

Monthly/Exempt Retroactive Timesheet Entries



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)**

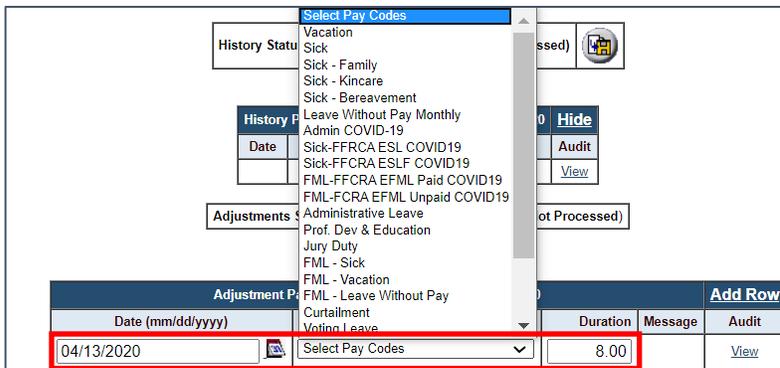
5. Select **CREATE ADJUSTMENTS**



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**

Monthly/Exempt Retroactive Timesheet Entries

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

Add Multiple Entries

Adjustment Pay Period Details 04/01/2020 - 04/30/2020						Add Row
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	Delete	
04/13/2020	Sick	8.00		View	<input type="checkbox"/>	

Press the button to the right to delete all checked items

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

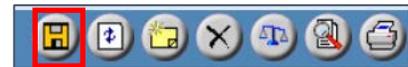
Add Multiple Entries				Hide
Date From (mm/dd/yyyy)	Date To (mm/dd/yyyy)	Pay Codes	Duration	Action
04/20/2020	04/22/2020	Vacation	8.00	Add

13. The rows are added

Adjustment Pay Period Details 04/01/2020 - 04/30/2020						Add Row
Date (mm/dd/yyyy)	Pay Codes	Duration	Message	Audit	Delete	
04/13/2020	Sick	8.00		View	<input type="checkbox"/>	
04/20/2020	Vacation	8.00		View	<input type="checkbox"/>	
04/21/2020	Vacation	8.00		View	<input type="checkbox"/>	
04/22/2020	Vacation	8.00		View	<input type="checkbox"/>	

Press the button to the right to delete all checked items

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

History Status (Not Completed, Not Approved, Processed)

History Pay Period Details 04/01/2020 - 04/30/2020 **Hide**

Date	Pay Codes	Duration	Message	Audit
No data available.				

Adjustments Status (Not Completed, Not Approved, Not Processed)

Adjustment Timesheet Summary 04/01/2020 - 04/30/2020 **Hide**

Pay Codes	Calculated	NET
Sick	8.00	8.00
Vacation	24.00	24.00
Totals:	32.00	32.00

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