Procedures for Creating a Revised Timesheet

A Revised/Corrected Timesheet should ONLY be created for a correction to a pay period that shows “Processed: Yes”, on the timesheet. (If the timesheet shows “Processed: No” then unsubmit or have the timesheet unapproved then open the timesheet to make corrections.

* From the BSC Home Page, click on MyBSC and then on Time and Attendance from the drop down menu. You may also click on the square red icon (Time Clock) if it is available or use the link: https://bsc-online.ghg.com/login.jsp

* Enter your user name (this is the same as your email login).

* Enter your password (first initial of first name, last 4 digits of Datatel number printed on your campus ID) and first initial of last name.

* Click Login

* Click ‘Employee’ and then ‘Timesheet’.

* Find the appropriate timesheet you wish to revise by clicking on ‘Timesheet Archives’ and choose the correct Month and week-ending date or by clicking on the << arrows to go back to a previous timesheet.

* Click on ‘Correction’ on the upper left hand side. You will get a ‘Warning: You are about to create a correction timesheet. Click OK to continue.’ This creates a copy of your original timesheet. Manually change the hours on the clock to the corrected times, showing the additional hours worked. Check the total hours for accuracy.

* Be sure to Save the Revised Timesheet and Submit it. Notify your supervisor that you have completed the corrected sheet. They will then need to Approve the revised sheet. Also, notify Dee Lottier, wlottier@bsc.edu, of changes made.

* Sign off.

The difference in hours will be pulled into the following payroll.

For additional assistance with your record please contact Dee in the Human Resources Office at ext. 4656.