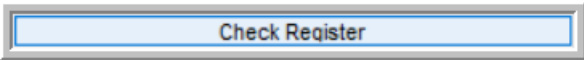




Timesheet Changes After Warrant Calculated



The **Check Register** step is the “point of no return”. Once the step is run, changes cannot be made to the timesheets.



When timesheets are in the approval process or approved, no further entry can be made. A message will appear on the timesheet entry screen showing the status with a “No Changes Allowed” message.

Warrant	030308	01-Jan-2020	31-Jan-2020	Annual	39090.40	Bargaining Unit	AFL	-AF
Timesheet Group	SCHOOL-CLERK	school weekly clerical		Period	746.00	Warrant Calculated		
Employee	071322 0 Note	SEARIAC, KAREN		Per-Dien	149.20	No Changes Allowed		
Position	S006SCHCLRK-01	CLERK 12 MONTH		Daily	149.20			
				Hourly	18,6500			

To change timesheets after the warrant has been calculated, follow these steps: (if the warrant has not been calculated, skip to step 7 below to re-open the timesheets)

1. Click **Human Resources** ▶ **Payroll Processing** ▶ **Process Paychecks**

Batch Number	Warrant	Check Date	Period	Calculation User Name	Calculation Date	Period Start	Period End	Warrant Status
	999999							
2879	903284	22-Nov-2019	BI	LUANN	11-Dec-2019	09-Nov-2019	22-Nov-2019	Calculated
2892	903293	15-Dec-2019	BI	LUANN	11-Dec-2019	01-Dec-2019	14-Dec-2019	Printed
2895	903294	15-Dec-2019	WE	LUANN	12-Dec-2019	01-Dec-2019	07-Dec-2019	Calculated
2898	903296	15-Dec-2019	BI	LUANN	12-Dec-2019	01-Dec-2019	14-Dec-2019	Calculated
2901	903301	15-Jan-2020	BI	LUANN	13-Jan-2020	01-Jan-2020	14-Jan-2020	Calculated
2910	903308	31-Jan-2020	M	THERESA	27-Feb-2020	01-Jan-2020	31-Jan-2020	Calculated

2. Locate the Batch Number for the warrant containing the timesheets to be changed

3. Click the **2 Select Batch** button to go to step menu for that Batch

4. Click the **Select and Calculate Warrants** button located at the top of steps menu

5. From the **Select and Calculate Warrant** screen, locate the desired Warrant; if calculated it will show a checkbox

6. **Uncheck** the box under the **Select** column for the warrant to delete the existing calculation files and re-open the warrant for additional timesheet entry



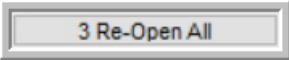
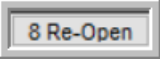
The screenshot shows the 'Select and Calculate Warrants' interface. A table lists warrants with columns for Warrant, Select, Check Date, Bank, Period, Deds, Files Exist, User Name, Calculation Date, Period Star, Period End, Warrant Status, and No Time-sheet. A dialog box titled '[AUC] 6010-Select and Calculate Warrants' is open, displaying the message: 'P6018-Warrant Calculation Files Exist. Files will be deleted. OK?' with 'Yes' and 'No' buttons.

7. Go to **Human Resources** ▶ **Payroll Processing** ▶ **Release Timesheets by Warrant**

The screenshot shows the 'Human Resources' menu with 'Payroll Processing' selected, and a sub-menu where 'Release Timesheets by Warrant' is highlighted.

8. Locate the Warrant number using the lookup or typing the warrant number into the field

The screenshot shows the 'Release Timesheets by Warrant' screen. The 'Warrant' field contains '903302' and the 'Check Date' is '15-Jan-2020'. A table lists timesheet groups with columns for Timesheet Group, Description, Buttons, and Status. The '3 Re-Open All' button is circled in purple, and the '8 Re-Open' button in the table is also circled in purple.

9. Re-open the warrant by clicking the  button or select a single timesheet group and click on the  button

10. Go to the **Human Resources** ▶ **Timesheet Entry Screen** to make corrections

11. Resume with processing the warrant