Time Sheet Adjustment Tip Sheet

Notes:

1. Time Sheet Adjustments (TSA) are made by time sheet approvers when there is an error or omission on an employee time sheet after it has been submitted and paid.

2. Remember these deadlines:
   - Friday at 5:00 pm for submission of time sheets by employee
   - Monday at 1:00 pm for submission of time sheet approvals by supervisors

3. See this website for the payroll calendar and pay periods.
   - http://www.lcc.edu/payroll/payroll/

4. Administrator approvers will have access to the TSA form from Star Port.

How to Complete the TSA

1. From Starport access the Employee tab.
2. Next select the **HR and Finance Request Forms** from the **Employee Worklinks** area.
3. Next select the **Time Sheet Adjustment** tab.
4. Next you will complete the actual **Time Sheet Adjustment** form.
5. Select employee **Name** from the Employee drop-down menu. All college employees will display. Next select the **Position**—only positions linked to the employee you selected will display.

**Pay**

6. Next select appropriate pay **Period**. Reference the pay periods from the Payroll website: [http://www.lcc.edu/payroll/payroll/](http://www.lcc.edu/payroll/payroll/)

**Labor Distribution Changes**

7. Next select FOAPAL information for the selected employee. Once you have selected the correct FOAPAL it will display in the Notes area. Please note the instructions to NOT remove the FOAPAL information that displays. If changes are needed, then please enter them below the default.

8. Enter **Notes** if needed to clarify requested changes.

9. When complete, **Submit**. You may also **Clear Form** if you have made an error and want to begin again.