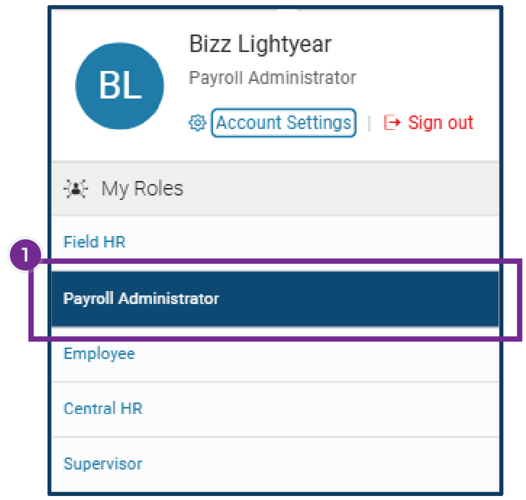
Vantage Learn

quick reference guide

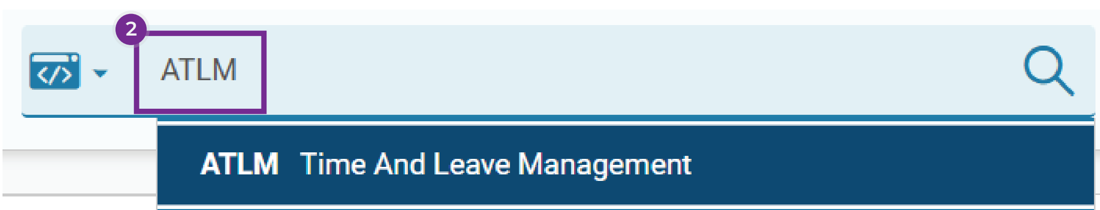
Entering Missing Timesheet (TIMEI)

Instructions

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



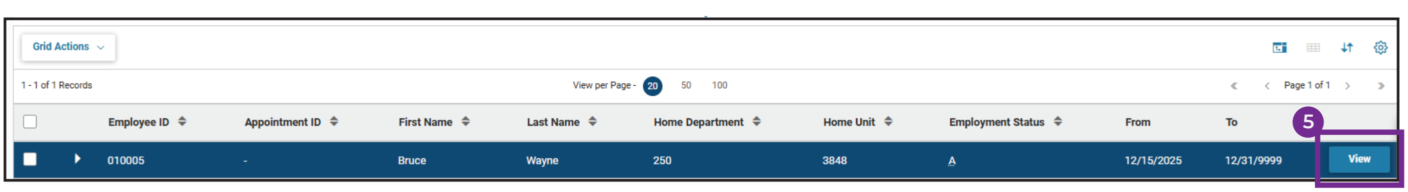
2. From the **Global Navigation** search bar, type ATLM for Time and Leave Management.



3. Enter the **Employee ID** to search for the employee.

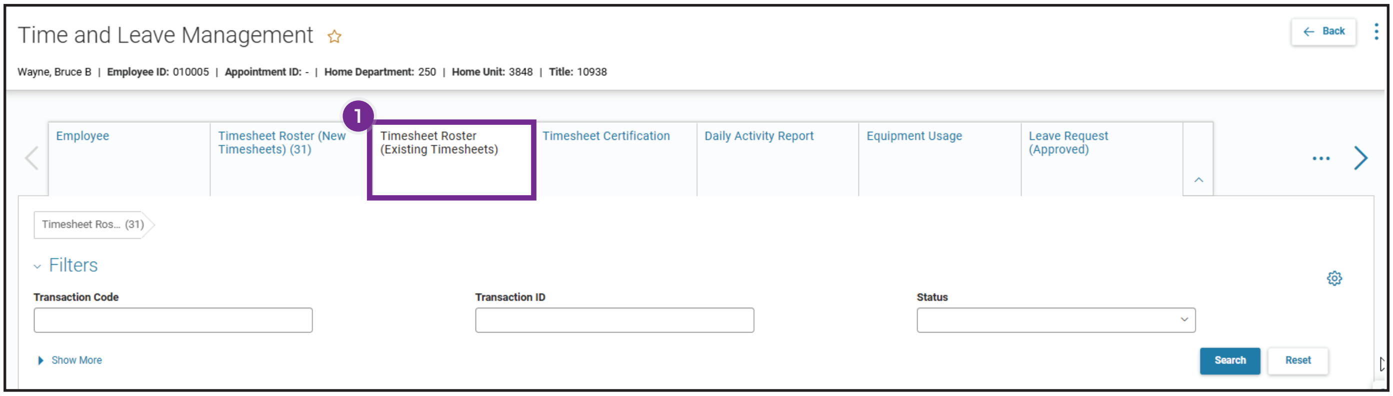
4. Click **Apply** when you've completed your search.

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



1. Click the **Timesheet Roster (Existing Timesheets)** tab.

2. Verify that there is no timesheet entered for the pay period.



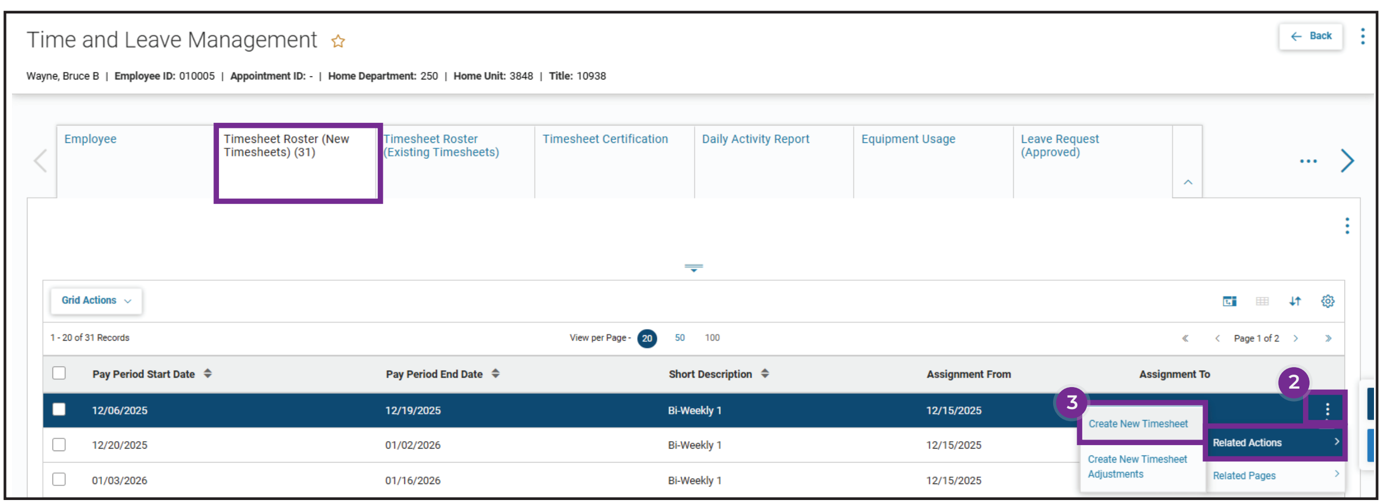
The **TIMEI** (Timesheet) Transaction page opens.

Once you have determined there is no timesheet, you can proceed with creating the new timesheet. On the carousel you will need to select the **Timesheet Roster (New Timesheets)** tab

1. Click the **Timesheet Roster (New Timesheets)** tab.

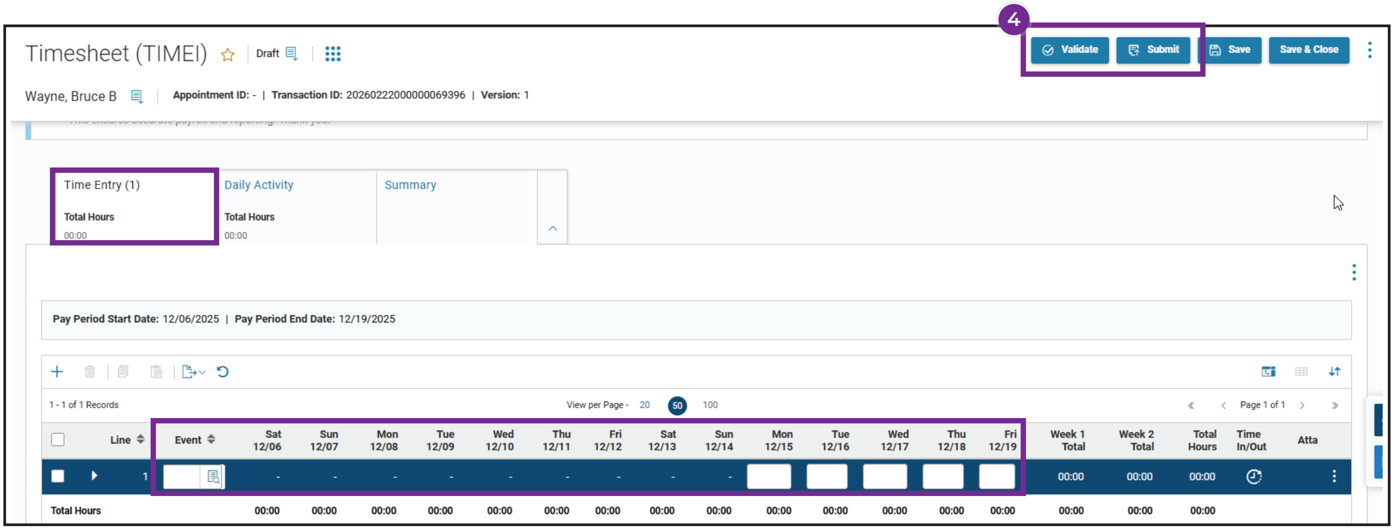
2. Select the **3-dot menu** ⋮ on the side of ANY of the pay period lines.

3. Click the **Related Actions** and then the **Create New Timesheet**.



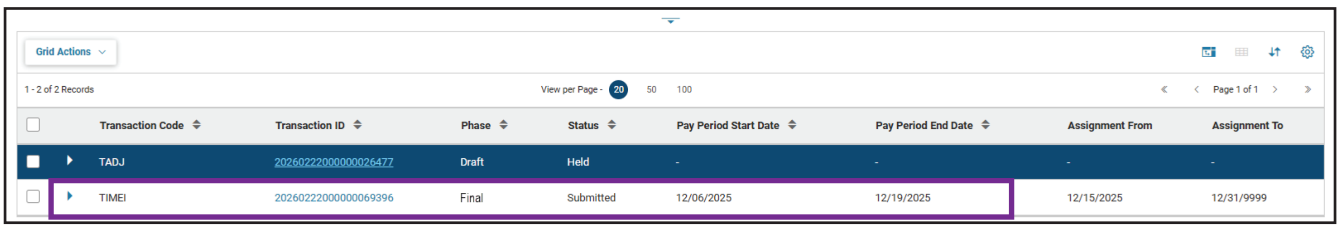
The **TIMEI** (Timesheet) Transaction page opens. Enter in the missing information.

4. Once new time is entered, hit **Validate** then **Submit**.



This timesheet will then go through the approval process.

Once the timesheet is approved, you'll see it in the Timesheet Roster (Existing Timesheet) in the '**Final**' phase.



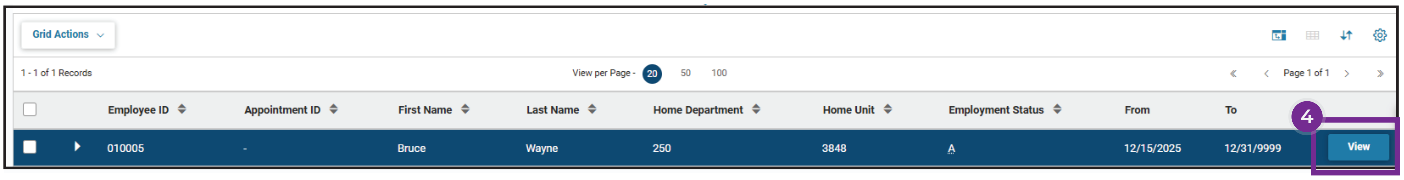
Verify changes went through

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.

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



1. Click on **Pending Payments** tab.

2. Review the **Pending Payments** for the employee.