Amending a timecard in Themis

After you have completed a timecard you may find that you need to amend the details you have entered. There are a number of consequences associated with amending a timecard that you must be aware of. The method for updating timecard details will depend on the status of the timecard and the change you wish to make.

Amending a timecard in the current pay period

If the timecard is for the current pay period (i.e.: you are making changes before the pay cut-off date) you may correct any errors in any of the information entered, e.g.: the hours recorded, the chart of accounts, type of work performed, etc.

To amend the timecard

1. Log on to Themis via your Staff Self Service responsibility and select Timecard > Recent Timecards. The Recent Timecards screen will display, listing the timecards you have submitted.
2. Locate the timecard you wish to amend and click on the Update icon. This will open the Time Entry screen, where you can update your timecard as required.

   ![Time Entry Screen](image)

3. Update the details as required, enter any comments for your approver and click the Continue button.
   
   **Note:** you should amend the hours to reflect the actual time worked or units being claimed (i.e.: the correct total hours worked on a day or the total kilometres you are claiming). This will display a Review screen where you can check the details you have entered and correct them if required.
4. After checking all the details are correct, click on the Submit button.
   
   **Note:** any changes you make to a timecard will need to be re-approved by your supervisor before any payments will be made.

Amending a timecard in a past pay period: underpayment

If the timecard you wish to amend is for an underpayment or a different payment type in a past pay period (e.g.: you submitted your timecard with 20 hours but worked 26, or you forgot to add a meal allowance to your request) you may add a new payment line to the timecard and resubmit it for approval.

**Note:** you may only adjust a timecard if the pay period falls within the last 12 weeks, if you wish to adjust a timecard from an earlier period you will need to contact your local HR consultant.

To amend the timecard

1. Log on to Themis via your Staff Self Service responsibility and select Timecard > Recent Timecards. The Recent Timecards screen will display, listing the timecards you have submitted.
2. Locate the timecard you wish to amend and click on the Update icon. This will open the Time Entry screen, where you can update your timecard as required.

   ![Time Entry Screen](image)
Complete a new line for each additional payment entry you wish to record.

**Important:** do not alter your original payment line/s. Themis will calculate the difference between the information contained on the original timecard and the information you enter in the amended timecard and pay the required amount.

4. Once all payments have been added, enter any comments for your approver and click the **Continue** button. This will display a Review screen where you can check the details you have entered and correct them if required.

5. After checking all the details are correct, click on the **Submit** button.

Note: any changes you make to a timecard will need to be re-approved by your supervisor before any payments will be made.

Amending a timecard in a past pay period: overpayment

If you have been overpaid on a timecard submitted in a past pay period (e.g.: you submitted your timecard with 20 hours but only worked 18) do not adjust the timecard.

You should contact your supervisor/approver immediately to discuss the options available:

- if you have been overpaid by a small amount/hours (e.g.: paid for 12 hours when you actually worked 10 hours) you may be able to agree to an adjustment in your next timecard
- if you have been overpaid by a large amount/hours (e.g.: paid for 28 hours when you actually worked 20 hours) you may need to make arrangements with HR regarding a formal repayment schedule