

## 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



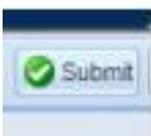
3. Click the “Amend” button



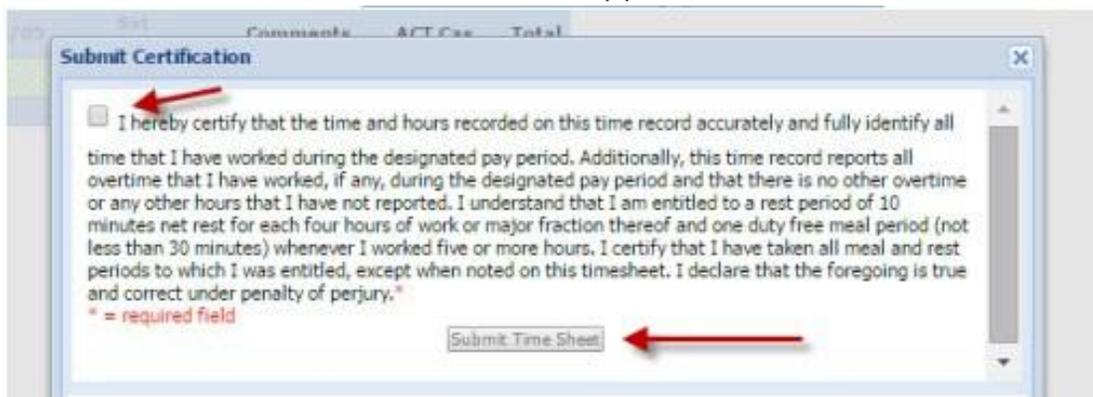
4. Review existing time entries, edit or enter time for the period then click the “Save” button



5. Click the “Submit” button



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



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.