

## To Amend a Timesheet

In order to make changes to time for a previous pay period, an amended timesheet must be emailed to FSSA payroll (or directly to a payroll clerk) for processing.

### Printed Timesheet

- 1) Print out the timesheet (*not a screen print*) for the pay period in question.
- 2) Write **“Amended”** at the top
- 3) Make changes in blue ink and sign it in blue ink
- 4) Have the supervisor sign it
- 5) Email it to FSSA payroll at [FSSAPayroll.FSSA@fssa.in.gov](mailto:FSSAPayroll.FSSA@fssa.in.gov) for processing

### Blank A4

- If a blank A4 (State Form #48781) is being used to amend a prior pay period instead of printing the timesheet directly out of PeopleSoft, then the paper A4 must be typed and should show both weeks of the entire pay period as it should have been originally entered into PS.
- The only information REQUIRED to be entered at the top of the A4 (State Form #48781) is:
  - Name
  - PeopleSoft number
  - Pay period beginning and ending dates
- The changes/corrections will be made within two pay cycles after the amended paperwork is received.
  - Manual checks will generally only be cut if the fault of the shortage lies with AOS Payroll, HR or SPD *and* if the shorted amount exceeds \$100. Otherwise, the shorted funds will be added to the next paycheck. Pay shortages are reviewed on a case-by-case basis.
- Amended leave time will not be reflected any other way on the stub besides the leave balance amounts jumping up or down based on the requested correction
- Amendments to pay will be reflected on the stub as a “positive adjustment to gross” for funds owed to the employee or “negative adjustment to gross” for funds owed to the state of Indiana.

## How to Print a Timesheet in PeopleSoft

For managers: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

For employees: Main Menu > Self Service > Time Reporting > Report Time > Timesheet

- 1) Bring up the timesheet that you want to print in PeopleSoft on your computer screen
- 2) Once the timesheet is on screen, click the blue “Print” pushbutton, which is located under the second week of the pay period, to print the timesheet.
- 3) A new PeopleSoft window pops up. In the new window, a screen titled “View Reports For” shows up. Under the 4<sup>th</sup> column over, in the column labeled “description,” you should see **SOITL567** in black.
- 4) Click the blue “refresh” pushbutton, which is located on the upper right portion of the page, until the SOITL567 under “description” turns blue. Note: Be sure to wait 15-20 seconds between clicks on the refresh button to allow the system time to process.
- 5) Once the SOITL567 turns blue, click that same [SOITL567](#) that has now become a blue hyperlink and another window will pop up that shows an actual PDF formatted page of the timesheet for you to print. Click the print icon in the upper left corner of your screen to print it.