Creating a negative timesheet

A negative timesheet is used to counterbalance an incorrect, locked timesheet.

- Expand the incorrect, undeletable timesheet. Click on the **New Timesheet** button. Click **Yes** to create a new timesheet.
- Enter the **Units Paid** with a minus sign in front of the hours.
- In the comments box at the bottom of the screen add a comment linking it to the cancelled Timesheet.
- Complete as normal.
- On the **Temp Desk**, **Timesheet** tab, click on the **Update** button. The negative timesheet appears on the Timesheet tab of the Temp Desk.

You now need to enter the correct details on a new timesheet.

- Expand the original timesheet. Click on the **New Timesheet** button and enter the correct details.
- Make a note of the new timesheet number on the paper timesheet.

See also
1.18 Timesheets.

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