SAP/HR–Payroll: Libraries
Employees: Time Sheet Correction Quick Reference

Navigate to MIT Atlas:

1. Type in the url: http://atlas.mit.edu
2. Click the Self Service tab, then My Time.
3. Click the Request Time Sheet Correction link.

You may edit a time sheet after submitting it to your Approver up until it is approved.

To correct a time sheet after it has been approved, follow the instructions to submit a Time Sheet Correction form to your Approver. Submit only one correction per pay period.

To Complete and Submit a Time Sheet Correction Requisition

1. Enter your first and last name in Your Name.
2. Enter your MIT email address in Your Email Address.
3. Enter your MIT ID number in MIT ID.
4. Enter your Time Approver’s MIT email address in Submit to. (If needed, click on MIT Directory link for assistance in finding an email address.)
5. (Optional) Enter an email address in Cc: to send an email copy of the time sheet correction form to another person.
6. Describe the reason for the change in Reason for Change. Be specific. You have an unlimited number of characters.
7. Enter the correct time sheet information in the first line item using all applicable fields. (Temp Code does not apply; Position applies only to Students)
8. Repeat Step 7 for additional changes to the same time sheet, using the next blank line.
9. When all changes to time sheet are entered and complete, click the Send Correction Request button at the top or bottom of the page. This automatically generates an email to your Time Approver.

Close the Email confirmation window.

Click Home to exit the application.

Corrections/adjustments should appear in employee’s paycheck/stub within one to two pay periods.

For information about Libraries payroll policies and procedures, see http://libguides.mit.edu/admin/payroll