State of Delaware
eSTAR
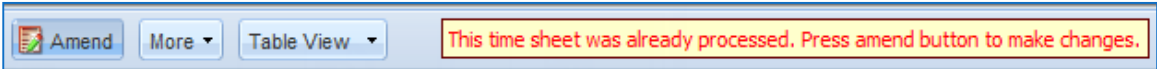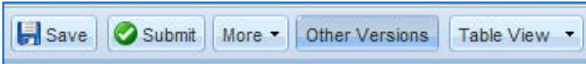Employee State Time & Attendance Reporting

Manager/Timekeeper - Amending Timesheets

1.	Depending on your role you may have the ability to amend timesheets for past pay periods for employees in assignment groups delegated to you. • You can go as far back as 400 days to Amend a timesheet. • Data from amended timesheets are not included in reports unless the amended timesheet has been approved or approved and locked. • Amended timesheets must be approved by a timekeeper, or a higher role, to be included in end of period processing and paid. • Any changes made to a timesheet that has already been paid will cascade through all timesheets up through the current pay period. The difference will be applied to the current pay and bank balances. *Note: If you amend a past timesheet to account for a vacation day that that was entered as a work day, then that change – because it affects the vacation bank – is used to recalculate the bank balances for each successive timesheet up through the current pay period.*
2.	Under **Work Period,** change date to previous pay period you want amended. To change, you may use the calendar icon or the back button to navigate to the pay period you want to amend.
3.	Find the Amend button, click on it Amend More ▾ Table View ▾ This time sheet was already processed. Press amend button to make changes.
4.	Make your change in the timesheet.
5.	Click on **Save**
6.	Edit and **Save** the timesheet. The **Other Versions** button appears. Save Submit More ▾ Other Versions Table View ▾

7.	Click the **Other Versions** button. The **Timesheet Versions** window appears.
	  Other Versions ☒ **Time Sheet Versions** Employee William K. McCoy (A008-0006) Period 03/25/2012 - 03/31/2012 **Viewing Version** **Open version** • Created On: 03/22/2012 03:35 pm View This Version Compare To Open version **Version #1** • Created On: **04/02/2012 02:36 pm** • Approved On: **04/02/2012 02:36 pm** by Nelson, Raymond O. (1212100531) • Paid with period ending: **03/31/2012** View This Version Compare To Open version Close
8.	Click **View This Version** to display the original version of the timesheet.
9.	Click **Compare To Open Version** to list the differences between the two versions. A pop-up window displays the results of the comparison. **Other Versions** ☒ **Time Sheet Comparison Report** Employee: McCoy, William K. (A008-0006) Period: 03/25/2012 - 03/31/2012 Version #1 ➡ Open version 04/02/2012 02:36 pm 03/22/2012 03:35 pm 🖨 Print | Work Date ▲	Pay Code	In/Out	Out Time	Hours	Amount
---	---	---	---	---	---
Mon 03/26	WORKED	06:00 am	06:00 pm	0.00	$0.00
Tue 03/27	WORKED	06:00 am	06:00 pm	0.00	$0.00
Wed 03/28	WORKED	06:00 am	06:00 pm	0.00	$0.00
Thu 03/29	WORKED	06:00 am	06:00 pm	0.00	$0.00
✖ Fri 03/30	WORKED	06:00 am	06:00 pm	0.00	$0.00
➕ Sat 03/31	WORKED	08:00 am	04:00 pm	0.00	$0.00 | **Legend** | Example	Meaning
An unchanged value	No change
Value in version #1 ⬇ Value in open version	Data changed
➕ Added	Added to open version (In open version, but not in version #1)
✖ Deleted	Deleted from open version (In version #1, but not in open version) | Close
10.	After viewing the comparison, you can print the results, or close the window to return to the timesheet.

 Note: Amended timesheets **must be approved** in order to be processed with the current pay period. *See Approving Amended Timesheets Job Aid***