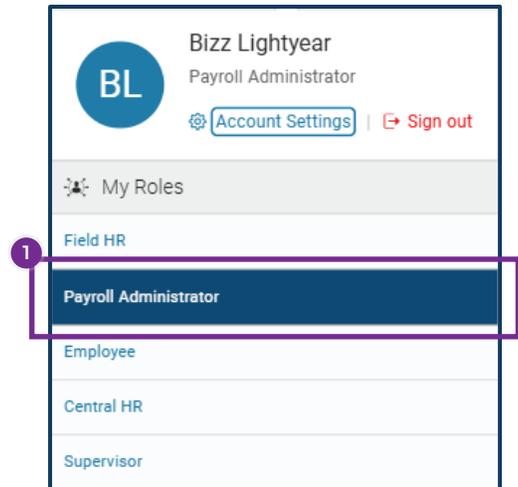


After Payroll Processes Corrections (TADJ)

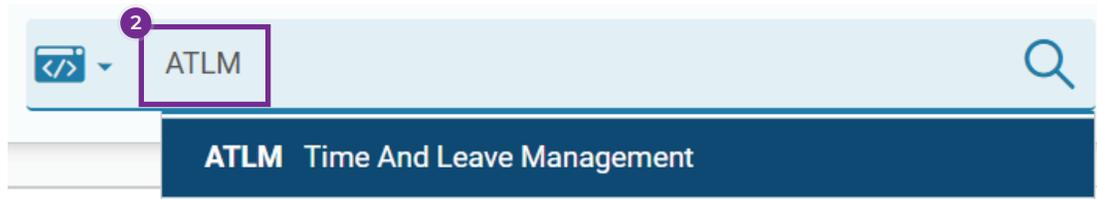
quick reference guide

Instructions

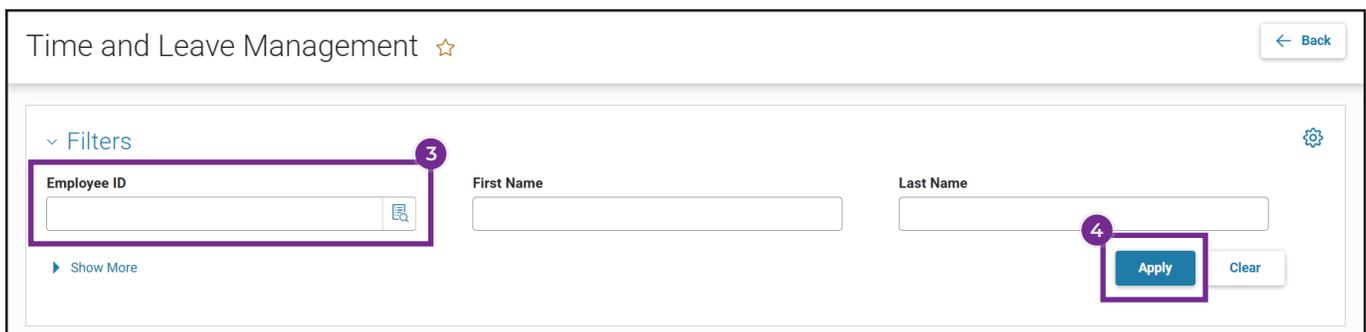
1. From **My Profile**, select **ERIC** or **Payroll Administrator** role, whichever applies to you.



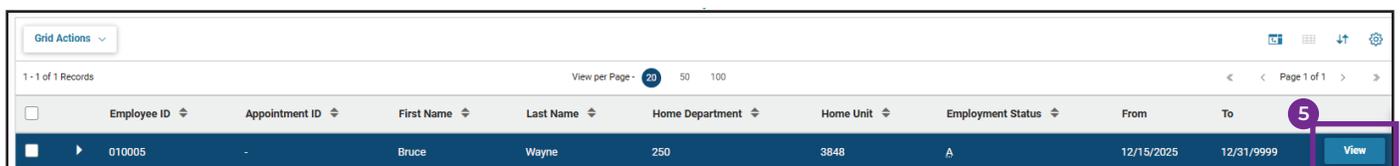
2. From the **Global Navigation** search bar, type ATLM for Time and Leave Management.



3. Enter the **Employee ID** to search for the employee.
4. Click **Apply** when you've narrowed your search.



5. From the **Grid Actions** results, click the **View** button.



1. Click the **Timesheet Roster (Existing Timesheets)** tab.
2. View to make sure the timesheet is incorrect and that there aren't any pending TADJs (Timesheet Adjustments) out there for the same corrections you are making.

Time and Leave Management ☆

Wayne, Bruce B | Employee ID: 010005 | Appointment ID: - | Home Department: 250 | Home Unit: 3848 | Title: 10938

1 of 1: One or more transactions are pending. See the Related Transactions for details.

Employee | **Timesheet Roster (New Timesheets) (31)** | **Timesheet Roster (Existing Timesheets) (2)** | Timesheet Certification | Daily Activity Report | Equipment Usage | Leave Request (Approved) | ... >

Timesheet Ros... (31)

Filters

Transaction Code: Transaction ID: Status:

Show More Search Reset

Grid Actions 1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

Transaction Code	Transaction ID	Phase	Status	Pay Period Start Date	Pay Period End Date	Assignment From	Assignment To
TADJ	20260222000000026477	Draft	Held	-	-	-	-
TIMEI	20260222000000069396	Pending	Submitted	12/06/2025	12/19/2025	12/15/2025	12/31/9999

The **TIMEI** (Timesheet) Transaction page opens.

Once you have determined you can proceed with the TADJ, on the carousel you will need to select the **Timesheet Roster (New Timesheets)** tab.

1. Select the **3-dot menu**  on the side of ANY of the pay period lines.
2. Click the **Related Actions** and then the **Create New Timesheet Adjustments**.

Employee | **Timesheet Roster (New Timesheets) (31)** | Timesheet Roster (Existing Timesheets) (2) | Timesheet Certification | Daily Activity Report | Equipment Usage | Leave Request (Approved) | ... >

Grid Actions 1 - 20 of 31 Records View per Page - 20 50 100 Page 1 of 2

Pay Period Start Date	Pay Period End Date	Short Description	Assignment From	Assignment To
12/06/2025	12/19/2025	Bi-Weekly 1	12/15/2025	12/31/9999
12/20/2025	01/02/2026	Bi-Weekly 1	12/15/2025	
01/03/2026	01/16/2026	Bi-Weekly 1	12/15/2025	
01/17/2026	01/30/2026	Bi-Weekly 1	12/15/2025	

12/31/9999

The **TADJ** (Timesheet Adjustment) Transaction page will open.

1. Click the **+** sign **+** to the left of the grid to add a new line.
2. Enter the following:
 - **Event Date**
 - **Start Date**
 - **Hours** for missing event type

You can add as many lines as you need by clicking on the **+** icon in the top left of the grid.

3. Click **Validate** and **Submit** if error free.

Verify changes went through

1. From the **Global Navigation** search bar, type PAYM for Payroll Management page.

2. Enter the **Employee ID** to search for the employee.
3. Click **Apply** when you've complete your narrowed search.

1. Click on **Pending Payments** tab.
2. Review the **Pending Payments** for the employee.

Payroll Management ☆ ← Back

Wayne, Bruce B | Employee ID: 010005 | Appointment ID: - | Home Department: 250 | Home Unit: 3848 | Title: 10938

Employee **Pending Payment** Issued Checks/Advices Pay Distribution Detail Pay Details Deduction Details Fringe Details

Check Date

> Filters

Grid Actions

1-20 of 20+ Records View per Page: 20 50 100 Page 1 of 1+

<input type="checkbox"/>	06/30/2025	TW	Regular Pay Type	8.00	\$237.52	No	Modify
<input type="checkbox"/>	07/01/2025	TW	Regular Pay Type	8.00	\$237.52	No	Modify
<input type="checkbox"/>	07/02/2025	TW	Regular Pay Type	8.00	\$237.52	No	Modify
<input type="checkbox"/>	07/03/2025	TW	Regular Pay Type	8.00	\$237.52	No	Modify