View or Change an Existing Batch

**Step 1:** Choose **View or Change Timesheet** from the Main Menu.

**Step 2:** Select batch number. Click on the arrow to select the batch number. The Period End Date for the batch and the number of timesheets on the batch are also displayed.

Click on the batch you wish to view.

**Note:** Only batches that haven’t been loaded into Alesco will appear under View or Change Timesheet.

**Step 3:** Batch can be viewed. To view or change another batch use the arrow to select another batch.

**To add another record.** Click on **Add Timesheet.** This will add another row and you can create additional records. Click **Submit** when completed. If any errors have been made a message will be displayed. Please make the relevant corrections and press **Submit.**

**To change a record.** Make the alterations to paycode, hour, or P/G as required. When all changes have been made click **Submit.** You will receive a message to say that rows have been updated. If any errors have been made a message will be displayed. You can make as many changes as required before the batch is uploaded to Alesco.

**To delete a record.** Click in the box to the left of the Employee/Job column and click on **Delete** on the right hand side.