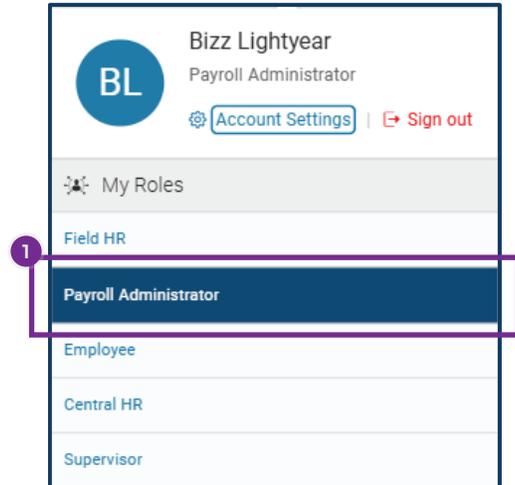


# Entering Missing Timesheet (TIMEI)

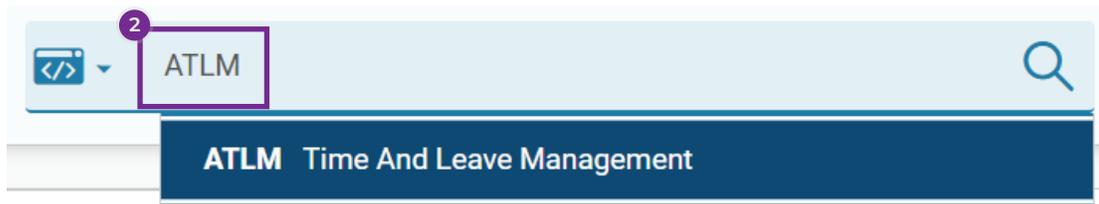
quick reference guide

## Instructions

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



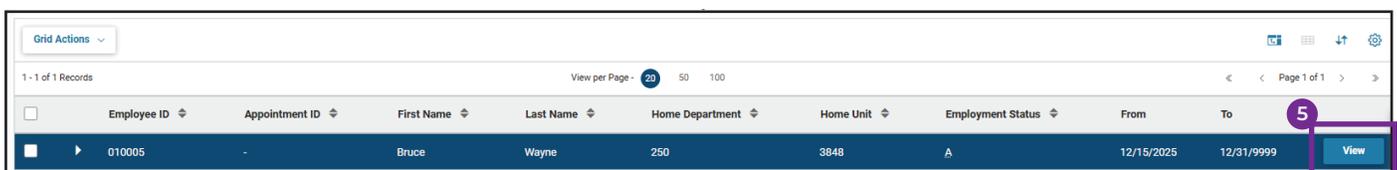
2. From the **Global Navigation** search bar, type ATLM for Time and Leave Management.



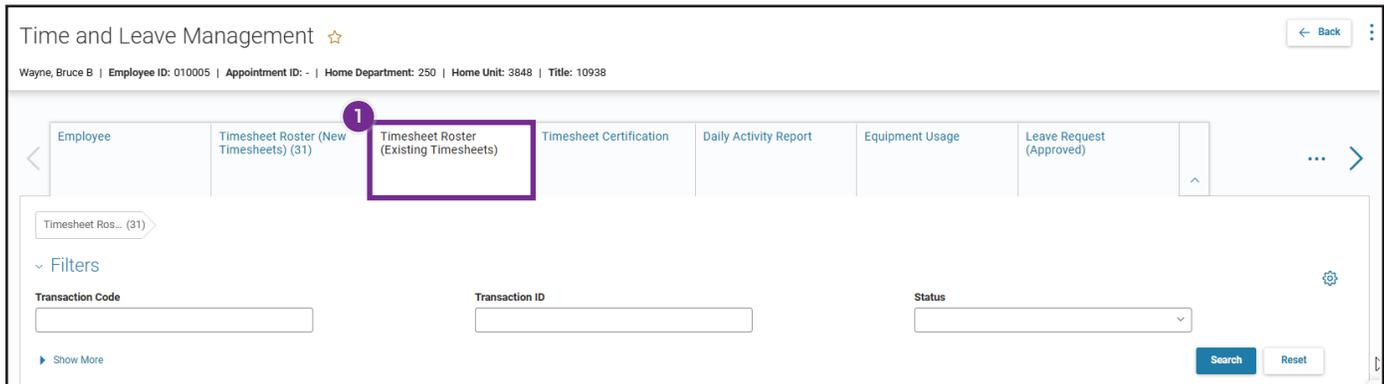
3. Enter the **Employee ID** to search for the employee.
4. Click **Apply** when you've completed your search.



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



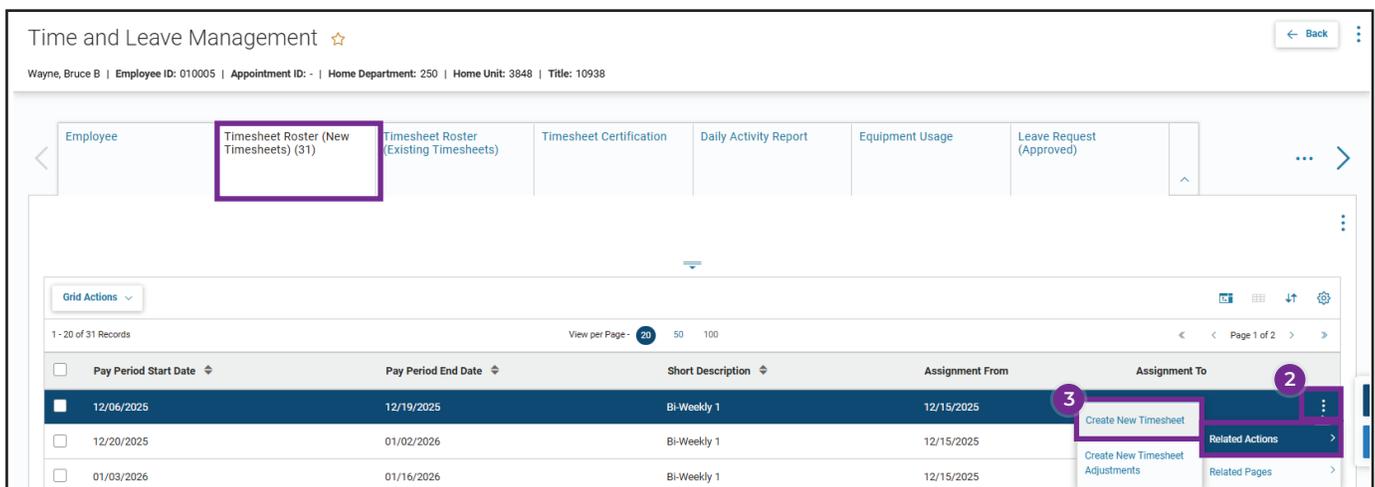
1. Click the **Timesheet Roster (Existing Timesheets)** tab.
2. Verify that there is no timesheet entered for the pay period.



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.

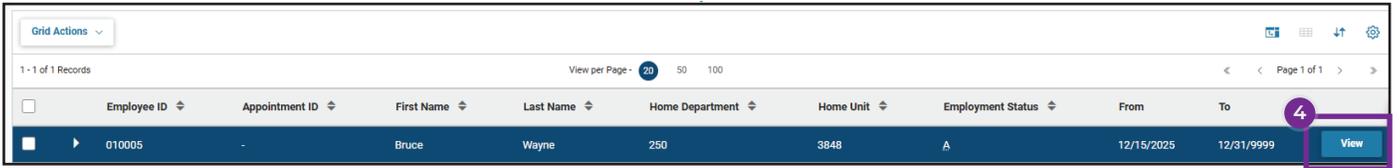
## Verify changes went through

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.

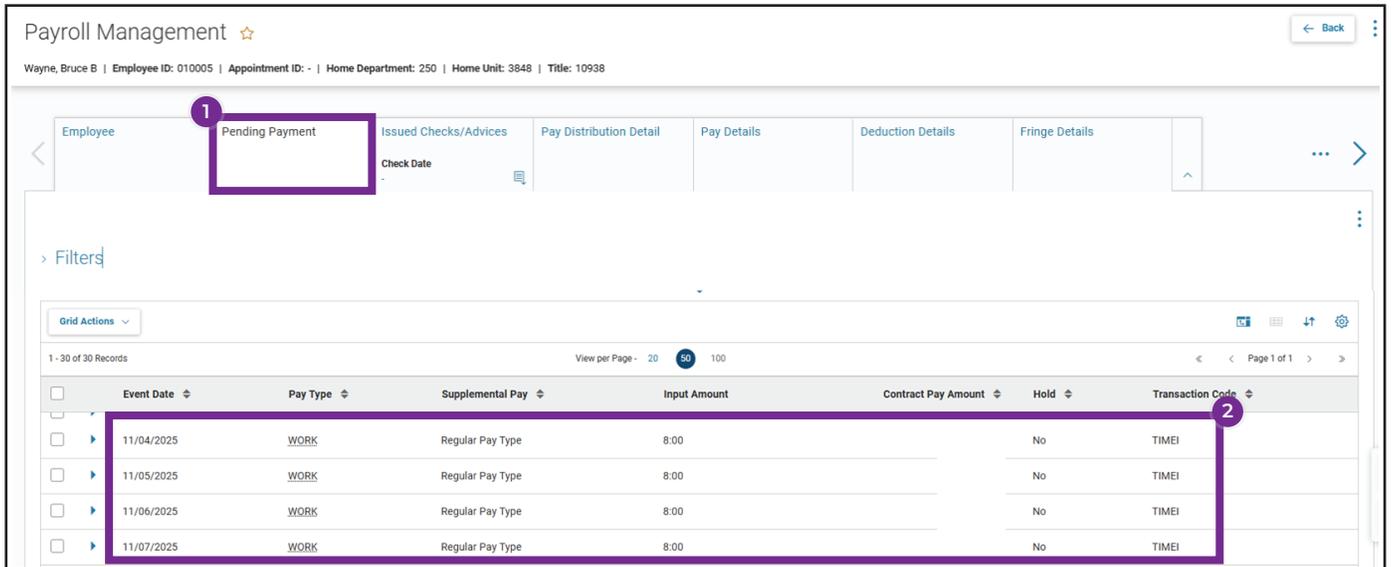


A screenshot of a web application interface showing a grid of employee records. The grid has columns for Employee ID, Appointment ID, First Name, Last Name, Home Department, Home Unit, Employment Status, From, and To. The first row contains the following data: Employee ID: 010005, Appointment ID: -, First Name: Bruce, Last Name: Wayne, Home Department: 250, Home Unit: 3848, Employment Status: A, From: 12/15/2025, To: 12/31/9999. A purple box highlights the 'View' button in the rightmost column of the first row. A purple circle with the number '4' is placed above the 'View' button.

Employee ID	Appointment ID	First Name	Last Name	Home Department	Home Unit	Employment Status	From	To	View
010005	-	Bruce	Wayne	250	3848	A	12/15/2025	12/31/9999	View

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

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



A screenshot of the 'Payroll Management' interface. The top navigation bar shows 'Wayne, Bruce B | Employee ID: 010005 | Appointment ID: - | Home Department: 250 | Home Unit: 3848 | Title: 10938'. Below this, there are several tabs: 'Employee', 'Pending Payment', 'Issued Checks/Advices', 'Pay Distribution Detail', 'Pay Details', 'Deduction Details', and 'Fringe Details'. The 'Pending Payment' tab is selected and highlighted with a purple box and a purple circle with the number '1'. Below the tabs, there is a 'Filters' section. The main content area shows a grid of payment records. The grid has columns for Event Date, Pay Type, Supplemental Pay, Input Amount, Contract Pay Amount, Hold, and Transaction Code. The first four rows of the grid are highlighted with a purple box and a purple circle with the number '2'. The data in these rows is: 11/04/2025, WORK, Regular Pay Type, 8.00, No, TIMEI; 11/05/2025, WORK, Regular Pay Type, 8.00, No, TIMEI; 11/06/2025, WORK, Regular Pay Type, 8.00, No, TIMEI; 11/07/2025, WORK, Regular Pay Type, 8.00, No, TIMEI.

Event Date	Pay Type	Supplemental Pay	Input Amount	Contract Pay Amount	Hold	Transaction Code
11/04/2025	WORK	Regular Pay Type	8.00	No	TIMEI	
11/05/2025	WORK	Regular Pay Type	8.00	No	TIMEI	
11/06/2025	WORK	Regular Pay Type	8.00	No	TIMEI	
11/07/2025	WORK	Regular Pay Type	8.00	No	TIMEI	