

Timesheet Changes After Warrant Calculated



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.

Goto		Timesheet Entry											
Warrant	203308	01-Jan-2020	31-Jan-2020	Annual	39090,40 Bargaining Unit AFL	-AF							
Actions Employee	OVID SCHOOL-CLERK 071322 0 Note	school weekly cler: SEARIAC, KAREN	ical	Period Per Dien	746.00 Warrant Calculated 149.20 No Changes Allowed								
Position	S006SCHCLRK-01	CLERK 12 MONTH		Daily Hourly	149.20 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)

Process Paychecks										
Goto										
Actions	Batch Number	Warrant	Check Date	Period	Calculation User Name	Calculation Date	Period Start	Period End	Warrant Status	
Warrants are calculated in Batches. Click CREATE NEW BATCH if your warrant number is not listed.										
1 Create New Batch		9999999								
	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	
2 Select Batch	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	М	THERESÄ	27-Feb-2020	01–Jan–2020	31-Jan-2020	Calculated	

1. Click Human Resources > Payroll Processing > Process Paychecks

- 2. Locate the Batch Number for the warrant containing the timesheets to be changed
- 2 Select Batch button to go to step menu for that Batch 3. Click the
- 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 I the box under the Select column for the warrant to delete the existing calculation files and re-open the warrant for additional timesheet entry



ADMINS Unified Community Human Resources

March 2020

Goto						Pay	# of	Calculatio	n	Calculation	Period	Period		No Time-
Actions	Warrant	Select	Check D	ate	Bank	Period	Deds	Files Exist	User Name	Date	Star	End	Warrant Status	sheet
	903308		31-Jan-2	2020	PAYR	М	1	YES	THERESA	27-Feb-2020	01-Jan-2020	31-Jan-2020	Calculated	М
	9	J3501	_	020	PAYR	BI	1	YES	LUANN	13-Jan-2020	01–Jan–2020	14-Jan-2020	Calculated	N
1 Calculate] 90	03297		019	PAYR	BI	1	No			13-Dec-2019	26-Dec-2019	Not Ready	N
2 Release Status	i 90	03296		019	PAYR	BI	1	YES	LUANN	12-Dec-2019	01-Dec-2019	14-Dec-2019	Calculated	N
907295 D20 PAYE						WE	1	Nn		1	15-Dec-2019	28-Tec-2019	Ready	N
	019 PAYR WE						INUC	6010-Sele	alculated	N				
3 Release Warrant	90	33294		019	PAYR	BI		[AUC] ouro-select and calculate warrants						N
	90	03284		019	PAYR	WE							pt Ready	Y
903261 21-Aug-2019 PAT BI								pt Ready	N					
P6018-Warrant Calculation Files Exist. Files will be deleted. OK?														

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

Maintenance	>
Payroll Processing	> Warrant/Create Timesheet Scre
Timesheet Entry	> FLSA Processing
Special Processing	
Void/Manual/Figure Paycheck	Release Timesheets by Group

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

Release Timesheets by Warrant										
Actions		Warrant Check Date	903302 15-Jan-2020							
0 Summary Report-All										
1 TSGroup GL Report-All	Timesheet Group	Description	Buttons	Status						
GL Report-All	SCHOOL-CAFE	school weekly cafeteria		In-Progress						
Warrant Summary-All	SCHOOL-CUST	school weekly custodians		Released						
TSGroup GL Report-Select	SCHOOL-ILA	school weekly ila		Released						
	SCHOOL-SCHOOL	school department	6 Run Summary Report 7 Run GL Report 8 Re-Open	Released						
2 Approve All	SCHOOL-SOUT	dipietro school		Released						
3 Re-Open All	-DPW	department public works		Released						
4 Warman	FIRE	FIRE DEPARTMENT		Released						
	TOWN -POL	Police Department		Released						
9. Re-open the warrant by clicking the 3 Re-Open All button or select a single timesheet group and click on the 8 Re-Open button										

- 10. Go to the Human Resources > Timesheet Entry Screen to make corrections
- 11. Resume with processing the warrant