

Fixing Negative Hours

Negative hours may appear for approval when previously approved time is corrected.

Example:

A student has two jobs on campus (job record 0 and 1). They enter two hours accidentally on job 1 when they actually worked for the employer on job 0. Their time approver doesn't notice the discrepancy and approves the time, a positive two hours. After the problem is discovered, the student changes their time by deleting the punches and putting the time on the correct job. While the approver for job 0 will now see the time to be approved as a positive two hours, the approver for job 1 will see a negative two hours to be approved.

Approving negative time is important as it achieves the following:

- * Produces a correct audit of the student's report time;
- * Corrects any overpayment for time wrongly approved by deducting the negative time from the student's next paycheck;
- * Corrects any charges to the workstudy or departmental account which were incorrectly made.

Unfortunately, another common reason for approved time needing to be deleted is when a student anticipates working a certain time and doesn't actually do so. This brings up two important points:

1. Approvers should always check the detail on the time they are approving to see if the days reported match when the student actually worked.
2. Unlike hourly employees, students should never anticipate time worked. Punches should only be made after the work is done, not in anticipation of future time.

Anyone who sees negative time to be approved and doesn't understand why it is appearing should call the Payroll Office for clarification. Please do not ignore the negative hours and leave them unapproved.