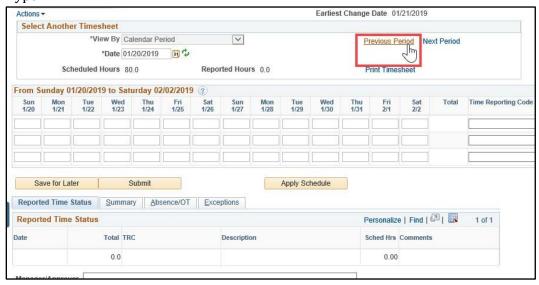# How to Amend Furloughed Timesheets

Manager/Time Administrator Instructions (on behalf of Employee)

1. From the Manager Self Service home page, select the **Manager Time** tile.
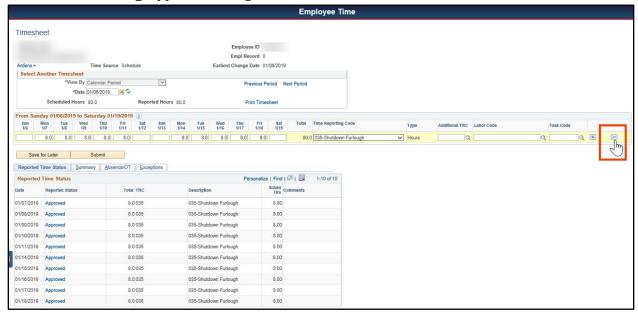

Note: Steps 2 - 10 are the same for a Time Administrator, completing the timesheet on behalf of an employee.

2. On the Report Employee Time tab, click on the employee's name for whom you need to submit an amended timesheet.

3. Once you open the employee's timesheet, navigate to the furloughed timesheet (containing Time Reporting Code 035 - Shutdown Furlough) by clicking on the **Previous Period** hyperlink.

4. On the timesheet where the Time Reporting Code shows 035 - Shutdown Furlough, click on the **minus sign (-)** at the far right end of the row.
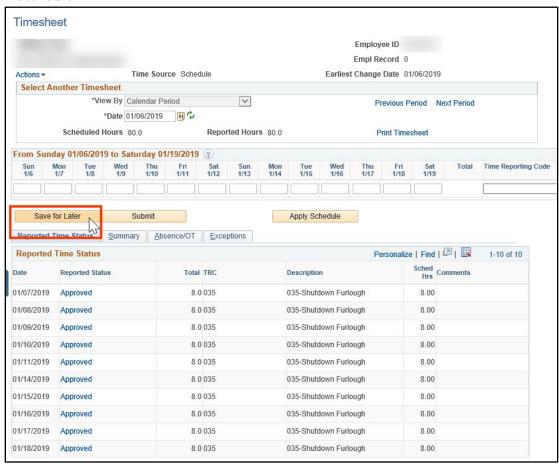

5. Select **Yes - Delete** on the Timesheet Delete Confirmation page to remove the furlough row from the employee's timesheet.
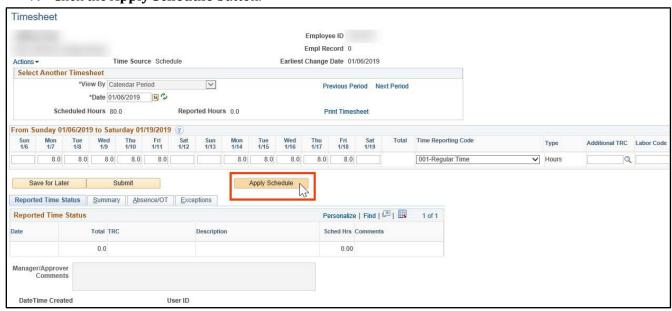
6. Click the **Save for Later** button. This is necessary so that the **Apply Schedule** button will be available.
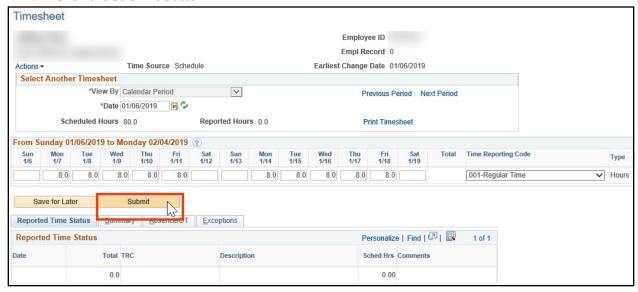

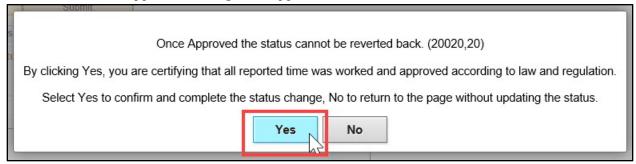7. Click the **Apply Schedule** button.

8. Review and validate the hours on the timesheet, and make any necessary changes. Make sure all Federal holidays are recorded on the applicable days.
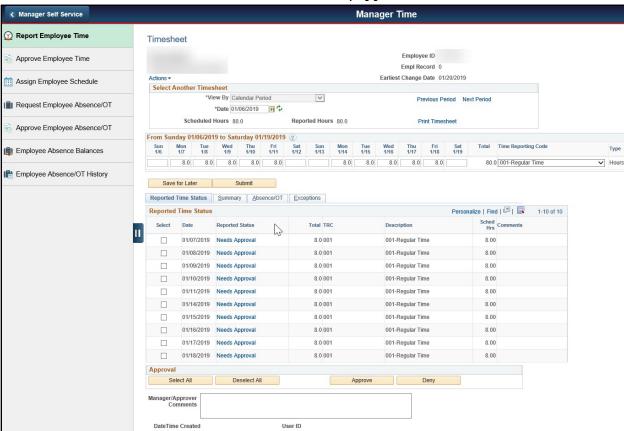9. Click the **Submit** button.

10. Review the approval message that appears, and select the **Yes** button.

11. The amended timesheet will appear as *Needs Approval* status. **You have successfully submitted the modified timesheet for review/approval.**

12. As the manager or time administrator, you can continue the regular process to approve and submit the timesheet.

Note: Repeat the process for all furloughed pay periods.