Quicktime Timekeeper Step-by-Step Guide
(amending a timesheet)

1. Once you receive an email with an amendment request, log in to Quicktime at the following site: https://qtime.nbc.gov/proweb/qtime1534/login. The screen should look like this:

Click on LogIn

2. LogIn: The Username will be SOS**XXX**% where **XXX** are your initials and % is a number provided to you. Enter your username and password and click LogIn.

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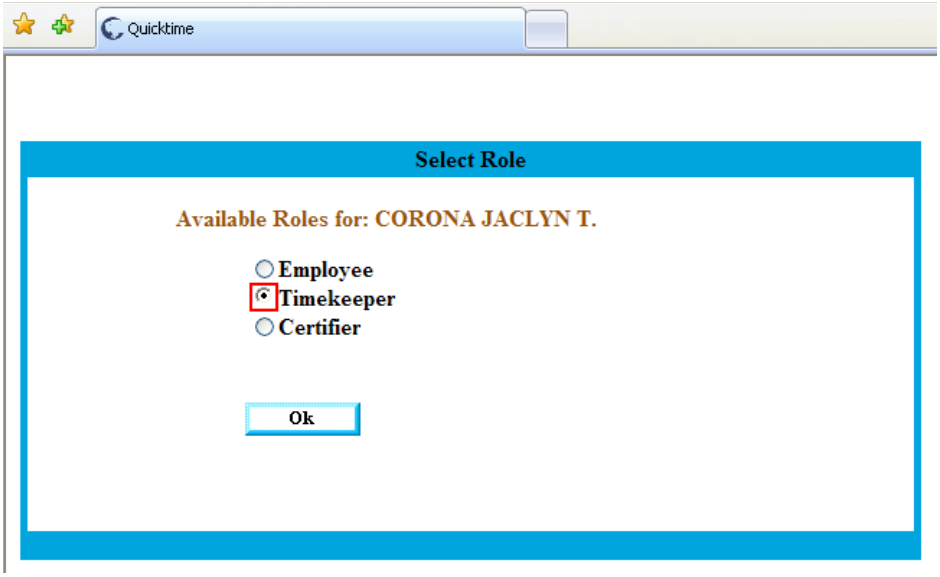
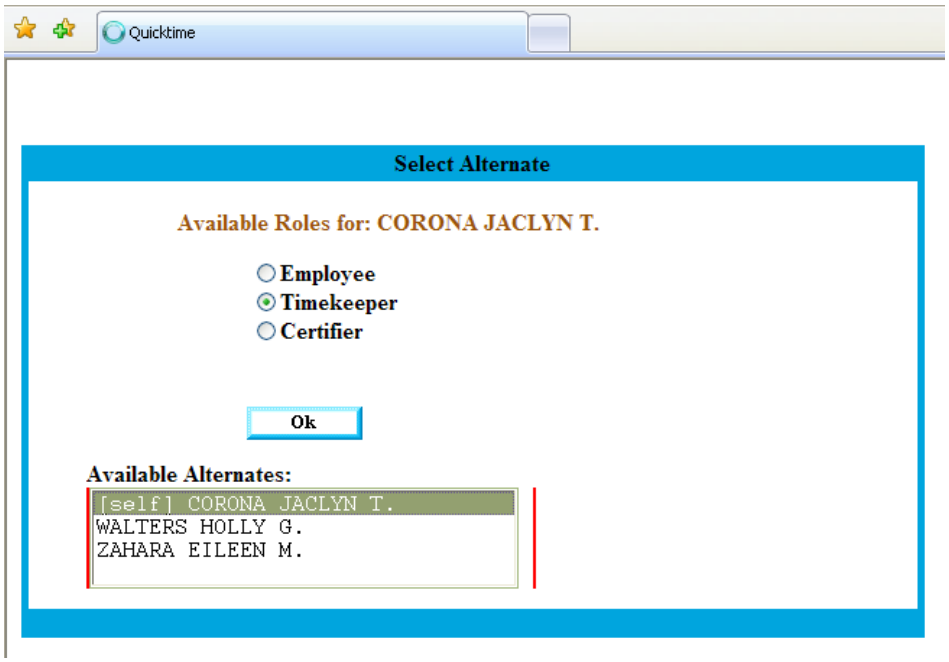
3. If you are a timekeeper and a back-up certifying official you will have the option to choose either the Timekeeper role or Certifier role.



For the purposes of this guide you will be entering amendments for other employees, so please select the Timekeeper role and click Ok.

4. If you are a primary and a back-up timekeeper you will have the option of choosing yourself or another timekeeper. Choosing another timekeeper allows you to see that timekeeper's employees. For the purposes of this guide select yourself as timekeeper and click Ok.



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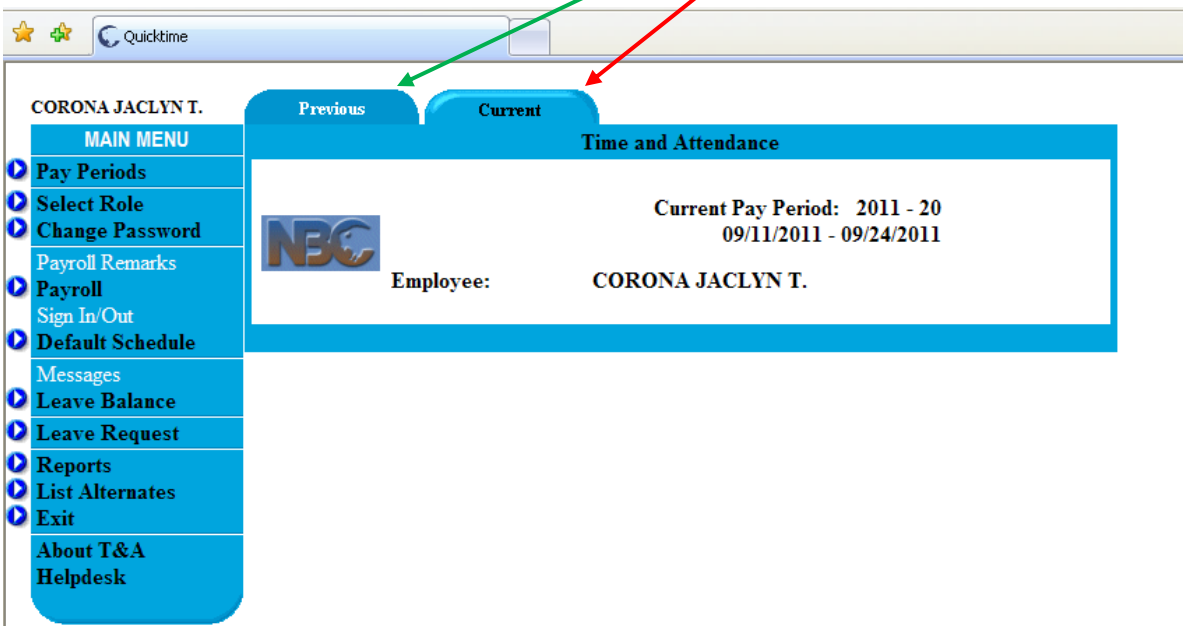
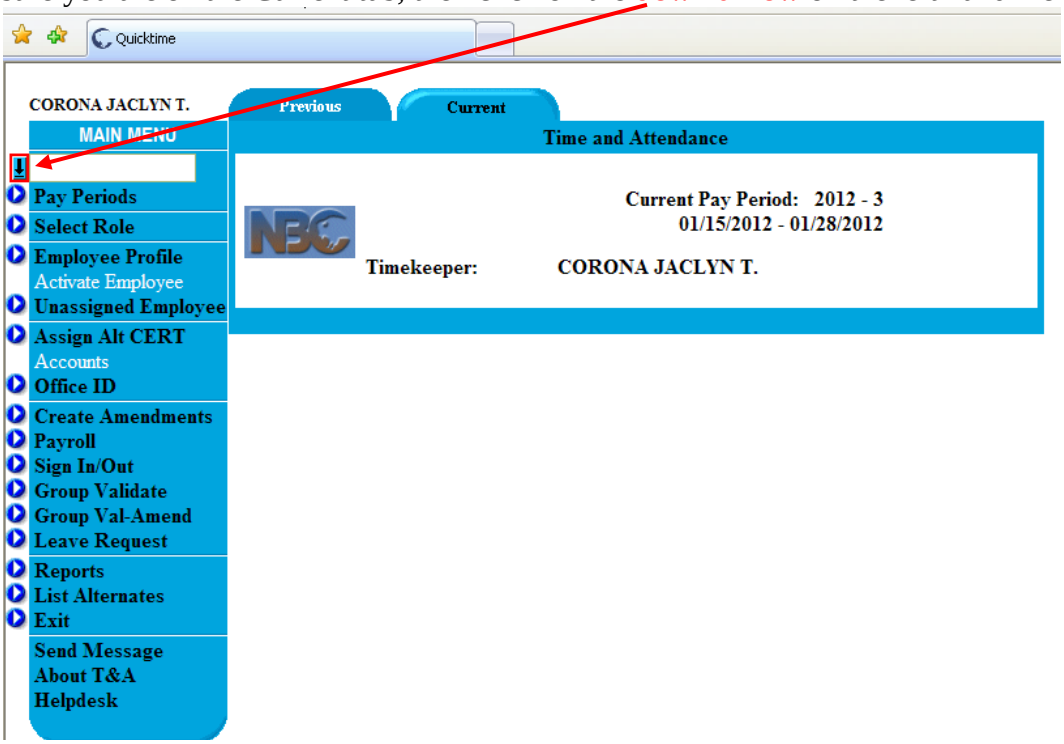
5. Please note one important item on the main screen:
   a. The **Current** and **Previous** tabs indicate the time period for which you will be entering data. As of 12 midnight on the last Saturday of the pay period the data on the Current tab moves onto the Previous tab. If **Current** is highlighted (as shown here in black) then you will be working in the current pay period. If you need to make changes to an un-certified timesheet on the Monday following a pay period you will need to click on the **Previous** tab.



6. In order to create an amendment you need to select an employee first. To do this, make sure you are on the Current tab; then click on the **down arrow** on the left hand menu.



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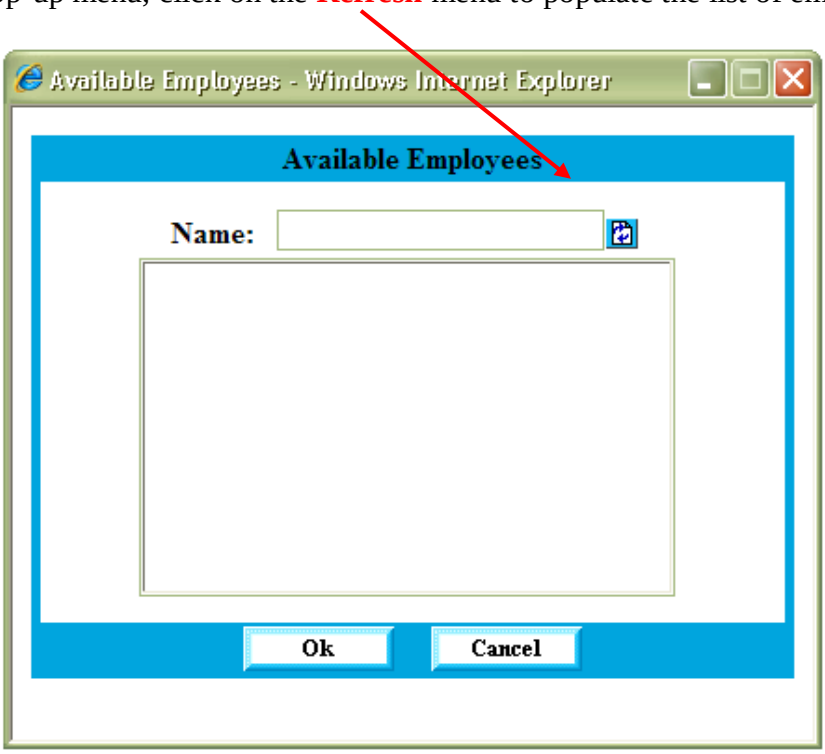
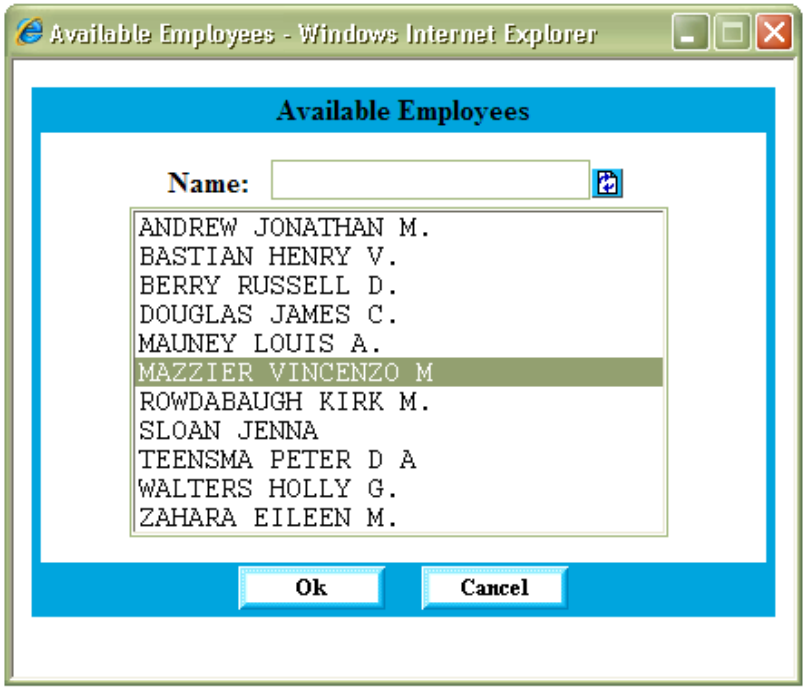
7. On the pop-up menu, click on the **Refresh** menu to populate the list of employees.



8. Select the employee that needs an amendment to their timesheet and click Ok.



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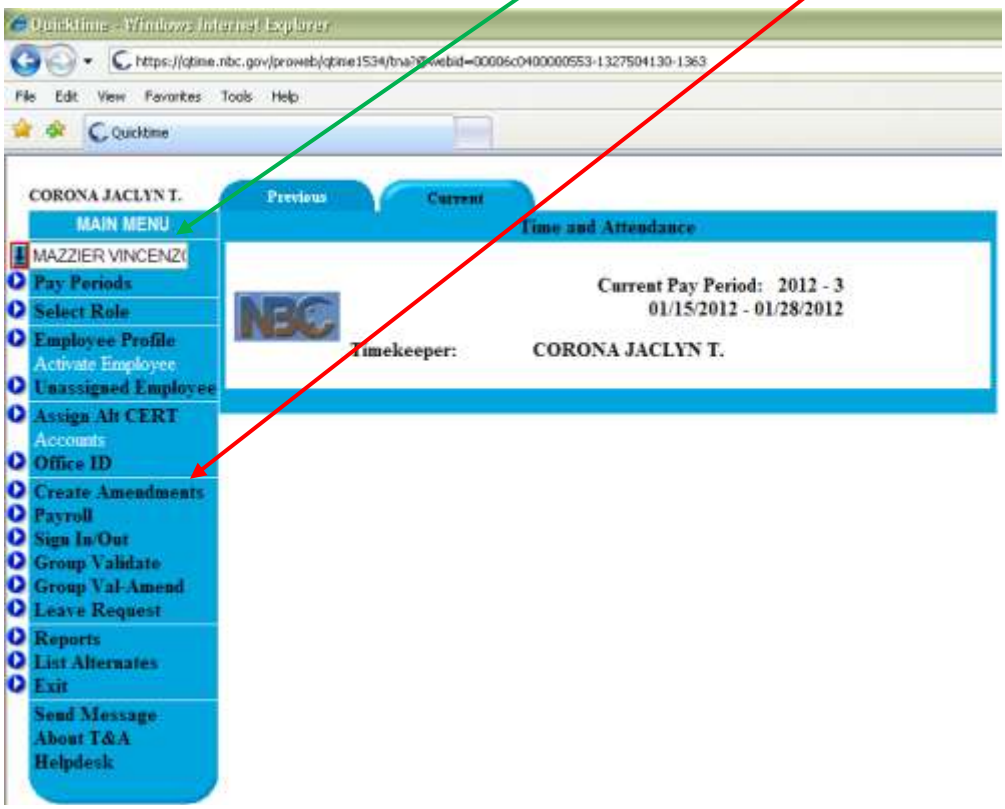
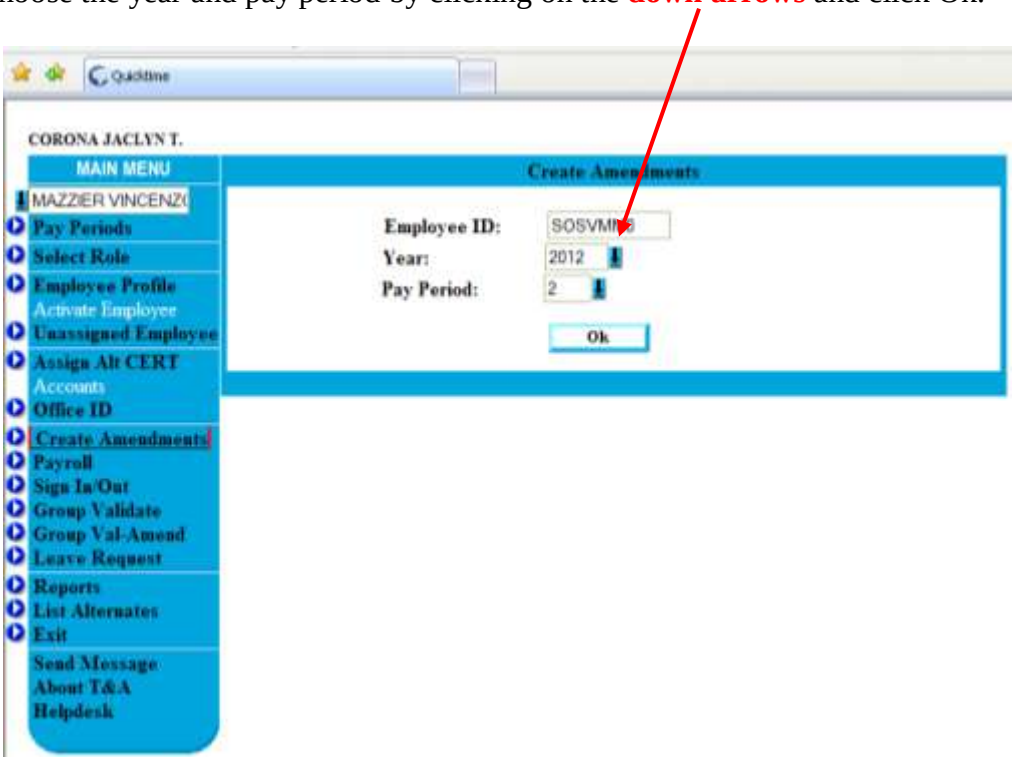
9. This takes you back to the main screen. Notice the **employee's name** is in the box in the top left corner. In order to create the amendment you need to click on **Create Amendments** on the left-hand menu.



10. Choose the year and pay period by clicking on the **down arrows** and click Ok.



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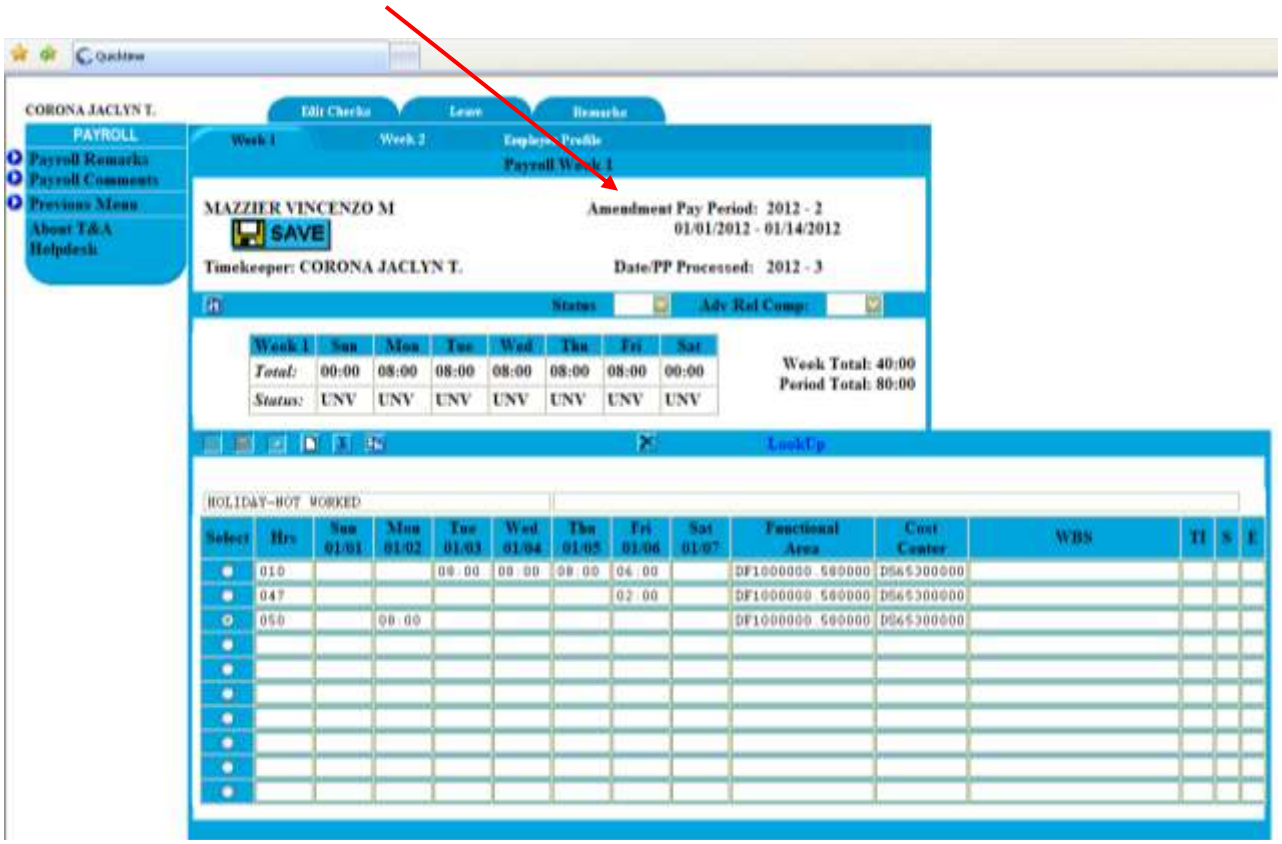
11. This takes you to the payroll screen, where you can make the necessary adjustments. Notice this is an **amendment**, not the original data entry.



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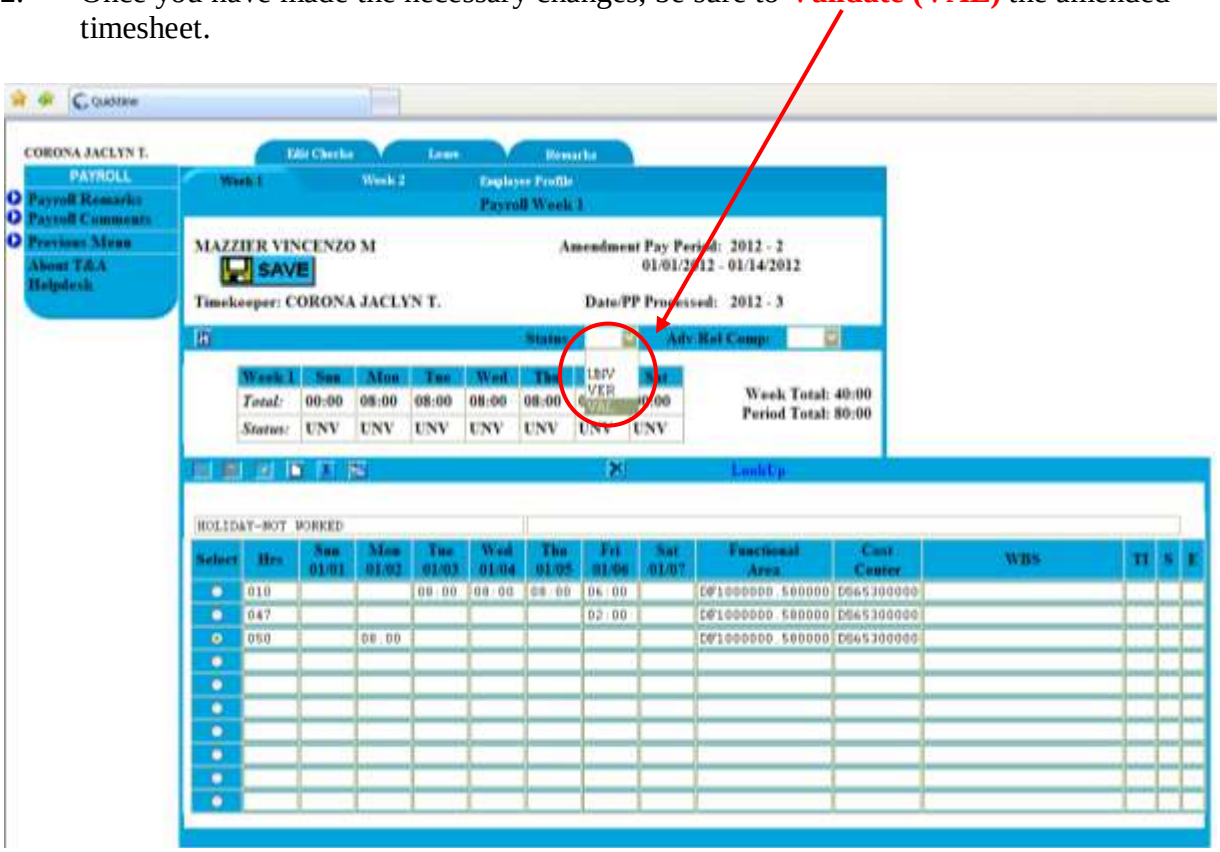
12. Once you have made the necessary changes, be sure to **Validate (VAL)** the amended timesheet.



13. Be sure to notify the certifier via email that the amendment is awaiting review and approval.