UCPath TRS Quick Reference Guide: *How to Create a Timesheet for a Past Pay Period*

At times an employee may wish to create a timesheet for a past pay period. A past period timesheet can be created if an employee has missed a deadline and did not submit a timesheet on time. This can happen, for example, if they forgot to submit their timesheet by the deadline or their appointment.

*Note:* You can determine the pay period dates by referring to column 1 of the TRS Payday Calendar.

**How to submit a Late Timesheet:**

1. On the Manage My Time > Enter Current Timesheet Tab, go to Create Past Pay Period Timesheets.
2. Select the relevant pay period from the drop down, or enter a date in the text box.
3. Click the Create button. The timesheet calendar will be displayed.
4. Enter your working hours, then click Add to Time Sheet.
5. Click the Submit to Supervisor button.