



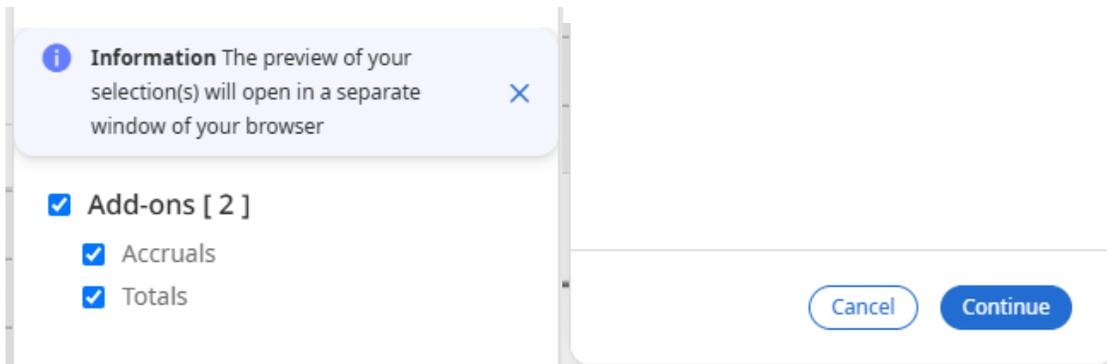
## How to Print and Submit an Amended Timesheet

- Navigate to the timecard as applicable (for employee or self).
- Change the pay period as applicable.
- Click the **Print** button under the **Share** option.

The screenshot shows a web interface for a timesheet. At the top right, there is a dropdown menu for 'Previous Pay Period' and a 'Loaded: 1:58 PM' indicator. Below this is a toolbar with icons for 'List View', 'Approve', 'Remove Approval', 'Analyze', and 'View Moved...'. A 'Share' button is highlighted, and a 'Print' button is visible in a dropdown menu. Below the toolbar is a table with the following columns: Date, Schedule, Absence, In, Out, Transfer, Pay Code, Amount, Shift, and Period. The first row shows 'Sun 4/06' in the Date column.

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Period
+ -	Sun 4/06									

- Select both **Add-ons** and **Continue**.



- In the new window that pops up, right click the timesheet, click print.
- Once all corrections have been noted, the timesheet should be signed by the timekeeping approver and sent to [payroll@southalabama.edu](mailto:payroll@southalabama.edu).