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.

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=ug6-27&rev=1410948039

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