

Timesheets – Guidance for Correcting Entries

Guidance on how to correct timesheet errors & when to use the void status.

Scenario Number	Scenario	Timesheet record status in system	Schools & SSC / SSM – Action Required
1.	Error identified before report sent to Head Teacher	In Progress or Awaiting Approval	<ol style="list-style-type: none"> 1. School Office edit timesheet in system 2. Submit HT Report for Approval 3. Submit Payroll Report to Payroll for processing
2.	Error identified after Head Teacher has approved, Payroll Report not submitted	Complete	<ol style="list-style-type: none"> 1. SSC / SSM unlocks record 2. School Office update timesheet in system 3. Re-submit entire new HT Report for Approval 4. Submit Payroll Report to Payroll for processing
3.	Overpayment error identified, Payroll Report has been submitted but Payroll processing is not complete.	Complete	<ol style="list-style-type: none"> 1. SSC /SSM to void incorrect timesheet in system 2. Schools office create new timesheet in system with correct details 3. Add note to void record AND new record on system 4. Submit new HT Report for Approval containing corrected timesheet details only, advising HT in email that original record has been voided. 5. Once approved, send second report to Payroll containing corrected timesheet details only – confirm in email to Payroll that this entry replaces a void entry on original report 6. SSC / SSM to contact Finance to check if recharging report has been run – if so, ensure amended records are recharged correctly. Also advise Finance of any changes to reason codes.
4.	Overpayment error identified after Payroll processing complete.	Complete	<ol style="list-style-type: none"> 1. SSC / SSM to engage with Payroll for advice and agree steps to resolve 2. Add note to record on system detailing how overpayment will be resolved 3. SSC / SSM to contact Finance to check if recharging report has been run – if so, ensure amended records are recharged correctly. Also advise Finance of any changes to reason codes. 4. Do not VOID record in system – system should match hours approved by HT and processed by Payroll – any changes to this will be recorded within recharging / journal paperwork.
5.	Overpayment error identified after Payroll processing complete and after Finance have confirmed recharge is complete	Sent to Payroll	<ol style="list-style-type: none"> 1. SSC / SSM to engage with Payroll for advice and agree steps to resolve – please note record on system cannot be amended or marked as void once status is changed to Sent to Payroll. System should match hours approved by HT and processed by Payroll – any changes to this will be recorded within recharging / journal paperwork. 2. Add note to record on system detailing how overpayment will be resolved 3. SSC / SSM to contact Finance to check if recharging report has been run – if so, ensure amended records are recharged correctly. Also advise Finance of any changes to reason codes. 4. If required, SSC/SSM prepares the journal to correct entries in question & send to Finance

6.	Error made with reason code only after Payroll cut-off date.	Complete or Sent to Payroll	1.Contact SSC/SSM 2.SSC/SSM prepare journal and send to Finance for processing 3. No need to void record in system
7.	Employee not paid for hours worked or late submission received after Payroll cut off date	Complete or Sent to Payroll	1. School contacts employee to advise 2. Create new timesheet for processing in next payroll cycle