

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

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