

# Guide to Editing Employee Timesheets

For other general instructions on timesheet approval, see HR's guide:

<https://www.bates.edu/hr/files/2024/01/How-to-login-to-Garnet-Gateway-to-approve-a-timesheet.pdf>

Employee Dashboard • Time Entry Approvals • PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices • Preview

### Timesheet Detail Summary

PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices  
Pay Period: 02/25/2024 - 03/09/2024 12.00 Hours Pending Submitted On 03/06/2024, 01:40 PM

#### Time Entry Detail

Date	Earn Code	Shift	Total
02/26/2024	500, Regular Hours (Student)	1	3.00 Hours
02/28/2024	500, Regular Hours (Student)	1	3.00 Hours
03/04/2024	500, Regular Hours (Student)	1	3.00 Hours
03/06/2024	500, Regular Hours (Student)	1	3.00 Hours

#### Summary

Earn Code	Shift	Week 1	Week 2	Total
500, Regular Hours (Student)	1	6.00	6.00	12.00 Hours
<b>Total Hours</b>		6.00	6.00	

Return Details Return for correction Approve

↑  
The "Return" button brings you back to the previous page

↑  
Click "Details" to edit or make changes to an employee's timesheet

↑  
Only choose "Return for correction" if we are not yet past the timesheet submission deadline. The employee cannot edit the timesheet after submission deadline.

↑  
Click "Approve" to approve the timesheet as is.

Clicking "Details" will bring you to this page...

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PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices Leave Balances

02/25/2024 - 03/09/2024 12.00 Hours Pending Submitted On 03/06/2024, 01:40 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3/3	3/4 3.00 Hours	3/5	3/6 3.00 Hours	3/7	3/8	3/9

Add Earn Code

Regular Hours (Student) 3.00 Hours

Total: 3.00 Hours Account Distribution

Exit Page Cancel Save Preview

Determine if you need to:

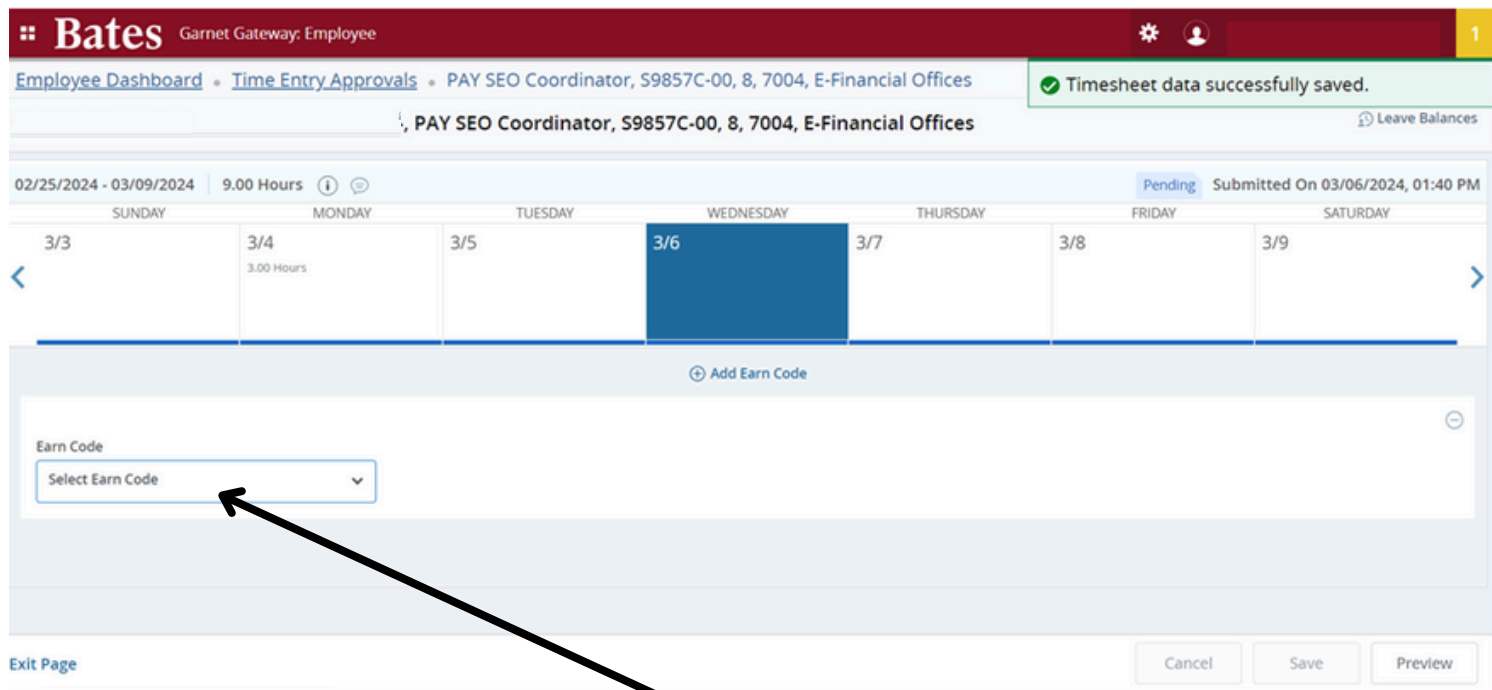
A. Enter hours on a day with no hours entered

B. Delete hours entered

C. Change hours on a day with hours already entered

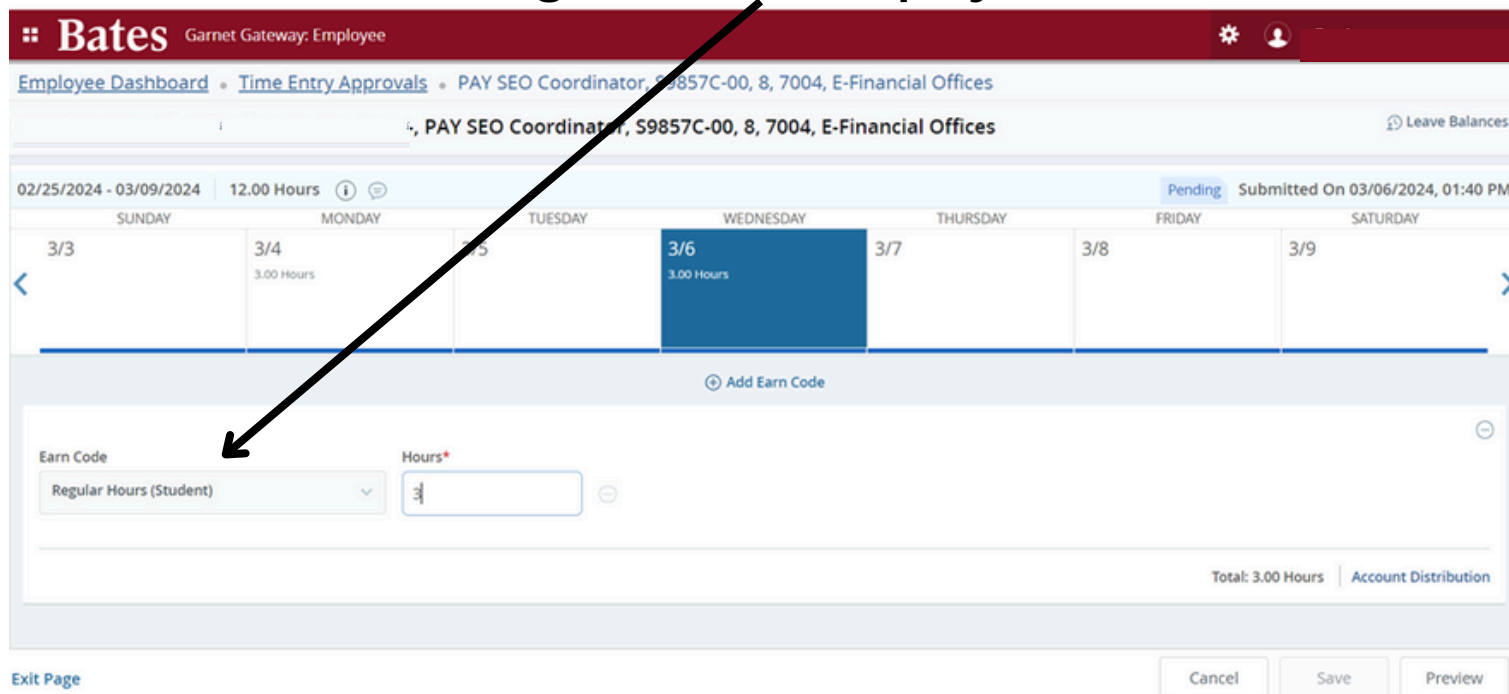
# A. To enter hours on a day with no hours entered:

## 1. Select the date you need to enter hours on



The screenshot shows the Bates Garnet Gateway Employee interface. The top navigation bar includes the Bates logo and the text "Garnet Gateway: Employee". Below this, there are links for "Employee Dashboard" and "Time Entry Approvals", along with the user's name and role: "PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices". A green notification banner at the top right states "Timesheet data successfully saved." and includes a "Leave Balances" link. The main content area displays a calendar for the period 02/25/2024 - 03/09/2024. The date 3/6 (Wednesday) is selected, and the total hours for that day are shown as 9.00 Hours. The calendar grid shows the following hours for each day: 3/3 (0), 3/4 (3.00 Hours), 3/5 (0), 3/6 (3.00 Hours), 3/7 (0), 3/8 (0), and 3/9 (0). Below the calendar, there is a section for "Add Earn Code" with a dropdown menu currently set to "Select Earn Code". At the bottom of the interface, there are buttons for "Exit Page", "Cancel", "Save", and "Preview".

## 2. Click the drop-down bar under “Earn Code” and choose “Regular Hours (Employee)”



The screenshot shows the Bates Garnet Gateway Employee interface, similar to the previous one. The date 3/6 (Wednesday) is still selected, and the total hours for that day are now 12.00 Hours. The "Add Earn Code" section is expanded, showing a dropdown menu with "Regular Hours (Student)" selected. Next to the dropdown is a text input field labeled "Hours\*" which is currently empty. At the bottom right of this section, it displays "Total: 3.00 Hours" and a link for "Account Distribution". The "Exit Page", "Cancel", "Save", and "Preview" buttons are visible at the bottom of the interface.

## 3. Enter the number of hours worked on that day

## 4. Click “Save”

## 5. Select “Preview” to approve timesheet as usual

## ***B. To delete hours entered***

### **1. Select the date with hours you want to delete**

The screenshot shows the Bates Garnet Gateway Employee interface. The user is logged in as a PAY SEO Coordinator. The timesheet is for the period 02/25/2024 - 03/09/2024, showing 12.00 hours. The date 3/6 is selected, and a confirmation dialog is visible. The dialog asks "Are you sure you want to delete the earning record?" with "No" and "Yes" buttons. An arrow points to the "Yes" button.

### **2. Click the circle on the right-hand side to delete the hours entered on that day.**

**\*This will not delete the whole timesheet, just the day selected.**

The screenshot shows the Bates Garnet Gateway Employee interface. The user is logged in as a PAY SEO Coordinator. The timesheet is for the period 02/25/2024 - 03/09/2024, showing 12.00 hours. The date 3/6 is selected, and a confirmation dialog is visible. The dialog asks "Are you sure you want to delete the earning record?" with "No" and "Yes" buttons. An arrow points to the "Yes" button.

### **3. Click "Yes" to delete selected hours**

### **4. Click "Save" for those hours to disappear from the timesheet**

### **5. Click "Preview" to approve timesheet as usual.**

## C. To change hours on a day with hours already entered

### 1. Click on the date with an incorrect number of hours entered

**Bates** Garnet Gateway: Employee

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PAY SEO Coordinator, S9857C-00, 8, 7004, E-Financial Offices

02/25/2024 - 03/09/2024 | 12.00 Hours | Pending | Submitted On 03/06/2024, 01:40 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3/3	3/4 3.00 Hours	3/5	3/6 3.00 Hours	3/7	3/8	3/9

Regular Hours (Student) 3.00 Hours

Total: 3.00 Hours | Account Distribution

Cancel Save Preview

### 2. Click on the pencil icon to make edits

**Bates** Garnet Gateway: Employee

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3/3	3/4 3.00 Hours	3/5	3/6 3.00 Hours	3/7	3/8	3/9

Earn Code: Regular Hours (Student)

Hours\*: 3

Total: 3.00 Hours | Account Distribution

Cancel Save Preview

### 3. Delete hours entered and enter correct number of hours

### 4. Click "Save"

### 5. Select "Preview" to approve timesheet as usual