

# Correcting Timesheets

## 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

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In this example, the hours for Monday were corrected

Timesheet Lines										Add Line to Favorites		Add Line	Copy	Delete	Query
<input checked="" type="checkbox"/>	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	40.0
	2	TEST					C11			8.0	8.1	7.9	8.0	8.0	0.0
		Regular								8.00	8.10	7.90	8.00	8.00	40.0
		Overtime								8.00	8.10	7.90	8.00	8.00	40.0
		Total													

### 1 Make Corrections

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

### 2 Save Your Entries

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

Timesheet Lines										Add Line to Favorites		Add Line	Copy	Delete	Query
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	1	Test Case One					R			7.5	8.1	7.9	8.0	8.0	39.50
<input checked="" type="checkbox"/>	2	TEST					C11			7.5	8.1	7.9	8.0	8.0	0.00
<input type="checkbox"/>	3	TEST & EVAL SUPPORT					R			0.5					0.50
<input type="checkbox"/>	4	TEST & EVAL SUPPORT					C11			0.5					0.00
		Regular								8.00	8.10	7.90	8.00	8.00	40.00
		Overtime								0.00					0.00
		Total								8.00	8.10	7.90	8.00	8.00	40.00

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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

The screenshot shows the 'Revision Explanation' dialog box. The 'Revision' field is set to 3. The 'Explanation' field is empty. A 'Lookup' table is open, displaying a list of Explanation/Reject Codes and their corresponding reasons. The table has two columns: 'Explanation/Reject Code' and 'Explanation/Reject Reason'. The code '001' is highlighted, corresponding to 'Corrected Project/Charge Code'. A red arrow points to the magnifying glass icon in the top right corner of the dialog box, labeled with a circled '1'. A blue circle with a '2' is placed over the '001' row in the lookup table.

Explanation/Reject Code	Explanation/Reject Reason
014	Corrected Day
005	Corrected GLC
006	Corrected Labor Location
004	Corrected PLC
003	Corrected Pay Type
002	Corrected Premium
001	Corrected Project/Charge Code
013	Corrected leave
012	Corrected overtime
011	Did not complete timesheet before deadline
007	Did not work number of hours expected
017	Employee on FML
016	Employee on LOA

Buttons: Select, Cancel, Close

### 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

The screenshot shows the 'Revision Explanation' dialog box after the explanation has been entered. The 'Revision' field is still 3. The 'Explanation' field now contains the text: 'Corrected Project/Charge Code Monday 05/26/2025 0.5 hours reclassified to the Test & Eval Support project per supervisor's direction.' A blue circle with a '2' is placed over the text. A red box highlights the 'Continue' button, with a blue circle with a '3' placed over it. The 'Cancel' button is also visible.

Buttons: Cancel, Continue

# Correcting Timesheets

## IMPORTANT

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
- 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



The screenshot shows the Timesheet table interface. The toolbar at the top includes a 'Correct' button (red) which is highlighted with a red box. Below the toolbar is a table with the following columns: Name, ID, Status, Period Ending, Show Prorated Hours, Schedule Desc And Period Text, Signature, Approval, Approve Warnings, Save Warnings, and Sign Warnings. The table contains several rows of data. A red arrow points to the first row of the table, which has a blue background, indicating it is selected.

Name *	ID *	Status	Period Ending *	Show Prorated Hours *	Schedule Desc And Period Text	Signature	Approval	Approve Warnings	Save Warnings	Sign Warnings
[Redacted]	[Redacted]	Open	04/11/2025	Entered	Saturday - Friday					
[Redacted]	[Redacted]	Processed	04/04/2025	Entered	Saturday - Friday					
[Redacted]	[Redacted]	Processed	03/28/2025	Entered	Saturday - Friday					
[Redacted]	[Redacted]	Processed	03/21/2025	Entered	Saturday - Friday					
[Redacted]	[Redacted]	Processed	03/14/2025	Entered	Saturday - Friday					
[Redacted]	[Redacted]	Processed	03/07/2025	Entered	Saturday - Friday					

# Correcting Timesheets

## Correcting a previous period timesheet

- Navigation: Time & Expense>Time>Timesheets>Timesheet

### Initiate Corrections

Click the **Correct** button; the signature and approval data fields will be removed from the timesheet. The **Correct** button will change to **Undo Correct**; the timesheet lines will look the same.

If you clicked the **Correct** button in error, click **Undo Correct** and it will return to the **Processed** 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**.

### Select and Enter Revision Explanation

Indicating what was changed and why the changes were made.

### 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

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.

### 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

# 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)	Work Status	Final Value	Subproject	Correction Date (Orig TS Date)	Pay Ty	G	T	L	\$ Amt (Required)	Hrs	Location	ORGID (Complete only if reclassing between ORGs)	AccountID	Project ID	PLC	Ref	Org Abbrev	Sequence Num	Eff Bill Date- Original Date	W H St	Ref Seq Num (always 1)	Notes (Upload Ref+Notes)	PayGroup	Employee Name
6/13/2025	123456	C				6/13/2025	R				-1000.00	-40.00			ACCT	ABC PROJECT ID	PLC			1			1	RECLASS HOURS TO DEF PROJECT ID		
6/13/2025	123456	C				6/13/2025	R				1000.00	40.00			ACCT	DEF PROJECT ID	PLC			1			1	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