



Creating a negative timesheet

A negative timesheet is used to counterbalance an incorrect, locked timesheet to be used if you do not have the Cancel/Correct option (See [Editing timesheets](#)).

- 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](#).

Back to [Online Users Guide](#)

Back to [Temp Desk](#)

From:

<https://iqxusers.co.uk/iqxhelp/> - iqx

Permanent link:

<https://iqxusers.co.uk/iqxhelp/doku.php?id=ug6-26&rev=1411389184>

Last update: **2017/11/16 21:59**

