HUMAN RESOURCES
Illinois State University

How to Submit / Approve Hours for Mid-Pay Period Hires or Transfers

This tutorial will be helpful when supervisors want to do one of the following:

1) Approve time for a new employee who was hired mid-pay period
2) Approve time for an employee who transferred mid-pay period
3) Make hours adjustments on timesheet for an employee who was hired or transferred mid-pay period

Supervisors sometimes find they can't actually submit or approve hours in the above cases because the timesheet boxes are "greyed out" and/or say "Invalid Value," like this:

Timesheet

Employee ID:
Job Title: Employee Record Number: 0   _

View By: Time Period ▼   **Date:** 12/01/2014 🗓 ♻ Refresh   << Previous Time Period   Next Time Period >>

Reported Hours: 52.50 Hours   **Scheduled Hours:** 52.50 Hours

From Monday 12/01/2014 to Monday 12/15/2014

| Timesheet |

Mon 12/1	Tue 12/2	Wed 12/3	Thu 12/4	Fri 12/5	Sat 12/6	Sun 12/7	Mon 12/8	Tue 12/9	Wed 12/10	Thu 12/11	Fri 12/12	Sat 12/13	Sun 12/14	Mon 12/15	Total	Time Reporting Code
			7.50				7.50	7.50	7.50	7.50	7.50			7.50	52.50	(Invalid Value)

    Submit

ℹ **Reported Time Status - click to hide**

Date	Status		Total	Time Reporting Code	Comments
12/05/2014	Saved		7.50	XREG	💬
12/08/2014	Saved		7.50	XREG	💬
12/09/2014	Saved		7.50	XREG	💬
12/10/2014	Saved		7.50	XREG	💬
12/11/2014	Saved		7.50	XREG	💬
12/12/2014	Saved		7.50	XREG	💬
12/15/2014	Saved		7.50	XREG	💬

ℹ **Leave Balances - click to view**

Here's how to make the timesheet boxes visible and accessible so you can make hours adjustments (continued on next page):

1) Change the "View By" box on your employee's timesheet from "Time Period" to "Week":

2) Next, find the start date of your employee and enter it in the "Date" field. In this case, the start date was 12/5/14:

3) Hit the "Refresh" button and the timesheet boxes will open up as of the start date (in this example, the boxes for 12/5 thru 12/11 will now be available):

4) Change the Time Reporting Code on the right side of the timesheet as appropriate, then hit the "Submit" button:

Please Note: Don't forget to approve the time for the next week in the pay period as well!