

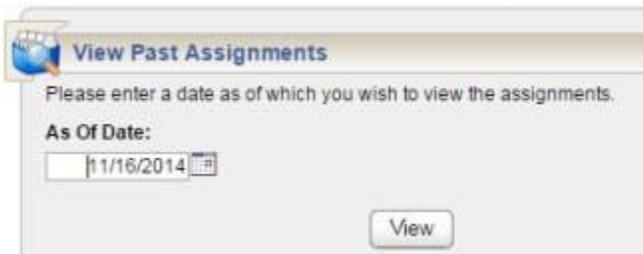
Amend, Certify and Submit Time Sheet for a Past Assignment

To amend, certify and submit a time report for an assignment in the past, log into Workforce at <https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do>

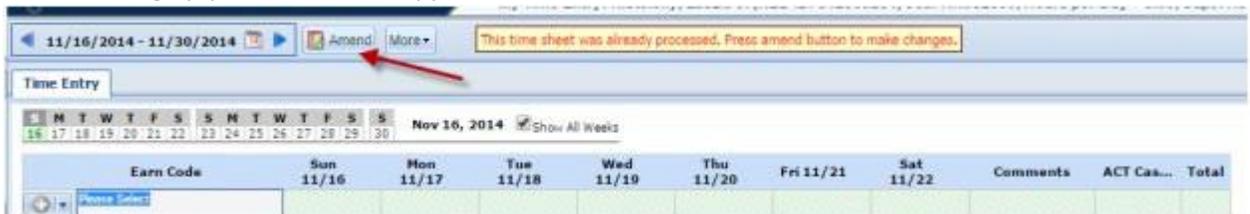
1. On your Dashboard, in the Time Entry Box, Click on “View Past Assignments”



2. Enter the date you want to view your assignment and click “View”



3. This will bring up your time sheet applicable on that date. Click the “Amend” button



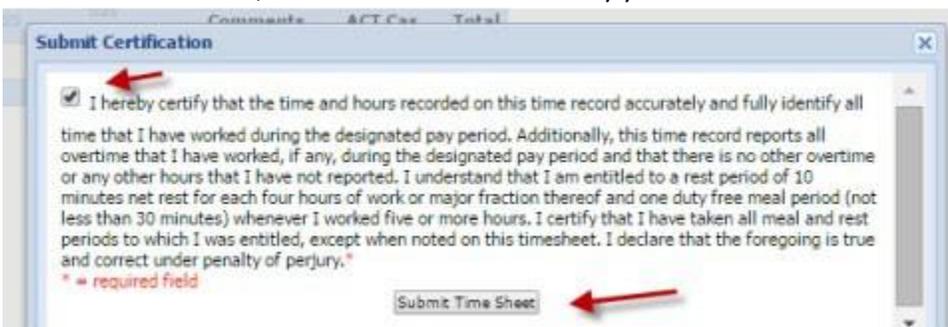
4. Review existing time entries, edit or enter time for the period then click the “Save” button



5. Click the “Submit” button



6. Read the certification, check the checkbox to certify your time and click “Submit Time Sheet”



7. Your supervisor will need to approve the amended timesheet in order to complete the process.