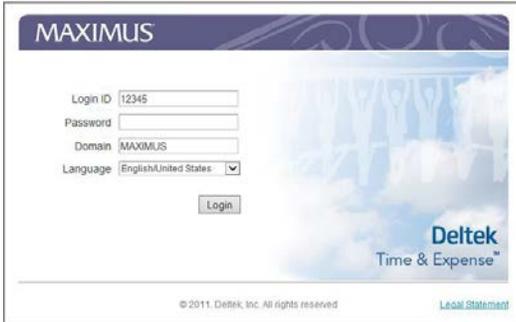
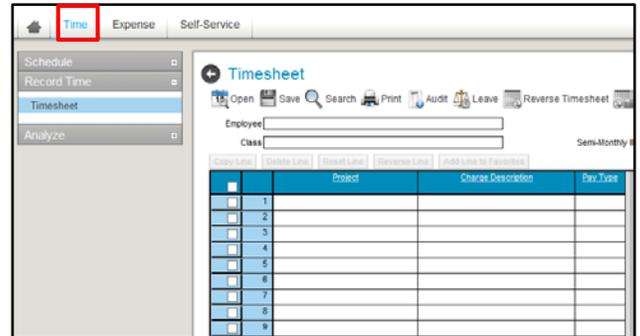


Timesheet Corrections in Deltek Time & Expense

1. Go to <https://erptime.maximus.com> and log in with your employee number and Outlook password. Enter **MAXIMUS** in the Domain field. The MyDesktop screen will display.



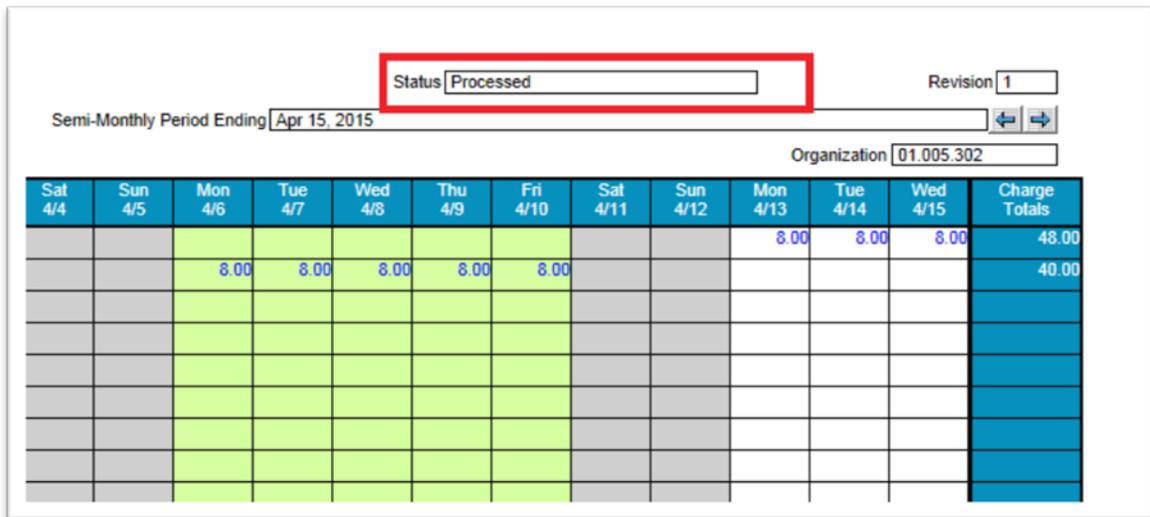
2. Click **Time** from the top navigation menu to display the left navigation links. Click **Record Time**, then **Timesheet** to access your current timesheet.



3. Select the timesheet that requires correction by clicking the arrows in the upper right hand corner of your current timesheet. The left arrow goes back in time to a prior pay period.



A prior period timesheet will display **Processed** in the status window.



4. Click **Reverse Timesheet** to change the hours that you entered on the prior period timesheet.



5. When you view your timesheet, you'll see duplicate lines for each project code and charge description. **Do not** change any of the **blue numbers** or the **negative** numbers. Only correct or change the **positive numbers** to show the amount of time you should have originally recorded. You can add a new line for a new project number (Management-level position) if needed.

Image of the reversed timesheet

Project	Charge Description	Pay Type	PLC	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Fri 4/22	Sat 4/23	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Fri 4/29	Sat 4/30	Charge Totals
103320.01.08.01	NYEC CPFF- HIX Operations	REG				8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	8.00	80.00
103320.01.08.01	NYEC CPFF- HIX Operations	REG				-8.00	-8.00	-8.00	-8.00	-8.00			-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-80.00
103320.01.08.01	NYEC CPFF- HIX Operations	REG				8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	8.00	80.00

Image of the actual correction being made

Organization | 01.003.210.012

Project	Charge Description	Pay Type	PLC	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20	Thu 4/21	Fri 4/22	Sat 4/23	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Fri 4/29	Sat 4/30	Charge Totals
1 103320.01.08.01	NYEC CPFF- HIX Operations	REG				8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	8.00	80.00
2 103320.01.08.01	NYEC CPFF- HIX Operations	REG				-8.00	-8.00	-8.00	-8.00	-8.00			-8.00	-8.00	-8.00	-8.00	-8.00	-8.00	-80.00
3 103320.01.08.01	NYEC CPFF- HIX Operations	REG				8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	0.00	8.00	72.00
4 F90009.999.11	Paid Time Off (PTO)	PTO																8.00	8.00
5																			
6																			

6. After completing the timesheet correction, you must **re-sign** your timesheet. You will be required to enter your password again. Confirm that all changes are saved. When the Revision Audit screen displays, you will enter an explanation for the change, and then click OK. Below are some sample explanations for which you may need to adjust your timesheet:

- I estimated my leave and now need to adjust for the actual hours worked and leave taken.
- My project charge code was not available in Deltek at the time I submitted my timesheet.
- I entered the wrong project or charge description or I put my time on the wrong line of my timesheet.
- I charged the correct project, but the wrong task, so I'm correcting to the proper task.

Please be sure to always explain the underlying reason for moving your time.

Signature 

7. Your supervisor will approve or reject your timesheet. If your timesheet is rejected, you will receive an email.

8. You will only be able to access your timesheets for the previous six pay periods. If you need to correct a timesheet prior to this time period, please open a ticket through MAXIMUS People Services Portal (<https://maximushelpdesk.freshservice.com/support/home>) with a request to re-open that pay period's timesheet.

9. Timesheet corrections will be pull and posted on Thursday and will be processed along with the corresponding pay period.