

Correcting Attendance During Confirm Week

Last Updated: December 2020



There may be times when an employee is not receiving a paycheck or is underpaid or overpaid. The following instructions illustrate how to make corrections during confirm week.

For Kronos Agencies Only: Adjustments can only be made in Kronos until the TCD file has been transmitted from Kronos to Core-CT. After the TCD interface is run for a given pay period, all updates for that pay period must be made in both Core-CT and Kronos. In Kronos, enter as historical edits. Adjustments/historical edits to time in Kronos after TCD interface is run are not sent to Core-CT.

Part I – Errors found on Monday or Tuesday of confirm week

Scenario	Resolution Options		Result in Current Period	Result in Next Period
Paycheck error discovered at least two days before confirm	Option 1	<p>Correct the timesheet.</p> <p>Self Service Agencies: Approve the correction after the next Time Admin process.</p>	Employee receives correct pay.	No Impact

Part II – Errors found the day before or on Pay confirm

Scenario	Resolution Options		Result in Current Period	Result in Next Period
An error is discovered on the timesheet on the day before confirm AND the employee will be under or over paid	Option 1	<p>Correct the timesheet.</p> <p>Self-Service Agencies: Submit a request to the Time and Labor Team to have Time Admin run Before 5:00 on the day before confirm.</p> <p>Self-Service Agencies: Approve the correction upon notification that Time Admin has run.</p>	Employee receives correct pay.	No Impact
An error is discovered on the timesheet on the day before confirm but pay is correct	Option 1	<p>Correct the timesheet as soon as possible.</p> <p>Self-Service Agencies: Approve the correction after the next Time Admin process.</p>	Employee will receive correct pay but coding, and potentially accrual balances, will be incorrect.	Coding will be corrected and accrual balances adjusted, if necessary.
Self-Service Agencies Only Time was not approved prior to Pay confirm	Option 1	<p>Submit a request for a Pay Line adjustment to Central Payroll by Noon on Pay Confirm day.</p> <p>The day after confirm, delete the unapproved attendance from the timesheet. After Time Admin runs verify that the needs approval time has been removed. If it is still in a needs approval status, approve it. Be sure to approve both the negative and positive entries.</p> <p>Note: if the unapproved attendance was for an entire week (Friday to Thursday), you will need to ensure</p>	Employee receives correct pay.	No Impact

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		<p>the employee is in a zero hour schedule prior to deleting the timesheet.</p> <p>Once the needs approval time is cleaned up, record the attendance on the Adjust Paid Time page.</p>		
	Option 2	Approve the time.	Employee receives short pay.	Employee receives payment owed.
No attendance was entered on the Timesheet prior to Pay confirm	Option 1	<p>Submit a request for a Pay Line adjustment to Central Payroll by Noon on Pay Confirm day.</p> <p>On the Friday after pay confirm, record the attendance on the Adjust Paid Time page.</p>	Employee receives correct pay.	No Impact
	Option 2	<p>Enter and submit the attendance on the timesheet.</p> <p>Self-Service Agencies: Approve the attendance after the next Time Admin process.</p>	Employee receives no payment.	Employee receives payment owed.
Attendance was entered on the Timesheet prior to Pay confirm but the employee will be under or over paid due to an error	Option 1	<p>Submit a request for a Pay Line adjustment to Central Payroll by Noon on Pay Confirm day.</p> <p>On the Friday after pay confirm, correct the attendance on the Adjust Paid Time page.</p>	Employee receives correct pay.	No Impact
	Option 2	<p>Correct the attendance on the timesheet.</p> <p>Self-Service Agencies: Approve the attendance after the next Time Admin process.</p>	Employee receives over or under payment.	Employee receives payment owed or is short pay.
Attendance was entered on the Timesheet prior to Pay confirm but an exception was created and the employee will be under or over paid	Option 1	<p>Submit a request for a Pay Line adjustment to Central Payroll by Noon on Pay Confirm day.</p> <p>Delete the attendance causing the exception from the timesheet.</p> <p>On the Friday after pay confirm, enter the correct attendance on the Adjust Paid Time page.</p> <p>Self-Service Agencies: Verify that there is no time to be approved.</p>	Employee receives correct pay.	No Impact
	Option 2	After pay confirm, clear or allow the exception.	Employee receives over or under payment.	Employee receives payment owed or is short pay.

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Part III – Errors found after Pay confirm

Scenario	Resolution Options		Result in Current Period	Result in Next Period
Paycheck error discovered after pay confirm	Option 1	<p>If the employee has Direct Deposit, submit a request for a stop payment to Central Payroll. Submit a request to Central Payroll for a petty cash check. Note: the petty cash request must exactly match the attendance in hours. Refer to the TRC job aid for mapping TRCs to Earn Codes. Do not request a petty cash check for a lump sum to REG.</p> <p>Do not alter the timesheet.</p> <p>Once the original payment has been cancelled by Central Payroll, record the attendance on the Adjust Paid Time page. The attendance recorded must match the petty cash request. *</p>	<p>Employee receives correct pay.</p> <p>Employees with direct deposit will receive an actual check</p>	No Impact
	Option 2	<p>If the employee receives an actual check, submit a request to the Treasury Dept. to cancel the check. Submit a request to Central Payroll for a petty cash check. Note: the petty cash request must exactly match the attendance in hours. Refer to the TRC job aid for mapping TRCs to Earn Codes. Do not request a petty cash check for a lump sum to REG.</p> <p>Do not alter the timesheet.</p> <p>Once the original payment has been cancelled by Central Payroll, record the attendance on the Adjust Paid Time page. The attendance recorded must match the petty cash request. *</p>	Employee receives correct pay.	No Impact
	Option 3	<p>Correct the attendance on the timesheet.</p> <p>Self-Service Agencies: Approve the attendance after the next Time Admin process.</p>	Employee receives over or under payment.	Employee receives payment owed or is short pay.
Attendance was entered on the Timesheet prior to Pay confirm but no paycheck was created	Option 1	<p>Submit a request to Central Payroll for a petty cash check. Note: the petty cash request must exactly match the attendance in hours. Refer to the TRC job aid for mapping TRCs to Earn Codes. Do not request a petty cash check for a lump sum to REG.</p> <p>Do not alter the timesheet.</p> <p>On the Friday after pay confirm, verify the attendance on the Adjust Paid Time page and correct, if necessary.</p>	<p>Employee receives correct pay.</p> <p>Employees with direct deposit will receive an actual check.</p>	No Impact

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<p>Attendance was entered on the Timesheet prior to Pay confirm, a paycheck was created, but after confirm there was no paycheck</p>	<p>Option 1</p>	<p>Submit a request to Central Payroll for a petty cash check. Note: the petty cash request must exactly match the attendance in hours. Refer to the TRC job aid for mapping TRCs to Earn Codes. Do not request a petty cash check for a lump sum to REG.</p> <p>Do not alter the timesheet.</p> <p>On the Friday after pay confirm, verify the attendance on the Adjust Paid Time page and correct, if necessary.</p>	<p>Employee receives correct pay.</p> <p>Employees with direct deposit will receive an actual check.</p>	<p>No Impact</p>
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* When a direct deposit or check is cancelled, an offsetting entry will automatically be made in Time and Labor. The cancellation will be noted in Payable Time Detail with a negative amount and a payable status of RV (Reversed). Users may run the Payable Status Report to identify these entries. RV entries do not appear on attendance reports. The attendance from the petty cash check must be recorded in Adjust Paid Time in order for it to appear on attendance reports.