying the employee of the required correction.

- The employee has until the Tuesday following the end of the pay period to make the correction and resubmit their time
 - If time is not resubmitted and approved, employee will not receive pay until the following pay period
 - If a Payroll audit reveals that the employee did resubmit corrected time, employee will be paid for the current pay period
- The manager has until end of day Tuesday following the end of the pay period to approve resubmitted time

Timekeepers and Managers can make corrections to employee time if necessary. Timekeepers validate employee time on Monday following the end of the pay period. After time is validated, a Manager must approve employee time by end of day Tuesday following the end of the pay period. The time frame is short so any errors or corrections found on Mondays by Timekeepers will need to be fixed by Timekeepers.