

# Timesheet Adjustments (ATLM)

quick reference guide

## Instructions

This is for current pay period, BEFORE payroll has run. Be sure you're logged in with the appropriate business role. (for example: Payroll Coordinator or ERIC)

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



2. Enter the **Employee ID** on the **Time and Leave Management** page.

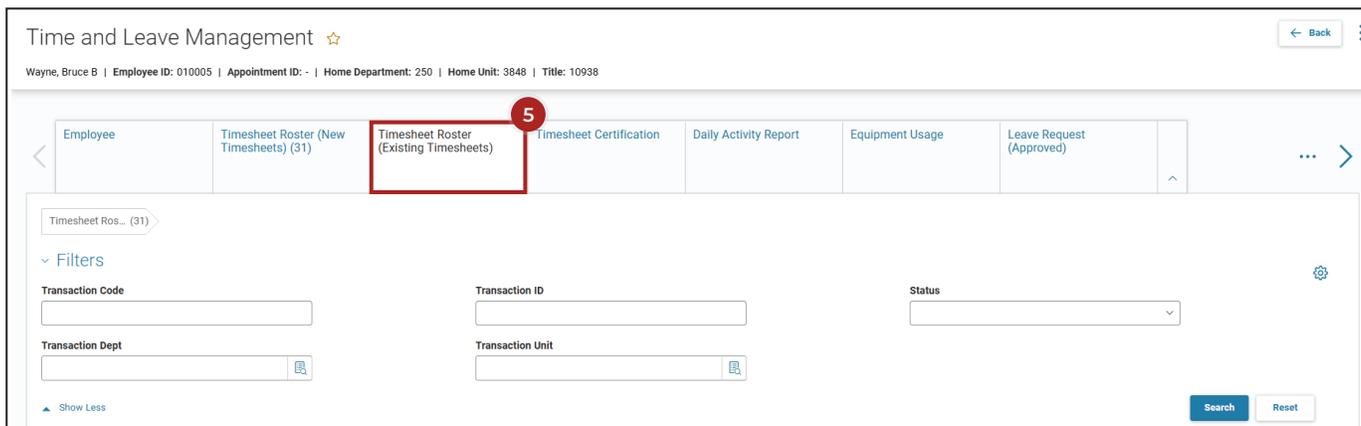
3. Click **Apply** once you've narrowed your search.



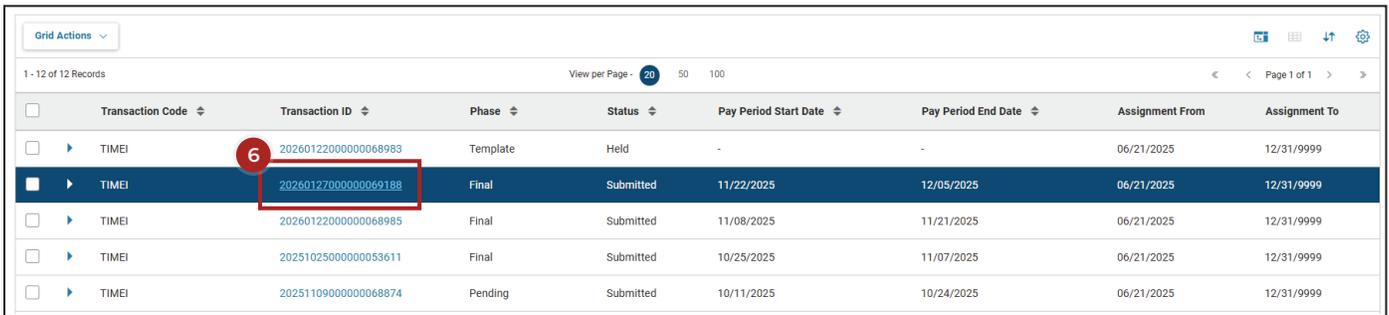
4. From the **Grid Actions** results, click the **View** button.



5. On the carousel, select the **Timesheet Roster (Existing Timesheets)** tab.



6. Find the timesheet of the current pay period that has not been processed by state finance, make sure the Phase is Final, click in to the **Transaction ID**.

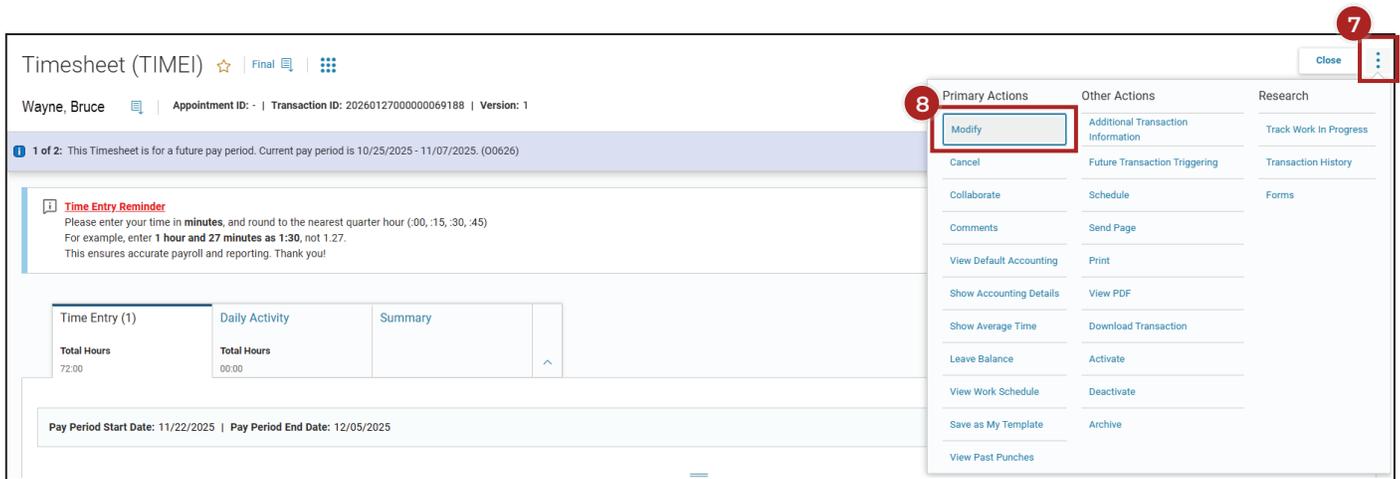


Transaction Code	Transaction ID	Phase	Status	Pay Period Start Date	Pay Period End Date	Assignment From	Assignment To
TIMEI	20260122000000068983	Template	Held	-	-	06/21/2025	12/31/9999
TIMEI	20260127000000069188	Final	Submitted	11/22/2025	12/05/2025	06/21/2025	12/31/9999
TIMEI	20260122000000068985	Final	Submitted	11/08/2025	11/21/2025	06/21/2025	12/31/9999
TIMEI	20251025000000053611	Final	Submitted	10/25/2025	11/07/2025	06/21/2025	12/31/9999
TIMEI	20251109000000068874	Pending	Submitted	10/11/2025	10/24/2025	06/21/2025	12/31/9999

The TIMEI (Timesheet) Transaction page opens. Go to the **Time Entry** tab.

7. Click on the **3-dot menu** to the right.

8. Click **Modify**. Once you hit modify you will notice the Version number should now show 2.



Timesheet (TIMEI) ☆ Final

Wayne, Bruce | Appointment ID: - | Transaction ID: 20260127000000069188 | Version: 1

1 of 2: This Timesheet is for a future pay period. Current pay period is 10/25/2025 - 11/07/2025. (00626)

**Time Entry Reminder**  
Please enter your time in **minutes**, and round to the nearest quarter hour (:00, :15, :30, :45)  
For example, enter **1 hour and 27 minutes** as 1:30, not 1.27.  
This ensures accurate payroll and reporting. Thank you!

Time Entry (1)	Daily Activity	Summary
Total Hours 72:00	Total Hours 00:00	

Pay Period Start Date: 11/22/2025 | Pay Period End Date: 12/05/2025

- Primary Actions
  - Modify
  - Cancel
  - Collaborate
  - Comments
  - View Default Accounting
  - Show Accounting Details
  - Show Average Time
  - Leave Balance
  - View Work Schedule
  - Save as My Template
  - View Past Punches
- Other Actions
  - Additional Transaction Information
  - Future Transaction Triggering
  - Schedule
  - Send Page
  - Print
  - View PDF
  - Download Transaction
  - Activate
  - Deactivate
  - Archive
- Research
  - Track Work In Progress
  - Transaction History
  - Forms

Make the necessary timesheet changes needed.

9. Click **Validate**.

10. Click **Submit**. This timesheet will then go through the approval process.

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

Timesheet (TIMEI) ☆ | Draft | [Grid Icon] | [List Icon]

Wayne, Bruce | Appointment ID: - | Transaction ID: 2026012700000069188 | Version: 2

**Time Entry Reminder**  
Please enter your time in **minutes**, and round to the nearest quarter hour (.00, .15, .30, .45)  
For example, enter **1 hour and 27 minutes** as 1:30, not 1.27.  
This ensures accurate payroll and reporting. Thank you!

Time Entry (1) | Daily Activity | Summary

Total Hours: 72.00

Pay Period Start Date: 11/22/2025 | Pay Period End Date: 12/05/2025

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

Line	Event	Sat 11/22	Sun 11/23	Mon 11/24	Tue 11/25	Wed 11/26	Thu 11/27	Fri 11/28	Sat 11/29	Sun 11/30	Mon 12/01	Tue 12/02	Wed 12/03	Thu 12/04	Fri 12/05	Week 1 Total	Week 2 Total	Total Hours	Time In/Out
1	WORK	Off Day	Off Day	08:00	08:00	08:00	Holiday	08:00	Off Day	Off Day	08:00	08:00	08:00	08:00	08:00	32:00	40:00	72:00	
<b>Total Hours</b>		00:00	00:00	08:00	08:00	08:00	00:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	32:00	40:00	72:00	
<b>Scheduled Hours</b>		00:00	00:00	08:00	08:00	08:00	00:00	08:00	00:00	00:00	08:00	08:00	08:00	08:00	08:00	32:00	40:00	72:00	

**To verify your changes went through:**

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

Vantage | [Search Icon] | **PAYM** | [Search Icon]

**PAYM Payroll Management**

2. Enter the **Employee ID** on the **Payroll Management** page.
3. Click **Apply** once you've narrowed your search.

Payroll Management ☆ | [Back Icon] | [List Icon]

Filters

Employee ID: [Input Field] | Appointment ID: [Input Field] | Title: [Input Field]

Employment Status: [Input Field]

Timeline: Current

[Show More]

[Apply] [Clear]

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

Grid Actions | [Grid Icon] | [List Icon] | [Refresh Icon] | [Settings Icon]

1 - 2 of 2 Records | View per Page: 20 | 50 | 100

Employee ID	Appointment ID	First Name	Last Name	From	To	Grid Actions
010005	-	Bruce	Wayne	06/21/2025	12/31/9999	[View]

5. Click on the **Pending Payments** tab.

Review the Pending Payments for the employee

Payroll Management ☆

Wayne, Bryce | Employee ID: 010005 | Appointment ID: - | Home Department: 150 | Home Unit: 0015 | Title: 12477

← Back

Employee Pending Payment (20+) Issued Checks/Advices (2) Pay Distribution Detail (1) Pay Details Deduction Details (20+) Fringe Details (18)

Check Date 08/15/2025

> Filters

Grid Actions

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

<input type="checkbox"/>	Event Date	Pay Type	Supplemental Pay	Input Amount	Contract Pay Amount	Hold	Modify
<input type="checkbox"/>	10/29/2025	WORK	Regular Pay Type	8:00	\$360.00	No	Modify
<input type="checkbox"/>	11/13/2025	WORK	Regular Pay Type	8:00	\$360.00	No	Modify
<input type="checkbox"/>	11/19/2025	IW	Regular Pay Type	8:00	\$360.00	No	Modify
<input type="checkbox"/>	11/21/2025	IW	Regular Pay Type	8:00	\$360.00	No	Modify
<input type="checkbox"/>	12/03/2025	WORK	Regular Pay Type	8:00	\$360.00	No	Modify