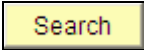


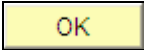



TimeSheet Correction

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. 
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. RGE
8.	Click the Run button. 
9.	Click the OK button. 
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. 

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.