

Correcting a Timesheet Error

Supervisor Guide



Students and temporary workers are not able to make corrections to their timesheet. The first point of contact should be the supervisor so they can correct it on their behalf.

1 Navigate to HR/Pay: <https://hr.ku.edu>

2 Login with your KU online ID and password.

KU THE UNIVERSITY OF KANSAS

HR/Pay Login

Sign in using your KU Online ID and password

By clicking "LOGIN", I agree :

- to conduct business electronically with the University of Kansas;
- that all time entered and approved reflects actual work and/or leave time, and is true and correct to the best of my knowledge;
- to comply with the policies (policy.ku.edu) of the University of Kansas, including those regarding acceptable use of electronic information resources and information technology security;
- that knowingly releasing without proper authority or misusing confidential information from official records may result in disciplinary action up to and including dismissal.

Effective May 25, 2018, the University of Kansas has updated its Privacy Policy to comply with the European Union General Data Protection Regulation (GDPR). Collection and processing of personal data, as defined by the GDPR, will be conducted in accordance with the Privacy Policy, which explains to you how we collect, use, process, and store your personal data and provides our legal basis for collecting and using that information. Rights that you may have under the GDPR are described in the Privacy Policy. A copy of the Privacy Policy for your review can be found at: policy.ku.edu

Employees are responsible for validating their pay and deductions.

KU LOGIN
Using your KU Online ID

University of Kansas
785-864-8080

Human Resource and Payroll System (HR/Pay) Announcements

Validate your paycheck under the **KU Payroll Dashboard**

Absence balances and absence history (View Request) under **Time and Absence**.

Hourly employees-view your Payable Time Details (includes approval dates) under **Time and Absence**.

Review/Update Work Location Directory and Demographics->Personal Details->

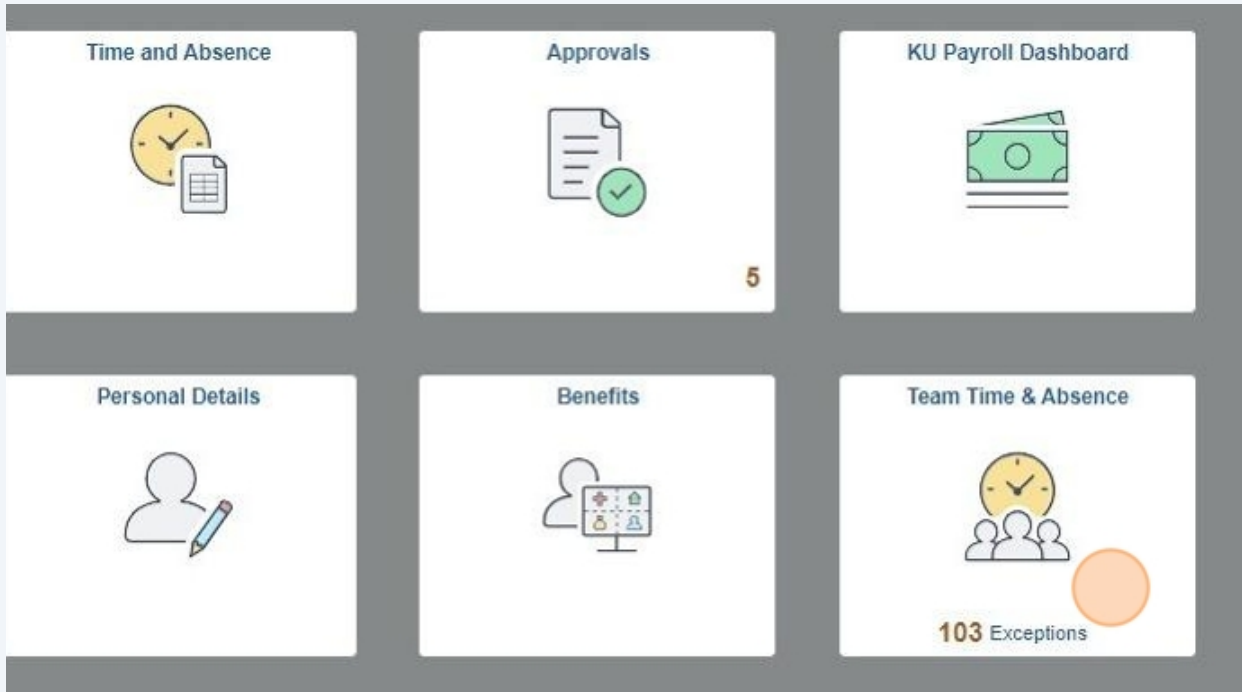
Time and Absence Reporting and Approvals

Employees: Absence and Time reporting is due from you by the end of your workweek. Hours and absences are to be reported on the actual date they occurred. Timesheet Users: please validate your timesheet has the correct hours and reporting codes by the end of each work week.





Supervisors: Time and Absence approvals are due from you or your delegate the Monday following the end of the payroll period. Deadline changes may be made due to holidays and/or State of Kansas scheduling and will be announced.

[Pay Period FY 2024 Calendars](#)

3 Click the **Time & Absence** tile.



4 You will see a list of the individuals who report to you. The red clock icon indicates there is an error. Select that row.

r Time		
t Employee		
»/Title	Exceptions	Hours to be Approved
 Student Hourly		
 Student Hourly		 1

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Click the calendar icon to navigate to a specific date or use the arrows to move between weeks.

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 Reporting Code	Quantity	Time Details	Comments
18 Sunday Aug Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19 Monday Aug Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20 Tuesday Aug Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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The grey triangle indicates the row that needs corrected. Enter the missed clock in or out time.

Team Time / Absence

Enter Time

Return to Select Employee

August 11, 2024 - August 17, 2024

Scheduled 0.00 | Reported 74.08

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Comments
11 Sunday Aug Reported 73.78 ⚠	<input type="text" value="8:06:02PM"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 Monday Aug Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13 Tuesday Aug Reported 0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Always add a comment when time has been altered as this is an audited record.

The screenshot shows a web interface for time reporting. At the top right, there are navigation buttons for 'Previous' and 'Next', a 'View By' dropdown set to 'Weekly', and 'Submit' and 'Clear' buttons. Below this is a table with the following columns: In, Out, Time Reporting Code, Quantity, Time Details, Comments, and Reported Status. The first row has '8:06:02PM' in the 'In' column, an empty 'Out' field, a dropdown for 'Time Reporting Code', an empty 'Quantity' field, a calendar icon in 'Time Details', a comment box icon in 'Comments' (highlighted with an orange circle), and 'Submitted' in 'Reported Status'. The second row has empty fields for 'In', 'Out', 'Time Reporting Code', and 'Quantity', a calendar icon in 'Time Details', a comment box icon in 'Comments', and 'New' in 'Reported Status'. There are also '+' and '-' icons to the right of each row.

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Once you have entered a comment, close the comment box.

The screenshot shows a 'Time Reporting Comments' dialog box overlaid on a time reporting interface. The dialog box has a title bar with a close button (X) highlighted with an orange circle. The main content of the dialog box reads: 'Comments related to Time entered for 08/11/2024' and 'Comment once entered cannot be altered or removed.' Below this is a text input field with the placeholder 'Add a new Comment'. At the bottom right of the dialog box are two buttons: 'Add Comment' and 'Clear'. The background interface is dimmed and shows a 'Team Time / Absence' section with a date range of 'August 11, 2024 - August 17, 2024' and a table with columns for 'Day Summary', 'In', and 'Out'. The table shows data for Sunday (Aug 11), Monday (Aug 12), and Tuesday (Aug 13).

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Click "Submit"

The screenshot shows a web application interface with a dark blue header bar containing a home icon and a menu icon. Below the header, there is a main content area with a light gray background. In the top right corner of this area, there are two buttons: "Previous" with a person icon and "Next" with a person icon. Below these buttons is a "View By" dropdown menu set to "Weekly". At the bottom right of this section, there is a blue "Submit" button with a red circle around it, and a "Clear" button. Below this section is a table with three columns: "Time Details", "Comments", and "Reported Status". The table has one row with a calendar icon in the "Time Details" column, a comment icon in the "Comments" column, the text "Submitted" in the "Reported Status" column, and two buttons: a plus sign and a minus sign.

Time Details	Comments	Reported Status	
		Submitted	