Creating an Amendment

Chris Tondini - 2025-09-23 - [Timekeeping (WFS)](#)

WFS: Creating a Retroactive Timesheet Amendment

After a pay period's [approval deadline](#) has passed, timesheets are locked for payroll processing. To ensure proper payment to employees, any time recorded at that point will be processed and paid, regardless of whether it is approved.

Once timesheets are locked, any change or approval becomes an Amendment. **Amendments must be entered by a time approver or their designee**; employees cannot enter their own amendments.

Use an Amendment to:

- add or remove time worked or time taken off

- adjust pay codes (e.g., change a Vacation day to a Personal Floating Holiday)

- apply late approval if the timesheet was not approved by the deadline
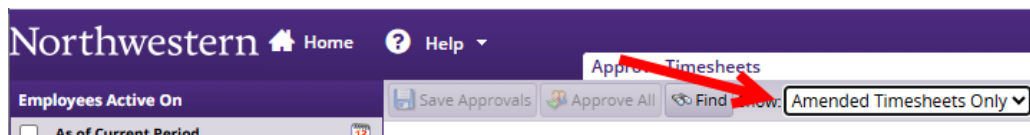
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1. Navigate to an employee's timesheet.

2. Using the arrows or calendar in the top left corner, navigate to the pay period you wish to amend. Click the **Amend** button at the top of the timesheet.
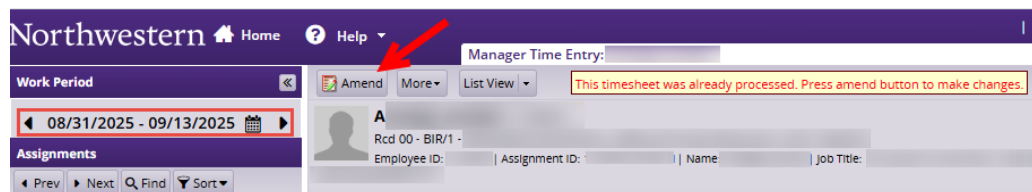
3. The timesheet will open for editing; enter any changes as necessary. *Note:* If you are amending the timesheet to apply late approval only, no edits are needed.
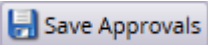
4. Click the **Save** button at the top of the timesheet.

After entering an amendment, you *must* approve it:

1. Navigate to your Approvals screen (Home > Approve Timesheets).

2. In the drop-down box, select **Amended Timesheets Only**:

3. Click the **Approve** checkbox next to the amended timesheet(s):

4. Click at the top of the screen.

When is an Amendment processed?

Assuming an amendment has been approved, it will be processed the **week <u>following</u> the day the amendment was entered**.

- If next week is a regular biweekly pay date, any additional pay owed to the employee will be added to that biweekly check.

- If next week is *not* a regular pay date, the employee will receive any additional pay on that week's adjustment payroll (typically Thursday).