Employees - Amend, Certify and Submit a Time Sheet for 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 you did not certify, submit or approve a time sheet, or;

2. If an adjustment is required for a time sheet in a prior pay period. The amended time sheet must be reviewed and approved by your supervisor, as well as SDSURF payroll before it will be processed.

To amend, certify and submit a time report on your current assignment in a prior pay period log into Workforce at https://sdsurf.wta-us8.wfs.cloud/workforce/SSO.do

1. Click the "My Timesheet" link on your dashboard. (If your position number has changed you may need to click on "View Past Assignments" and enter the date)



2. Click the left blue arrow to go to the applicable previous pay period



3. 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"

I hereby certify that the time and h	ours recorded on this time record accurately and fully identify all	4
time that I have worked during the desi overtime that I have worked, if any, dur or any other hours that I have not repor minutes net rest for each four hours of less than 30 minutes) whenever I worke periods to which I was entitled, except and correct under penalty of perjury." " = required field	gnated pay period. Additionally, this time record reports all ing the designated pay period and that there is no other overtime ted. I understand that I am entitled to a rest period of 10 work or major fraction thereof and one duty free meal period (not ed five or more hours. I certify that I have taken all meal and rest when noted on this timesheet. I declare that the foregoing is true Submit Time Sheet	

7. When you are done, you will see a green check mark and the words "Submitted by."



8. Your supervisor will need to approve the amended timesheet to complete the process. If you need additional help, you can call the Payroll Department at (619) 594-4671.