LSU Health Sciences Center

TimeSheet Correction

Step	Action
1.	Click the **TimeSheet Corrections** link. TimeSheet Corrections
2.	**Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID.** Click the **Search** button. Search
3.	Enter the desired information into the **Pay Period Begin Date** field. Enter a valid value e.g. "**110209**".
4.	Enter the desired information into the **Pay Period End Date** field. Enter a valid value e.g. "**111509**".
5.	Enter the desired information into the **EmplID** field. Enter a valid value e.g. "**0101596**".
6.	Click the **Look up Time Reporting Code (Alt+5)** button.
7.	Click the **RGB** link. RGB
8.	Click the **Run** button. Run
9.	Click the **OK** button. OK
10.	Click the **Process Monitor** link. Process Monitor
11.	You will **click** the **Refresh** button **periodically** to update **Run** and **Distribution** Status. In the **Process List**, you want the **Run Status = Success** and the **Distribution Status = Posted**. **Note:** Continue to click the Refresh button until the Run Status = Success and the Distribution Status = Posted. Please wait 10 - 15 seconds between clicks to allow for system processing. Click the **Refresh** button. Refresh

Step	Action
12.	Click the **Details** link. Details
13.	Click the **View Log/Trace** link. View Log/Trace
14.	Click the **ZZTL006_.PDF** link. ZZTL006_766566.PDF
15.	 **End of Procedure.**