



Editing timesheets

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 **units** and **rates**, 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 after it has been transferred you cannot delete it, it must be cancelled with a negative timesheet and recreate a correct timesheet. The payroll might require intervention, depending on which system you are using.

[Using the Cancel/Correct button](#) information |

See also

[1.18 Timesheets.](#)

[6.26 Creating a negative timesheet.](#)

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

