

How to Submit an Amended Timesheet in EmpCenter

1. On the top left corner, you should click the arrow to go back to the pay period that you're looking for.

2. Then click the "Amend" button. Enter the hours that you worked.

The screenshot shows the EmpCenter 8.1.0.2 interface. At the top, there's a navigation bar with 'Home' and 'Help' links. Below this, a date range '01/26/2013 - 02/08/2013' is displayed with a left-pointing arrow icon to its left and a right-pointing arrow icon to its right. A red arrow points to the left-pointing arrow icon. To the right of the date range is an 'Amend' button, which is also pointed to by a red arrow. Further right are 'More' and 'List View' buttons. Below the navigation bar, there's a 'Timesheet' tab. Underneath the tab, there's a calendar view for February 2013, showing days from 26 to 8. Below the calendar, there's a table with columns for 'Date', 'Pay Code', and 'Project'. The 'Date' column has a dropdown menu. The 'Pay Code' column has a dropdown menu with 'Worked' selected. The 'Project' column has a dropdown menu.

3. Remember to click the "Save" button.

4. Then click "Submit" for your supervisor to approve.

Please contact student_payroll@hmc.edu if you need assistance with amended timesheets.