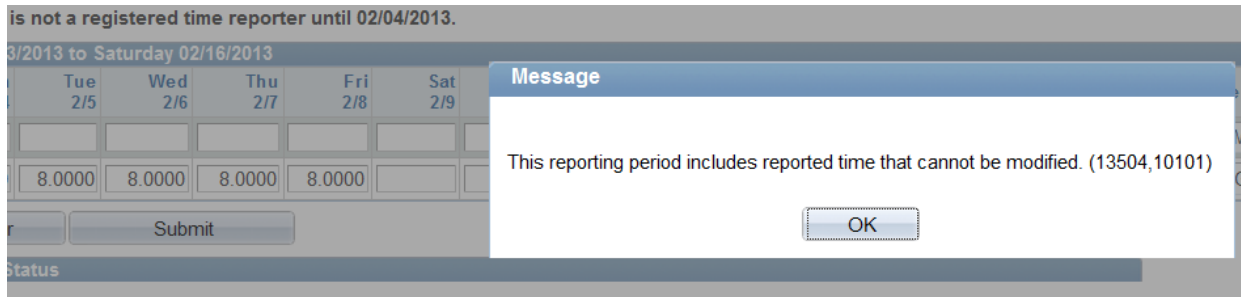


Entering Time for Employees who are Not Active on the First Day of the Pay Period.

Issue:

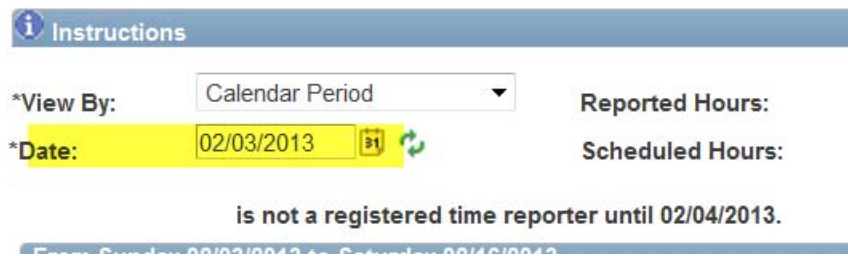
As you enter time for someone who was not active on the first day of the pay period (Example: Someone with a Hire Date of Monday, instead of Sunday), you will run into this message as you are updating the timesheet: "This reporting period includes reported time that cannot be modified. (13504,10101)."



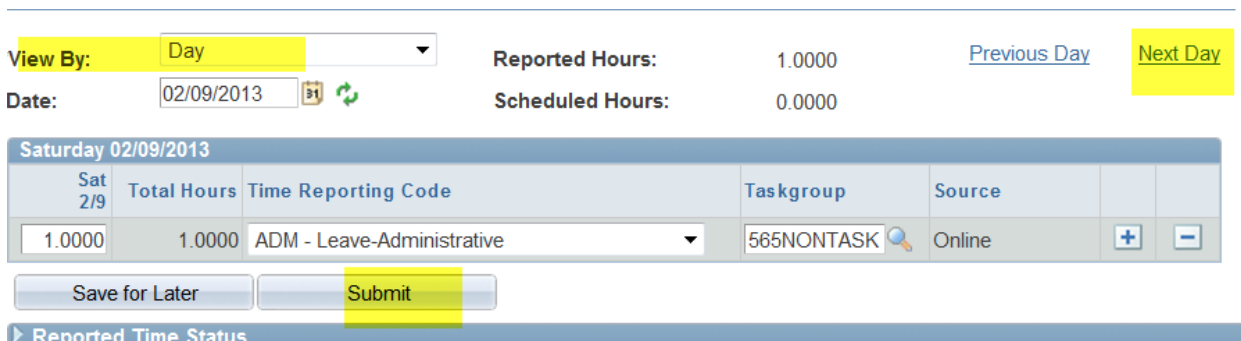
When you get this message, you will not be able to update the timesheet using the "View By" value of **Calendar Period**.

Resolution:

Step 1: Change "Date" to the first day you want to update or change data.



Step 2: Select "View By" of "Day"



Step 3: Update the hours, Time Reporting Code or Taskgroup **and Submit**. Click "Next Day" and make updates to that day and Submit. Repeat until the timesheet has been updated successfully.

NOTE: You may also choose View By of "Week" if the employee was active the entire week.