Supervisors – Amend and Approve Time Sheet from a Prior Pay Period

There are two reasons for amending a time sheet.

1. After a pay period is closed and processed you receive an email from SDSURF that time sheets from a prior pay period are missing your approval, or;

2. If an adjustment is required on an employee's time sheet for a prior pay period. In this case, have the employee follow the instructions "How To Amend, Certify and Submit a Prior Pay Period Time Sheet". Note that you will need to approve the amended time sheet before it can be processed.

To amend to approve a time sheet from a prior pay period:
1. Login to Workforce https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do
2. Click on "Approve Time Sheets"

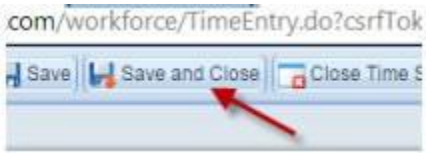
3. On the left side of the screen, under "Assignments" click on your name to call up the list of your employees

4. In the upper left corner, click to put a checkmark in the little grey box to access the calendar pop-up (NOTE: on a Mac your browser's pop-up blocker should be set to allow pop-ups to access the calendar pop-up) and select the applicable work period. (in this example we are selecting Feb. 1st)

5. For each of your employees you will see “Time sheet is closed” for that person, click on their name to pull up the time sheet

6. Click on the “Amend” button

7. Review (edit if needed) the Time Sheet then click the “Save and Close” button



8. Put a checkmark in the “Approve” checkbox in the “Supervisor Approval” column.

9. Click the “Save Approvals” button

NOTE: Under the “Time sheet Submitted” column for each of these employees you will see “No” highlighted in Red. This only means that they did not submit the “amended” version of the time sheet that you just created. The employee does not have to certify the amended version unless you made changes to the timesheet.