

# NEOGOV

## **Adjusting Timesheets for Employees and Managers**

Last revised: 6/29/23

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## Preface

Any modifications to this document, as the document exists within NEOGOV's body of documentation, are the sole responsibility of the entity modifying the document. By making any change to this document, you agree that modifications and unchanged portions of the document are your sole responsibility, comply with legal and regulatory requirements, comply with the terms of the Service Agreement between you and NEOGOV, and you further agree to update the document as product changes are released reflecting the author of the changes.

## Overview

Hourly employees may need to adjust their timesheet for any reason that requires they arrive late or leave early. At the end of the week, the employee submits their timesheet, and the manager approves it. Managers and employees can adjust and submit timesheets using the Self Service **Dashboard**.



For employees, adjusting time only works for unsubmitted timesheets. After submitting, managers or admins can adjust time.

## Adjusting Time on Timesheets

### Employees

Salaried employees typically adjust the **Amount**, and hourly employees adjust the **Start Time** and **End Time**. All employees can adjust the **Time Code** for things like jury duty. When adjusting start and end times, the **Amount** field automatically updates.

1. Go to **Dashboard > Time & Attendance > My Timesheet** tab.
2. Select the desired timesheet from the **Timesheets** drop-down list.

Time & Attendance
Overview My Timesheet My Team's Timesheets My Time Off My Team's Time Off

Timesheets

04/02/23 - 04/15/23

1
2

MC

**Merell Q Chantal**  
Office Supervisor - Police

Open

Submit

Period: April 2 - April 15

80.00  
REG HRS

80.00  
Total Hours

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 04/02								+
Monday 04/03	PRIMARY	REG HRS		08:00 AM	04:00 PM	8.00 hrs	8.00 hours	+
Tuesday 04/04	PRIMARY	REG HRS		-	-	8.00 hrs	8.00 hours	+



You can also use the **Timesheets Quick Action** to go directly to the current time sheet.

3. Select the desired row and edit the **Start Time** or **End Time**.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 04/02								+
Monday 04/03	PRIMARY	REG HRS	Cost Center	08:00	04:00	8.00	8.00 hours	+ □ 🗑️

4. After editing any field on the timesheet line, click out of the field to save the change. NEOGOV automatically adjusts the totals.

MC

**Merell Q Chantal**

Office Supervisor - Police

Open

Submit

---

Period: April 2 - April 15


80.00	80.00
REG HRS	Total Hours

5. To add a new line, go to the desired date and click +. A new line appears.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 04/02								+
Monday 04/03	PRIMARY	REG HRS	Cost Center	08:00	04:00	8.00	8.00 hours	+ □ 🗑️
Monday 04/03	PRIMARY	REG HRS	Cost Center	08:00 AM	04:00 PM	8.00 hrs	8.00 hours	□ 🗑️
	PRIMARY	REG HRS	Cost Center				8.00 hours	+ □ 🗑️

6. Adjust information as needed, then click away from the line. NEGOV adds the new line and adjusts the entry.

Monday 04/03	PRIMARY	REG HRS	08:00 AM	01:00 PM	5.00 hrs				
	PRIMARY	REG HRS	05:00 AM	08:00 AM	3.00 hrs	<b>8.00 hours</b>			



If there are lines you don't need, click the trash can icon to remove them.

7. If needed, click the Comments icon to add a note about the adjustment.

Comment for this timesheet line ✕

Should I record this in the timesheet?

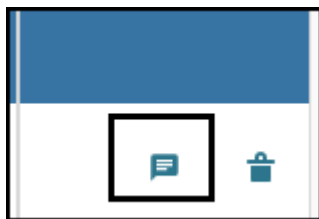
Delete Save

Submit

37.00	2.00	39.00
REG HRS	HOL HRS	Total Hours

Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
HOL HRS		02:00 PM	04:00 PM	2.00 hrs		

NEGOV will change the icon when you save the comment.



## Managers

1. Go to **Dashboard > Time & Attendance > My Team's Timesheets** tab.
2. Select the desired **Pay Period**.

The screenshot shows the 'Time & Attendance' dashboard. The 'My Team's Timesheets' tab is selected. A 'Pay Period' dropdown is set to '05/14/23 - 05/27/23'. Below this, there are tabs for 'Unsubmitted (1)', 'Unapproved (0)', and 'Approved (0)'. A table lists timesheet entries with columns for Employee Name, Timesheet Start Date, Department, and Manager. The entry for 'Dyan Carandang' is highlighted.

Employee Name	Timesheet Start Date	Department	Manager
Dyan Carandang	05/14/2023	COMMIS	Merell Chantal

3. Locate the desired employee and click their name. The timesheet opens.
4. Select the desired row and edit the **Start Time** or **End Time**.

The screenshot shows a timesheet entry for Monday, 05/15. The 'Start Time' field is set to 08:00 and the 'End Time' field is set to 06:00. The 'Amount' is 10.00 and the 'Total Hours' is 10.00 hours.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours
Sunday 05/14							
Monday 05/15	PRIMARY	REG HRS	Cost Center	08:00	06:00	10.00	10.00 hours

5. Click away from the timesheet to apply the changes. NEOGOV automatically adjusts the totals.

The screenshot shows the 'Timesheets' page for employee Dyan Carandang. The pay period is '05/14/23 - 05/27/23'. The employee's name and title are displayed. A 'Submit' button is visible. At the bottom, a summary box shows the total hours for the period.

Period: May 14 - May 27	91.00 REG HRS	91.00 Total Hours
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6. To add a new line, go to the desired date and click **+**. A new line appears.

Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Sunday 05/14								+
Monday 05/15	PRIMARY	REG HRS		08:00 AM	06:00 PM	10.00 hrs	10.00 hours	+

Monday 05/15	PRIMARY	REG HRS		08:00 AM	06:00 PM	10.00 hrs	10.00 hours	
	PRIMARY	REG HRS	Cost Center				10.00 hours	+

7. Adjust information as needed, then click away from the line. NEGOV adds the new line and adjusts the **Total Hours**.

Monday 05/15	PRIMARY	REG HRS		08:00 AM	06:00 PM	10.00 hrs	10.00 hours	
	PRIMARY	REG HRS		05:00 AM	08:00 AM	3.00 hrs	13.00 hours	+



If there are lines you don't need, click the trash can icon to remove them.



## Submitting Timesheets

Employees submit their timesheets at the end of the week using the **Dashboard**.

1. Go to **Dashboard** > **Time & Attendance** > **My Timesheet** tab.
2. Select the desired timesheet from the **Timesheets** drop-down list.
3. Select the desired timesheet period.



You can also use the **Timesheets Quick Action** to go directly to the current time sheet.

4. Click **Submit**. The **Submit Timesheet for Approval** dialog appears.

5. Select the statement checkbox, then click **Submit**, or **Cancel** to back out.

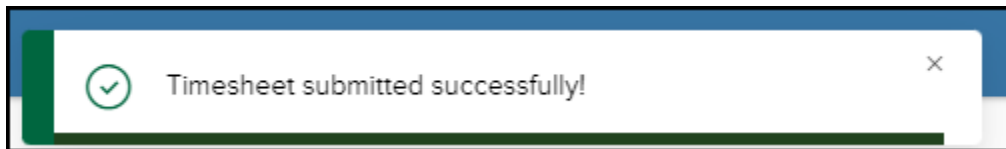
Submit Timesheet for Approval

You are submitting the timesheet for **APRIL 2 - APRIL 15** with **80.00** total hours.

I attest that the hours entered for the time codes and cost centers selected on the timesheet are a truthful and accurate representation of hours worked.

Cancel Submit

A confirmation appears indicating that the timesheet was submitted and the timesheet changes to the **Submitted** status.



Timesheets

04/02/23 - 04/15/23

MC Merell Q Chantal  
Office Supervisor - Police Submitted

Period: April 2 - April 15

## Approving Timesheets

After an employee submits their timesheet, the approver approves it using the **Dashboard**. The approval appears as a task for the approver to complete.

1. In the **Time and Attendance** product, navigate to the Self Service **Dashboard**.
2. Click **Tasks**. The **Tasks** screen appears with the **To Do** tab active.

The screenshot displays the NEOGOV Self Service Dashboard for Mike Parker, VP of HR in Human Resources. The dashboard is titled "Dashboard" and features a navigation menu on the left with options: Dashboard, Tasks (1), People, Time & Attendance, Pay, Benefits, Performance, Reports, and Settings. The "Tasks" menu item is highlighted with a red circle and a black "2". The main content area shows "My Tasks" with a "View All Tasks (1)" link. Under "OVERALL STATUS", there is a large number "1" and the text "Due Later". Below this is a grey bar representing a task. The "TASKS" section is currently empty.

3. Click the desired timesheet under **Due this week**. The timesheet opens.

**Tasks**

To Do (1)      Completed (0)

0 Overdue      0 Due This Week

View All Tasks

Due Date   Product   Task Type   For Whom

Due later (1)

TIME & ATTENDANCE · APPROVAL

**KM** Timesheet for 01/16/23 - 01/22/23  
For Katreena Madigan · Total hrs: 39

4. If approving, click **Approve**. The **Approve Timesheets** dialog appears.

← Back

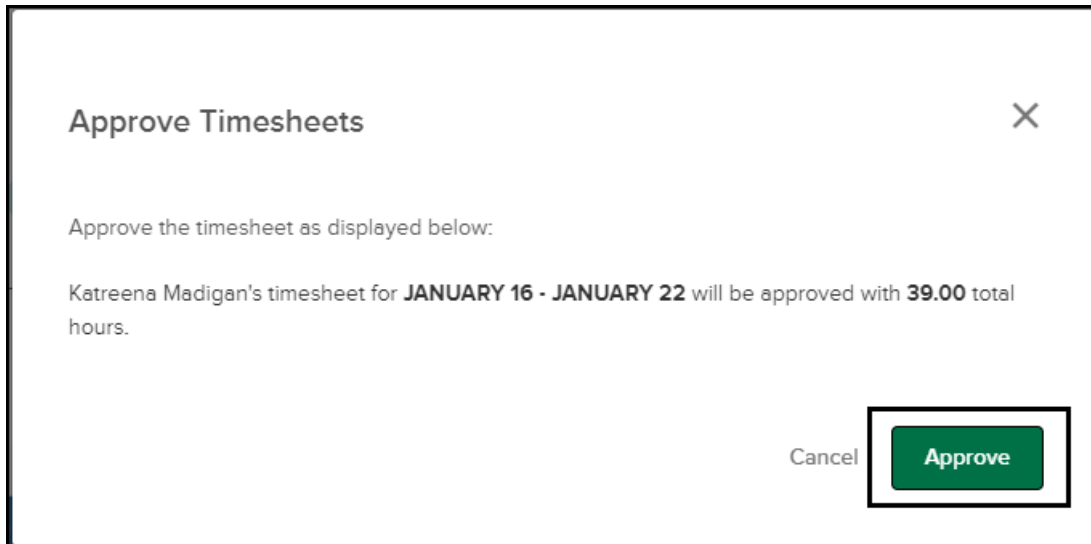
**KM** Katreena Madigan  
Human Resources Director      Submitted

Deny      Approve

37.00 REG HRS      2.00 HOL HRS      39.00 Total Hours

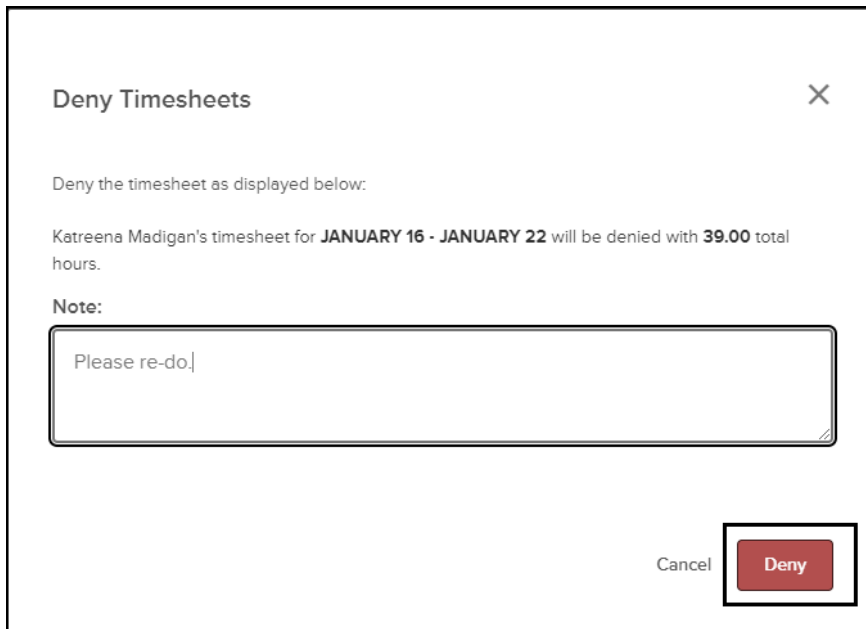
Date	* Assignment	* Time Code	Cost Center	Start Time	End Time	Amount	Total Hours	
Monday 01/16	PRIMARY	REG HRS		08:00 AM	02:00 PM	6.00 hrs		<input type="checkbox"/> <input type="checkbox"/>
	PRIMARY	HOL HRS		02:00 PM	04:00 PM	2.00 hrs	8.00 hours	<input type="button" value="+"/> <input type="checkbox"/> <input type="checkbox"/>
Tuesday 01/17	PRIMARY	REG HRS		-	-	9.00 hrs	9.00 hours	<input type="button" value="+"/> <input type="checkbox"/> <input type="checkbox"/>

5. Click **Approve** to process the timesheet or click **Cancel** to back out.



NEOGOV displays a confirmation indicating the approval and the timesheet status displays **Approved**.

6. If denying, click **Deny**. The **Deny Timesheets** dialog appears.
7. If needed, enter a reason for the denial in the **Note** field.
8. Click **Deny** to send the timesheet back to the employee, or click **Cancel** to back out.



NEOGOV displays a confirmation indicating the denial and the timesheet status displays **Open**.