Entering Retroactive Exceptions

1. Open Web Browser, enter Ecotime URL
2. If **Single Sign On** displays, enter Active Directory **User Name** and **Password**, click **Login**
3. Select **History**, select **Timesheet**, select **Period**, click **go**, timesheet displays
4. Retroactive Timesheets will be available approximately 7 business days from the last Pay Period close

Note: Retroactive input is only allowed on timesheets that state **(History – Adjustments Allowed)**
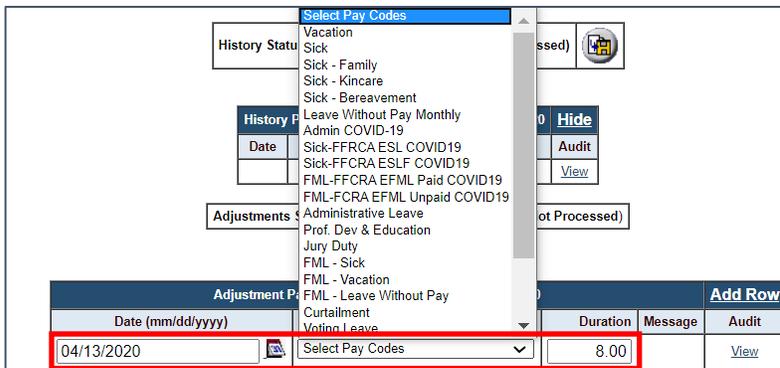
5. Select **CREATE ADJUSTMENTS**

6. **Adjustments Pay Period Details** for selected pay period displays
7. Select **Add Row**

8. In Row, use **Calendar** icon to select **Date**, select **Pay Code**, and enter **Duration**

9. In upper right-hand corner of page, click **Save**

10. If you wish to delete your entries, click **Delete**

11. To add a range of dates, select **Add Multiple Entries**

12. In row, use **Calendar** icon to select **Date From** and **Date To**, select **Pay Code**, enter **Duration**, click **Add**

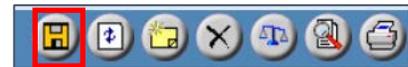13. The rows are added

14. If entries are correct, in upper right-hand corner of page, click **Save**

15. The entered **Adjustments** display the **NET** difference from the original **Processed** timesheet

16. If entries are correct, click **Complete**

Reminders

- You must click **Save** and **Complete**
- Notify your supervisor/manager that you have submitted a retroactive timesheet
- When your supervisor/manager **Approves** your timesheet, you will be notified by email
- Retroactive timesheets **must** be approved by your supervisor/manager to be processed
- If supervisor/manager makes edits to your timesheet, you will be notified by email