

Time Sheet Adjustment Tip Sheet

Notes:

1. Time Sheet Adjustments (TSA) are made by time sheet approvers when there is an error or omission on an employee time sheet after it has been submitted and paid.

2. Remember these deadlines:

Friday at 5:00 pm for submission of time sheets by employee

Monday at 1:00 pm for submission of time sheet approvals by supervisors

3. See this website for the payroll calendar and pay periods.

<http://www.lcc.edu/payroll/payroll/>

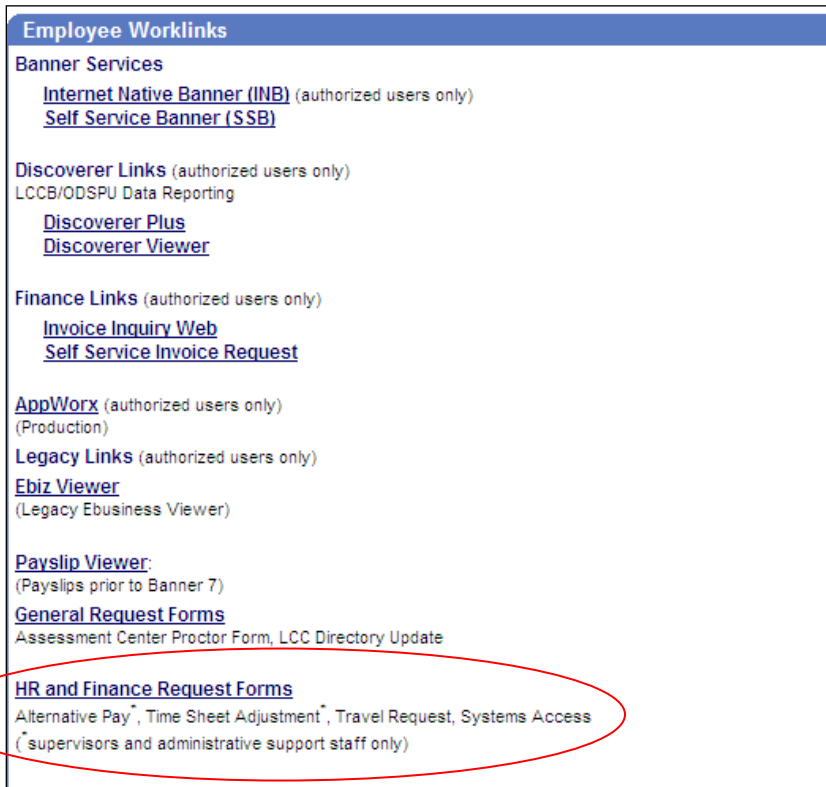
4. Administrator approvers will have access to the TSA form from Star Port.

How to Complete the TSA

1. From Starport access the **Employee** tab.



2. Next select the **HR and Finance Request Forms** from the **Employee Worklinks** area.



The screenshot shows a web interface titled "Employee Worklinks" with a blue header. Below the header, there are several sections of links:

- Banner Services**
 - [Internet Native Banner \(INB\)](#) (authorized users only)
 - [Self Service Banner \(SSB\)](#)
- Discoverer Links** (authorized users only)
 - LCCB/ODSPU Data Reporting
 - [Discoverer Plus](#)
 - [Discoverer Viewer](#)
- Finance Links** (authorized users only)
 - [Invoice Inquiry Web](#)
 - [Self Service Invoice Request](#)
- AppWorx** (authorized users only)
 - (Production)
- Legacy Links** (authorized users only)
 - [Ebiz Viewer](#)
 - (Legacy Ebusiness Viewer)
- Payslip Viewer:**
 - (Payslips prior to Banner 7)
- General Request Forms**
 - Assessment Center Proctor Form, LCC Directory Update
- HR and Finance Request Forms** (circled in red)
 - Alternative Pay, Time Sheet Adjustment, Travel Request, Systems Access
 - (supervisors and administrative support staff only)

3. Next select the **Time Sheet Adjustment** tab.

The screenshot shows a web-based form titled "Systems Access Request Form" with a sub-header "Systems Access Request". At the top, there are four tabs: "Systems Access" (selected), "Travel Request", "Alternative Pay", and "Timesheet Adjustment". The form contains the following fields:

- Request:** A dropdown menu with the selected option "LCC Dial-up Internet Access: In-State".
- Location:** An empty text input field.
- Phone:** An empty text input field.
- Detail:** A large, empty text area with a vertical scrollbar on the right side.

At the bottom of the form, there are two buttons: "Submit" and "Clear Form".

- Next you will complete the actual **Time Sheet Adjustment** form.


Starred fields (*) are required

Employee

* First Name:

* Position:

Pay

* Period: 

Labor Distribution Changes

* FOAPAL:

*Please include any pertinent information:
labor distributions, hourly breakdown by day, etc.
Please do not remove FOAPAL information from notes.*

* Note:

characters left in note area

Employee Name EmpID Pay Period Status Done on Done by

Employee

5. Select employee **Name** from the Employee drop-down menu. All college employees will display. Next select the **Position**—only positions linked to the employee you selected will display.

Pay

6. Next select appropriate pay **Period**. Reference the pay periods from the Payroll website: <http://www.lcc.edu/payroll/payroll/>

Labor Distribution Changes

7. Next select FOAPAL information for the selected employee. Once you have selected the correct FOAPAL it will display in the Notes area. Please note the instructions to NOT remove the FOAPAL information that displays. If changes are needed, then please enter them below the default.

Please include any pertinent information:
labor distributions, hourly breakdown by day, etc.
Please do not remove FOAPAL information from notes.

FOAPAL: 11 407713 6121 11PFHW

987 characters left in note area

8. Enter **Notes** if needed to clarify requested changes.
9. When complete, **Submit**. You may also **Clear Form** if you have made an error and want to begin again.

Submit Adjustment Clear Form