#### Correcting the current timesheet before it is Signed, Approved or Processed

Navigation: Time & Expense>Time>Timesheets>Timesheet

- · Identify the changes needed:
  - Hours are incorrect: Type over the existing hours value that is incorrect, replacing the value with the correct hours
    - If your timesheet class is configured with Time in/out or Start/Stop functionality, you must correct the clock hours before updating the timesheet lines
  - Pay Type is incorrect: Click the magnifying glass in the Pay Type field, select the correct pay type
  - PLC is incorrect: Click the magnifying glass in the PLC field, select the correct PLC
  - Charge Project is incorrect: Click the Add Line button, enter the correct Project ID, PLC and Pay type and hours that should be associated with this Charge Project. Next, go to the line with the incorrect project and subtract the hours moved. In most cases the results will be zero hours on the incorrect project.
- Amentum does not allow previously saved timesheet lines to be deleted

#### Important concept

- Do not enter negative hours when attempting to correct a timesheet
- Amentum's timekeeping system is configured to automatically reverse the original timesheet completely. Entering negative hours results in a duplication of the reversing side of the transaction



### Correcting the current timesheet before it is Signed, Approved or Processed

Navigation: Time & Expense>Time>Timesheets>Timesheet

In this example, the hours for Monday were corrected

Timesheet Lines													Add Line	Copy ▼	Delete	Query V
₩.		Line	Description	Charge Project	Labor Location	GLC	PLC	Pay Type *	Sat 05/24/25	Sun 05/25/25	Mon 05/26/25	Tue 05/27/25	Wed 05/28/25	Thu 05/29/25	Fri 05/30/25	Total
		1	Test Case One					R			8.0	8.1	7.9	8.0	8.0	40.00
		2	TEST					C11			8.0	8.1	7.9	8.0	8.0	0.00
	Regular Overtime										8.00	8.10	7.90	8.00	8.00	40.00
			Total								8.00	8.10	7.90	8.00	8.00	40.00

Т	Γime	sheet L	ines			Add Line to	o Favorites	Add Line	Copy ▼	Delete	Query ▼					
B	<b>V</b>	Line	Description	Charge Project	Labor Location	GLC	PLC	Pay Type *	Sat 05/24/25	Sun 05/25/25	Mon 05/26/25	Tue 05/27/25	Wed 05/28/25	Thu 05/29/25	Fri 05/30/25	Total
	~		1 Test Case One			-	-	R			7.5	8.1	7.9	8.0	8.0	39.50
	~		2 TEST					C11			7.5	8.1	7.9	8.0	8.0	0.00
	->		3 TEST & EVAL SUPPORT					R			0.5					0.50
	<b>→</b>		4 TEST & EVAL SUPPORT					C11			0.5					0.00
			Regular Overtime								8.00 0.00	8.10	7.90	8.00	8.00	40.00 0.00
			Total								8.00	8.10	7.90	8.00	8.00	40.00



You can correct a timesheet that is in **Open**, **Signed**, **Approved**, or **Rejected** status.

Make Corrections

Click in the desired timesheet cell to make the necessary adjustments.

Save Your Entries

From the global toolbar, click **Save and Continue**.



When you click **Save and Continue** after making corrections or deletions, a **Revision Explanation** box will appear.

See the next page for the continued process steps.

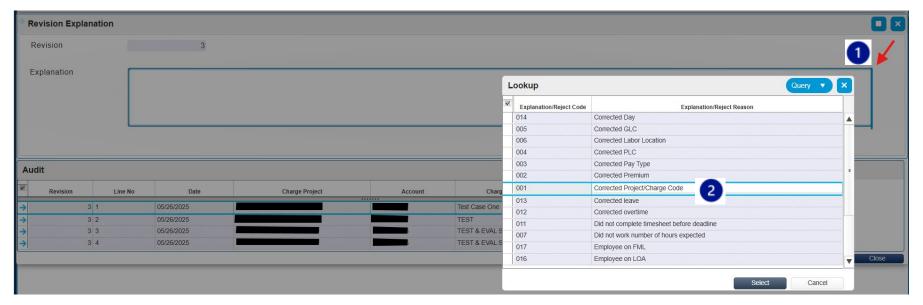


### **Correcting Timesheets-Revision Explanation**

#### Correcting the current timesheet before it is Signed, Approved or Processed

Navigation: Time & Expense>Time>Timesheets>Timesheet

After the correction is entered and saved, a Revision Explanation box will open





1 View Explanation Reasons
Click the magnifying glass to view the appropriate Explanation/Reject
Reasons. The Lookup Table of
Explanation/Reject Reason statements will appear.

2 Select an Explanation Reason
Click to highlight a general Explanation
Reason.
Click the Select button. The
Explanation Reason you selected will
display in the Revision Explanation box.

Next, enter the specifics of the change: what and why it was changed

3 Confirm & Save

By clicking **Continue**, you are confirming your reason for the correction and saving your work



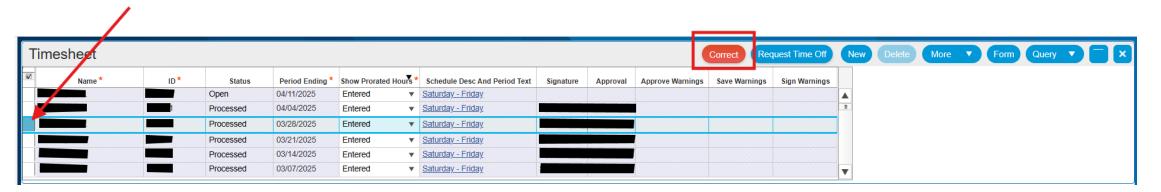
#### **Correcting a previous period timesheet**

- Navigation: Time & Expense>Time>Timesheets>Timesheet
- Locate the timesheet period to be corrected
  - Option 1: Click the Back Arrow until you reach the timesheet period to be corrected



• Option 2: Click **Table** button and select the timesheet period to be corrected. Click the **Correct** button



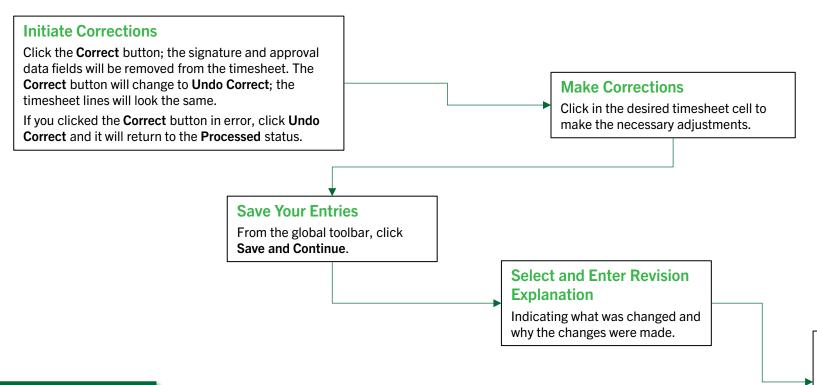




Timesheets will not be available for correction on Mondays. Timesheets will be reopened on **Tuesday** after noon Eastern time.

#### **Correcting a previous period timesheet**

Navigation: Time & Expense>Time>Timesheets>Timesheet



#### **MORE INFO**

Prior period timesheet corrections that are signed and approved by close of business on Wednesdays are exported and processed on Thursdays.

Corrections completed after the deadline will be processed the following timesheet period.

### Sign and Certify

Click **Sign** to sign your corrected timesheet and **OK** to certify accuracy.

Your supervisor will be notified to **Approve** the timesheet.

#### **MORE INFO**

Behind the scenes, the timesheet has been reversed and the new lines will be recorded appropriately.



### **Correcting Timesheets > 12 Weeks**

#### **Correcting timesheets greater than 12 weeks**

- Amentum limits the timesheet corrections processed in the timekeeping system to the previous 12 weeks
- Known corrections should be entered and approved before the 12 weeks
  - Correcting timesheets greater than 12 weeks is a red flag for auditors
- To correct timesheets greater than 12 weeks requires a Preprocessor (upload) template to be completed
  - The Preprocessor template can be found on OneJavelin
    - https://onejavelin.amentum.com/
    - Sites>Policy, Procedure, Instructions, Form>SharePoint Policy Library All Policies>Finance & Accounting
    - Policy Reference: FA-206-F-4 Timesheet\_Upload\_Template
  - Corrections submitted via Preprocessor must:
    - Reverse the original labor entry, or last corrected labor entry, entirely to include fringe and unpaid time
    - Correct the entire timesheet to include fringe and unpaid time
    - Include the labor cost amounts on the reversing and correcting entries
  - Form must be completed with approvals
  - Supporting documents provided when the correction results in positive or negative pay to the employee



JOB AID

# **Correcting Timesheets > 12 Weeks**

### **Correcting timesheets greater than 12 weeks**

• Example of a Preprocessor correction

Original Timesheet Date (Payroll Complete:	Emp ID ▼	Rec type (C for Correction	Fi sc al i Ve	bp Correct i er n Date i (Orig T		T \$ Ami	or ei s 	Location	ORGID (Complete only if reclassing between ORGs	AccountID ×	Project ID	▼ PLC ▼	Ref ▼	Or gA bb re P Sequer	EffBillDate Original P	P S	Ref Seq t Num (always	Notes (Upload Ref+Notes)	Y PayGrou_Y	Employee Name ▼
6/13/2025	123456	C		6/13/202	5 R	-1000.00	-40.00			ACCT	ABC PROJECT ID	PLC		1			1	RECLASS HOURS TO DEF PROJECT ID		
6/13/2025 6/13/2025	123456 123456	C		6/13/202 6/13/202			-40.00 40.00			ACCT ACCT	ABC PROJECT ID DEF PROJECT ID	PLC PLC		1			1	RECLASS HOURS TO DEF PROJECT ID RECLASS HOURS TO DEF PROJECT ID		



# **Correcting Timesheets-Mergers**

#### **Correcting timesheets originating from legacy timekeeping systems**

- Timesheet history from legacy timekeeping systems is not typically converted to Costpoint Time & Expense
- Legacy timesheet data must be converted to Amentum values, typically including:
  - Employee ID conversion
  - Charge Project conversion
  - GLC conversion
  - PLC conversion
  - Pay type conversion
- Typically, these are completed using the Preprocessor concept on the previous slide
- Refer to integration communications for instructions specific to your merger

