Editing timesheets before transfer

If you find an error in a timesheet before you transfer to payroll, then you can edit it as follows:

- If the **Transfer Batch** field is empty, click on the **Delete** button.
- Click **Yes** to confirm that you want to delete this timesheet.
- Click **Yes** to confirm that you want to recreate a provisional timesheet.
- Click **No** if you want to completely delete the timesheet.
- If you chose to create a provisional timesheet, edit the **rates** and **charges**, as appropriate.
- When you have entered the correct details, click on the **Save** Provisional button, or complete the timesheet as usual.

If you discover an incorrect timesheet before you transfer it:

- **Expand** the incorrect timesheet and **delete** it, resave as **provisional**, then create a correct timesheet.

If you discover an incorrect timesheet after you have transferred it to Payroll, which cannot be deleted:

- In IQX create a **negative timesheet**, then create a **correct timesheet**. The payroll might require intervention, depending on which system you are using.
- If you have the function use the Cancel/Correct button - more information.

See also
1.18 Timesheets.
6.26 Creating a negative timesheet.

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