Time Entry and Labor (TEL) Documentation
Reprocessing a Document (Add Overtime)

Often times, it is necessary for a TEL document to be reprocessed in order to add/delete information or reallocate submitted time.

Scenario:
An Employee submitted her timesheet on Friday. She was asked late Friday afternoon if she could work two hours past her scheduled departure time and if she could come in and work for eight hours on Saturday. Linda needs to reprocess her TEL document in order to add the overtime hours.

The **Find: TEL Form** window will load automatically. Employee’s name and employee identification number will be populated. Select Document Inquiry.
The **FIND: DOCUMENT INQUIRY** window will open. This contains a list of all TEL documents available to the user. Select the document you wish to reprocess. You may either highlight the row and select **OK** or double click on the row. For an explanation of the different document statuses, [click here](#).

Select **Reprocess**.
NOTE: The DOCUMENT STATUS changes to Open and the DOCUMENT REASON changes to Reprocessed.

NOTE: Because the time has been paid (denoted by a ☑️ in the box under “P”) as it was originally submitted, the new information must be entered on new lines.

On the next line, select Work A-WK2 element and add the additional hours that were worked.

On the next line, select OTP-WK2 from the ELEMENT list of values and report the overtime hours.
Once the information is correct, click **Save**

The TEL document is updated and the **IMPACT OF REPROCESS** is completed according to the new entries. The **REPROCESS DATE** field indicates the date the change was saved.

**NOTE:** The **WORK & BENEFIT HRS TOTAL** field will not change. This information remains as it was when the document was originally processed for payment.

Select **Submit**

The **DECISION** box will appear. If the information is correct, select **Yes**

The document enters workflow.