

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.ghq.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.