

# Help Sheet / Procedure for COLTS II Employees — #108

## CORRECTING PRIOR PERIODS

(Notes:

- This procedure is used **ONLY** to make corrections to hours that have been passed to payroll. To correct or change hours in the current pay period, simply change the entries on the **Work, Leave, Shift, and In/Out** panels. If you have approved your hours on the **Approval** panel, you will need to click on the "Remove Approval" button on that panel. If your supervisor and/or payroll rep has also approved your hours (you will know if they have, because their name(s) will appear on your **Approval** panel), they will have to remove their approval(s) before you can remove yours.
- The steps for correcting your entries on prior periods are the same regardless of which time-entry method you use for entering hours worked.)

1. Launch Bear Access.
2. Launch COLTS II, signing in with your NetID and password.
3. If you see the word "Function" in the menu bar near the top of the COLTS II window, click on it and select "My Time Cards" (see figure 1). If you do not use COLTS II as a supervisor or payroll rep, you will not see the word "Function" in the menu bar. In the blue Selector Bar, you will see only one blue tab, marked "Job". Under that tab you will see a number of pay periods listed with the current pay period at the top.
4. If you have only one job for which you report hours through COLTS II, click on the pay period you need to change (see figure 2).

If you have more than one job for which you report hours through COLTS II, click on the plus sign next to the pay period you need to change, and you will see a list of your jobs under the pay period. Click on the job for which you are correcting time now (see figure 3).

5. In the main panel, click on the **Corrections** tab. The **Corrections** panel will be displayed (see figure 4).

(The **Corrections** tab and panel will not appear if you have selected the current pay period.)



Figure 1



Figure 2

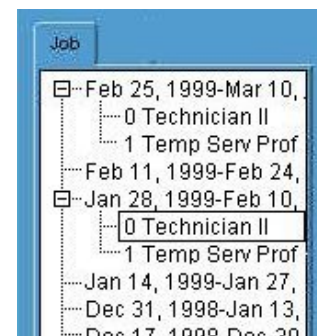


Figure 3

Approval | Work | Leave | Balance | **Corrections**

Th	Fr	Sa	Su	Mo	Tu	We
10	11	12	13	14	15	16
17	18	19	20	21	22	23

1. Select the day to correct
2. Select the Earning Code from the list
3. Enter the correction below
4. Approve after all corrections are entered

Type	Description	Original	Adjust	Hours
Work	Reg	7.8	-4.8	3.0
Leave	Vac Hrly P		0.0	0.0
Leave	Sick Hrly		0.0	0.0
Leave	Personal		3.0	3.0
Leave	Comp Taken		0.0	0.0
Work	ECB Wrk		0.0	0.0
Leave	Fam Hlth C		0.0	0.0
Shift	Gan Shft D		0.0	0.0
Work	Hol Strgt		3.0	3.0
Work	Hol St 1.5		0.0	0.0
Leave	Holiday		0.0	0.0

Correction

	Reg	
Original	7.8	
Adjustment	-4.8	
Correct Hours	<input style="width: 80px;" type="text" value="3.0"/>	
Week 1 Total	39.0	
Week 2 Total	40.2	
Period Total	<b>79.2</b>	

Employee	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Approve"/>
Supervisor	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	
Payroll	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	

Figure 4

6. At the upper left of the **Corrections** panel there is a small, two-week calendar which will display the dates within the selected pay period. Click on the day where you need to make a correction.
7. At the middle left you will see your hours as reported for that day, broken out by each Work, Leave, and Shift earnings code. Clicking on any column heading (Type, Description, Original, Adjust, Hours) in this listing will sort the table by that column.
8. Click on the earnings code you need to change (for example, *Reg*). At the middle right is the correction area, which will display the original hours for the earnings code selected on the day selected. Enter the hours you need to report in the "Correct Hours" field. The second row, "Adjustment", will show the results of your correction. (If you are moving hours from one category to another – for example, from *Work-Reg* to *Leave-Sick Hrly* – you will need to enter the correct number of hours in each category – for example, a zero in the *Reg* category and "8" in the *Sick Hrly* category.)
9. To make corrections on another day, repeat steps 6 - 8 above. Continue until you have made all the corrections for the pay period shown.
10. Prior Period Corrections must be approved separately from the approval for the current period. After you have made all of the changes in this pay period, click on the "Approve" button on this panel and enter your password.

Notes:

- The **Corrections** panel can be used to correct each prior pay period only once. The employee, supervisor, or payroll rep may correct as many days within a pay period as necessary, but once the changes are approved and passed along to payroll for processing, no further corrections to that pay period are possible within COLTS II. If further corrections are necessary, the payroll representative should contact the Payroll Office.
- If the correction causes a change in compensation, your next on-cycle (regularly scheduled) paycheck will reflect the change. If the correction merely shifts hours between hours worked and leave hours, your leave balance(s) will be adjusted accordingly. You will see the changes in your balances the next time they are updated.
- Adjustments made directly with the central Payroll office (resulting in an off-cycle check) should not be entered into COLTS II.