

## Period Closing

Once per month the CruzPay system must be closed to lock and calculate the previous month's timesheets. The closing process is facilitated by the Enterprise Financial Systems (EFS) office and is typically done between the 11<sup>th</sup> and 16<sup>th</sup> of the month, depending on the payroll processing deadlines.

Example: June timesheets will be closed and locked between July 11<sup>th</sup> and 16<sup>th</sup>. The closing schedule is posted on the CruzPay website in the Timekeepers Toolbox.

Prior to closing, it is imperative that all timesheets are submitted by the employee and approved by Supervisor and Timekeeper. Once the closing has finished, the timesheet is locked from further editing by all parties.

## Amended Timesheets

Timekeepers can make changes to prior timesheets for an employee if they contain errors or omissions. Any changes made must be approved by the employee (via email communication because the employee can not submit an amended timesheet) and their supervisor within the system.

If the changes affect accrual balances, the difference will be applied to the current month bank balances **after the next period close**. This means the accrual balances may be incorrect on the screen and on reports until the system updates. Until the next closure, please discuss subsequent accrual use with the employee and supervisor. E.g. today is June 21<sup>st</sup> and a correction is needed on the April timesheet. The amendments will not be reflected until the June timesheets are closed on July 15<sup>th</sup>.

All amended timesheets must be coordinated through the HR System Administrators.

### Timesheet Amendments:



You will use the Amend Timesheet button to amend a timesheet.

1. Open the employees timesheet
2. Select the correct pay period from the **Pay Period** drop-down list  
If the timesheet can be amended, the **Amend Timesheet** icon (see above) will appear in the list of available function icons below the menu bar
3. Click the **Amend Timesheet** function icon to access the selected timesheet for editing
4. Make appropriate corrections
5. Add comments on the timesheet and in the approval window
6. Save the amended timesheet

The amended timesheet will now appear in the approval queue of the employee's supervisor for approval.

## Viewing Other Versions of a Timesheet

If a timesheet has been amended the amend timesheet icon changes to "Other Versions". The amended version is the one currently open; you may view the original timesheet by clicking the Other Versions icon located on the employee's timesheet.


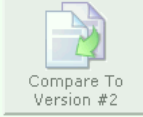
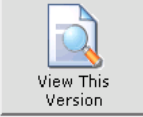
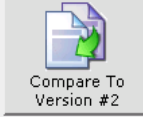


Various events can result in multiple versions of a timesheet. For example, there is the version created when the period closing occurs, or there may be a version that was previously amended.

When reviewing an amended timesheet, it's helpful to compare it against a previous version in order to verify that the changes are correct. To do this, click the **Other Versions** icon to display a pop-up window that lists the various versions of the timesheet and allows you to compare the current version with previous versions.

### Timesheet Versions

**Employee** Peanut A Employee (800500004)  
**Pay Period** 03/01/2007 - 03/31/2007

Viewing Version		
<b>Version #2</b> <ul style="list-style-type: none"><li>Created On: <b>05/25/2007 03:02 PM</b></li><li>Approved On: <b>05/25/2007 05:07 PM</b> by Supervisor, Mike A (1359880827)</li><li>Paid with period ending: <b>04/30/2007</b></li></ul>	 View This Version	 Compare To Version #2
<b>Version #1</b> <ul style="list-style-type: none"><li>Created On: <b>05/23/2007 06:15 PM</b></li><li>Approved On: <b>05/23/2007 06:15 PM</b> by Supervisor, Tibor (1359857249)</li><li>Paid with period ending: <b>03/31/2007</b></li></ul>	 View This Version	 Compare To Version #2

In this example, there are two different versions of the timesheet:

The **Open version** is the one that can be amended. The message **Viewing Version** indicates that it is also the one currently being displayed.

**Version 1** is the one that was submitted and approved. You cannot change this version.

**Version 2** is the version opened for amendment and you can change any information necessitated by your review.

Notice that, for the version you are currently viewing, the buttons are grayed out because the timesheet is currently open. To choose another version, Click the **View this version** button to display it