

## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

### How to adjust timesheet on behalf of a 28 day police temporary employee:

This job aid outlines how a manager can adjust timesheet on behalf of a 28 day police employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

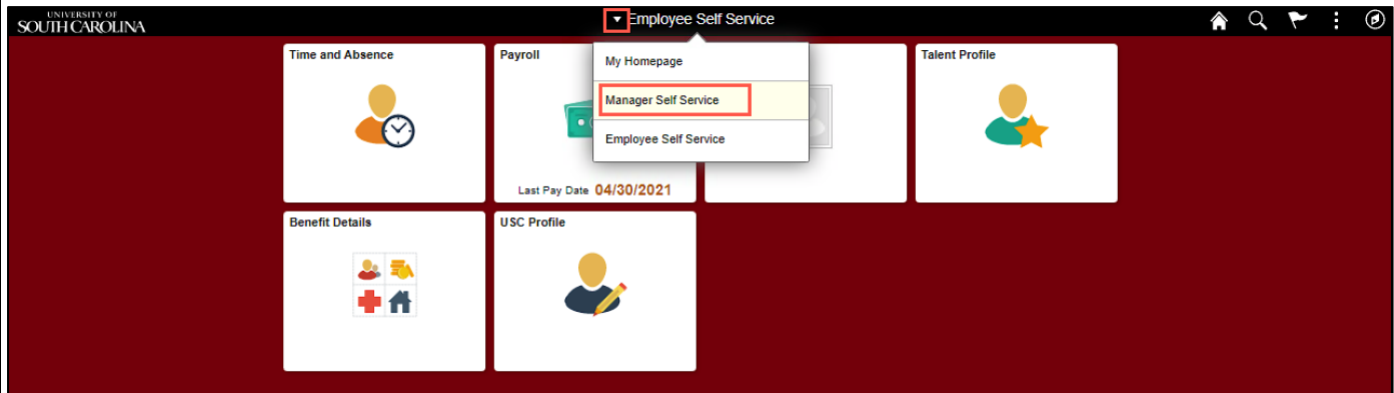
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

#### Processing Steps

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

#### Screenshots

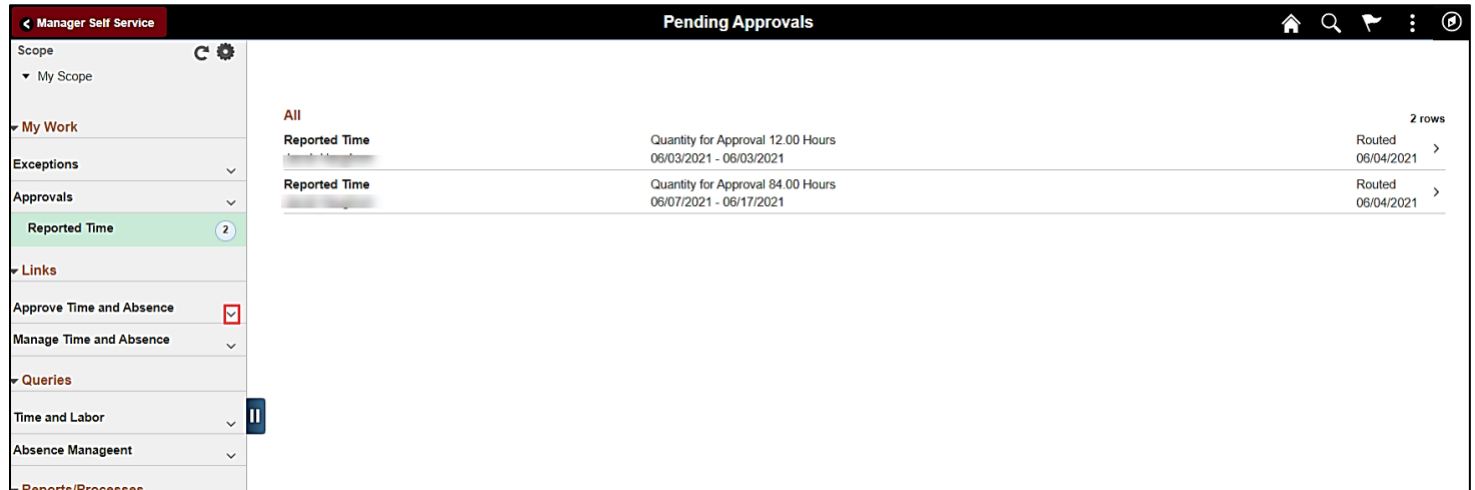


## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

**Step 3:** Click the **Approve Time and Absence** drop-down arrow.

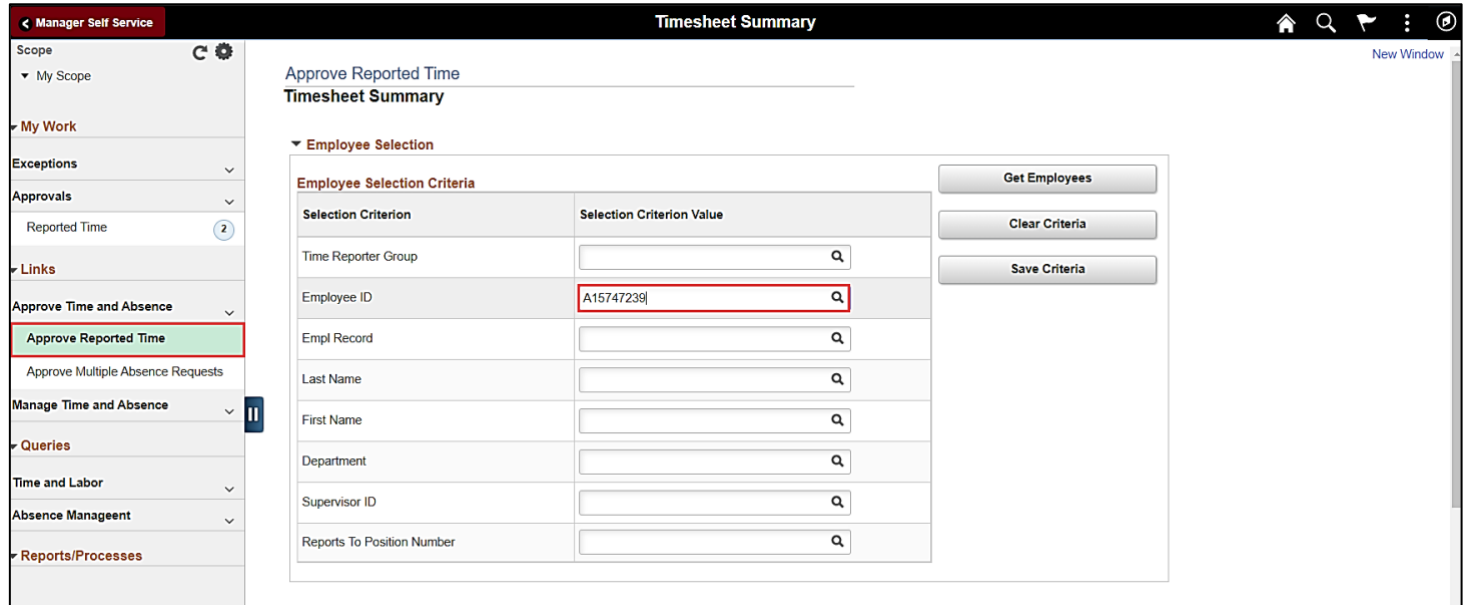


Pending Approvals			
All			
Reported Time	Quantity for Approval 12.00 Hours	Routed	2 rows
	06/03/2021 - 06/03/2021	06/04/2021	>
Reported Time	Quantity for Approval 84.00 Hours	Routed	
	06/07/2021 - 06/17/2021	06/04/2021	>

## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 4:** Click the **Approve Reported Time** option from the list.

**Step 5:** To edit a timesheet for a specific employee, begin by clicking the **Employee ID** field and enter the employee's **USCID**.



**Manager Self Service** Timesheet Summary

Scope  
▼ My Scope

My Work

Exceptions

Approvals

Reported Time 2

Links

Approve Time and Absence

**Approve Reported Time**

Approve Multiple Absence Requests

Manage Time and Absence

Queries

Time and Labor

Absence Management

Reports/Processes

**Approve Reported Time**  
**Timesheet Summary**

▼ **Employee Selection**

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text" value="A15747239"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

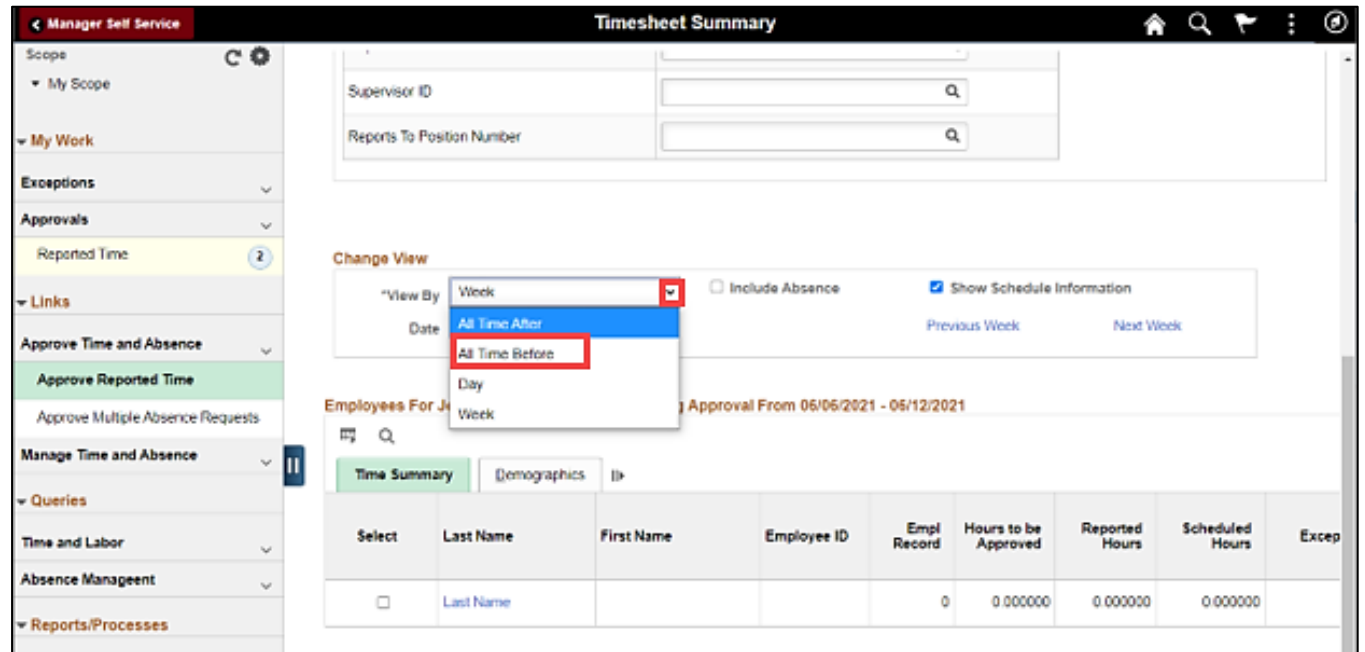
Get Employees

Clear Criteria

Save Criteria

## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 6:** To view all timesheets before the current date, click the **View By** drop-down arrow and select **All Time Before** from the list.



The screenshot shows the 'Timesheet Summary' page in the 'Manager Self Service' system. On the left is a navigation menu with categories like Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, Queries, Time and Labor, Absence Management, and Reports/Processes. The main area has search filters for Supervisor ID and Reports To Position Number. Below these is a 'Change View' section with a 'View By' dropdown menu currently open, showing options: Week, All Time After, All Time Before (highlighted with a red box), Day, and Week. There are also checkboxes for 'Include Absence' and 'Show Schedule Information', and buttons for 'Previous Week' and 'Next Week'. Below the dropdown, it says 'Employees For J...' and 'Approval From 05/05/2021 - 05/12/2021'. At the bottom is a table with columns: Select, Last Name, First Name, Employee ID, Empl Record, Hours to be Approved, Reported Hours, Scheduled Hours, and Excep.

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Excep
<input type="checkbox"/>	Last Name			0	0.000000	0.000000	0.000000	

## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 7:** Click the Employee's **Last Name** link to view the Timesheet page.

Manager Self Service
Timesheet Summary

🏠 🔍 🚩 ⋮ 🔄

Scope ⚙️

▼ My Scope

▼ My Work

Exceptions ▼

Approvals ▼

Reported Time 2

▼ Links

Approve Time and Absence ▼

Approve Reported Time

Approve Multiple Absence Requests

Manage Time and Absence ▼ ⏸

▼ Queries

Time and Labor ▼

Absence Manageent ▼

▼ Reports/Processes

First Name

Department

Supervisor ID

Reports To Position Number

**Change View**

\*View By

All Time Before

☐ Include Absence
 ☒ Show Schedule Information

Date

06/06/2021

📅 ↺

**Employees For Sheldon Epstein, Time Needing Approval Before 06/06/2021**

🔍
1-1 of 1 ▼

Time Summary

Demographics

⏪ ⏩

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	[Redacted]	[Redacted]	A15747239	0	12.00

**Approval** ?

Select All

Deselect All

Approve

Deny

Push Back

## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 8:** To find the timesheet that requires an adjustment, click the **Previous Period** or **Next Period** links to select another timesheet.

In this scenario the officer had planned to take earned holiday comp time on 6/13/2021. After the time was entered on the timesheet, a fellow officer on the same team experienced a family emergency and needed to be away from work for a week. Graciously, this employee offered to cancel the use of holiday comp time to cover the shift for his colleague. As the manager, you can update the hours accordingly.

**Note:** Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Reported hours shows the hours the employee has entered on the timesheet for this Calendar period. Calendar period default for 28 day police employees 28 day cycle.

**Manager Self Service**

- Scope
  - My Scope
- My Work
- Exceptions
- Approvals
- Reported Time (2)
- Links
  - Approve Time and Absence
  - Approve Reported Time
  - Approve Multiple Absence Requests
- Manage Time and Absence
- Queries
- Time and Labor
- Absence Management
- Reports/Processes

New Window

### Timesheet

Employee ID: A15747239  
Dept ID: 925069  
Earliest Change Date: 05/09/2021

Empl Record: 0

Law Enforcement Officer I

Actions

**Select Another Timesheet**

\*View By: Calendar Period

\*Date: 06/06/2021

Scheduled Hours: 168.00    Reported Hours: 84.00

[Previous Period](#)   [Next Period](#)

From Sunday 06/06/2021 to Saturday 07/03/2021

Sun 6/6	Mon 6/7	Tue 6/8	Wed 6/9	Thu 6/10	Fri 6/11	Sat 6/12	Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17
							12.00				
	12.00	12.00									
					12.00	12.00				12.00	12.00

[Save for Later](#)   [Submit](#)

[Reported Time Status](#)   [Summary](#)   [Leave / Compensatory Time](#)   [Absence](#)   [Exceptions](#)   [Payable Time](#)

**Reported Time Status**

1-7 of 7

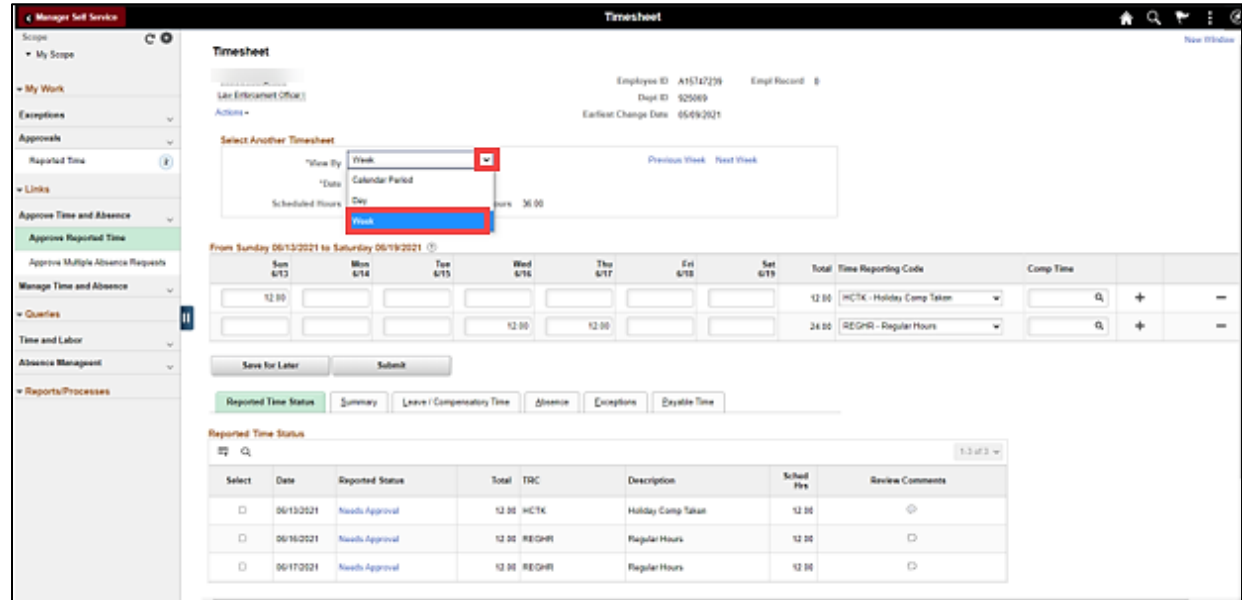
Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	06/07/2021	<a href="#">Needs Approval</a>	12.00	HZRDS	Hazardous Weather	12.00	<a href="#">Review</a>
<input type="checkbox"/>	06/08/2021	<a href="#">Needs Approval</a>	12.00	HZRDS	Hazardous Weather	12.00	<a href="#">Review</a>
<input type="checkbox"/>	06/11/2021	<a href="#">Needs Approval</a>	12.00	REGHR	Regular Hours	12.00	<a href="#">Review</a>

## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 9:** Click the **View By** drop-down arrow and select **Week** so you can view the week you need to edit without scrolling.

**Step 10:** Click in the **Time Entry** field on 6/13/2021 in the row for REGHR - Regular Hours and enter 12.00. Be sure to clear the prior entry of 12.00 in the HCTK – Holiday Comp Taken row.

**Step 11:** Now that the HCTK – Holiday Comp Taken row is empty, click the mins – icon to remove that time reporting code from the timesheet.



**Timesheet**

Employee ID: A15747239 Empl Record: 0  
Dept ID: 925069  
Earliest Change Date: 05/09/2021

Select Another Timesheet

\*View By: Week  
\*Date: 06/13/2021  
Scheduled Hours: 36.00

From Sunday 06/13/2021 to Saturday 06/19/2021

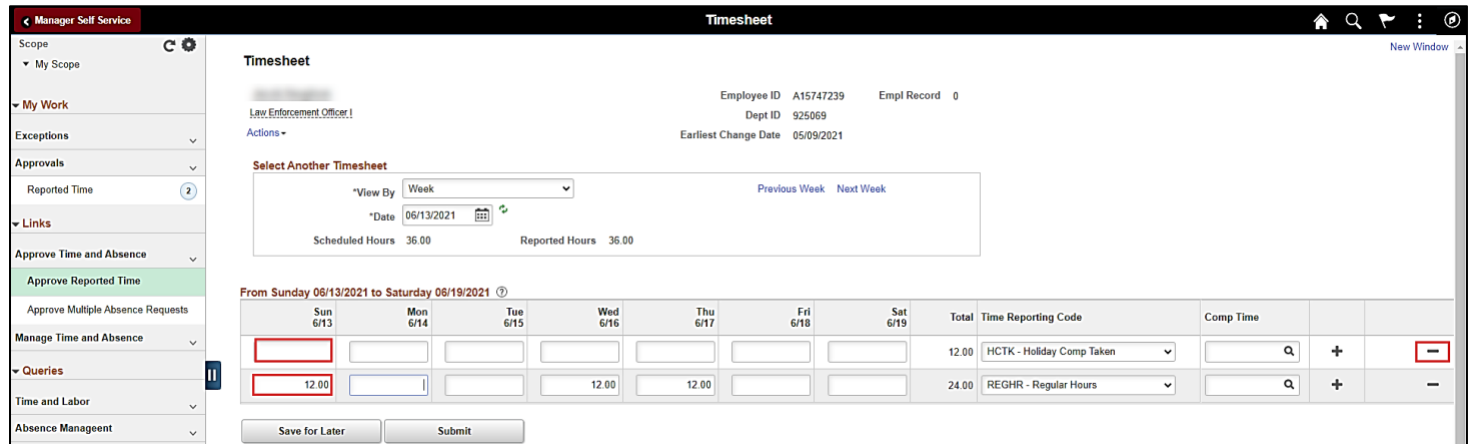
Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	Time Reporting Code	Comp Time
12.00							12.00	HCTK - Holiday Comp Taken	
			12.00	12.00			24.00	REGHR - Regular Hours	

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Daytime Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	06/13/2021	Needs Approval	12.00	HCTK	Holiday Comp Taken	12.00	
<input type="checkbox"/>	06/16/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00	
<input type="checkbox"/>	06/17/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00	



**Timesheet**

Employee ID: A15747239 Empl Record: 0  
Dept ID: 925069  
Earliest Change Date: 05/09/2021

Select Another Timesheet

\*View By: Week  
\*Date: 06/13/2021  
Scheduled Hours: 36.00 Reported Hours: 36.00

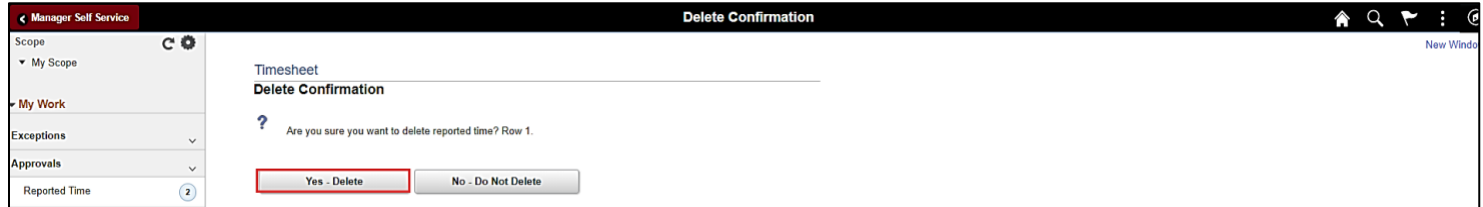
From Sunday 06/13/2021 to Saturday 06/19/2021

Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	Time Reporting Code	Comp Time
12.00							12.00	HCTK - Holiday Comp Taken	
			12.00	12.00			24.00	REGHR - Regular Hours	

Save for Later Submit

## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 12:** Upon clicking the minus button in step 11, a delete confirmation appears. Click the **Yes – Delete** button to remove that time reporting code from the timesheet.



**Manager Self Service** Delete Confirmation

Scope  
▼ My Scope

**My Work**

Exceptions ▼

Approvals ▼

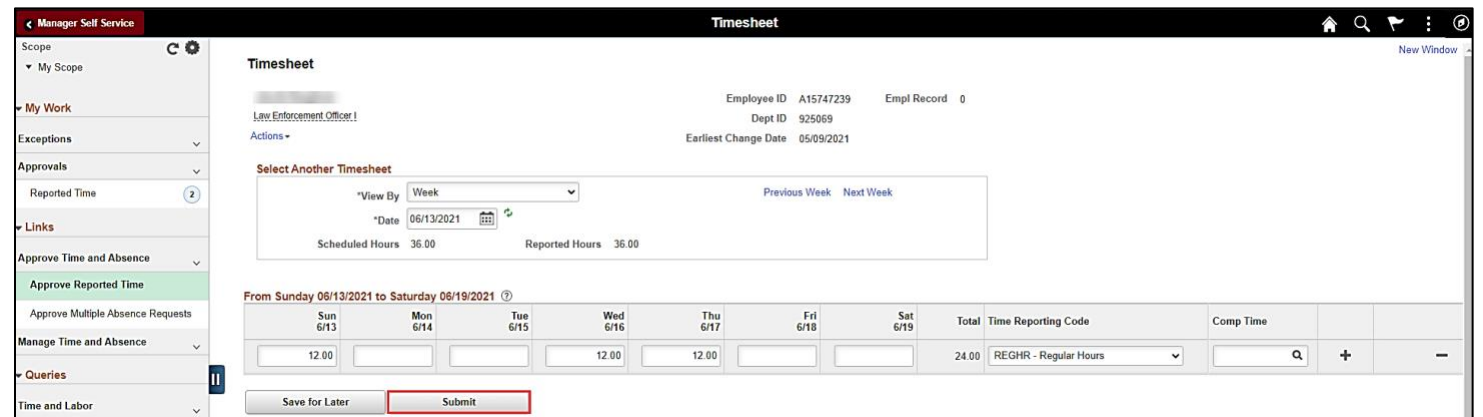
Reported Time 2

**Timesheet**  
**Delete Confirmation**

? Are you sure you want to delete reported time? Row 1.

**Yes - Delete** **No - Do Not Delete**

**Step 13:** Click the **Submit** button to submit the adjusted timesheet.



**Manager Self Service** Timesheet

Scope  
▼ My Scope

**My Work**

Exceptions ▼

Approvals ▼

Reported Time 2

**Links**

Approve Time and Absence ▼

**Approve Reported Time**

Approve Multiple Absence Requests

Manage Time and Absence ▼

**Queries**

Time and Labor ▼

**Timesheet**

Employee ID A15747239 Empl Record 0  
Dept ID 925069  
Earliest Change Date 05/09/2021

**Actions**

Select Another Timesheet

\*View By Week Previous Week Next Week  
\*Date 06/13/2021

Scheduled Hours 36.00 Reported Hours 36.00

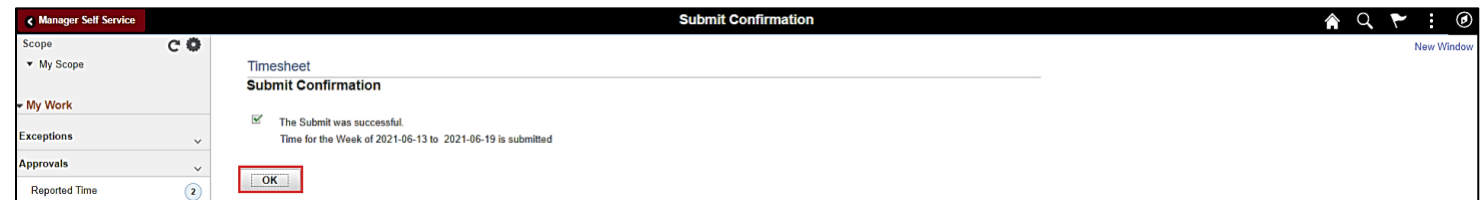
From Sunday 06/13/2021 to Saturday 06/19/2021

Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	Time Reporting Code	Comp Time
12.00			12.00	12.00			24.00	REGHR - Regular Hours	

**Save for Later** **Submit**

**Step 14:** This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.

**Note:** Steps 1-14 were for adjusting the timesheet on behalf of the employee. As the manager you must also approve the adjusted timesheet.



**Manager Self Service** Submit Confirmation

Scope  
▼ My Scope

**My Work**

Exceptions ▼

Approvals ▼

Reported Time 2

**Timesheet**  
**Submit Confirmation**

✓ The Submit was successful.  
Time for the Week of 2021-06-13 to 2021-06-19 is submitted

**OK**



## University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 14:** The adjustment is now ready for approval.

To learn how to approve timesheets, please view the job aid titled **Approve a Timesheet**.

You successfully learned how to adjust a timesheet on behalf of a 28 day police employee.

< Manager Self Service
Timesheet
Home Search Help New Window

Scope

- My Scope
- My Work
- Exceptions
- Approvals
- Reported Time
- Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence
- Queries
- Time and Labor
- Absence Management
- Reports/Processes

**Timesheet**

Employee ID: A15747239 Empl Record: 0

Dept ID: 925069

Earliest Change Date: 05/09/2021

Law Enforcement Officer I

Actions

**Select Another Timesheet**

\*View By: Week Previous Week Next Week

\*Date: 06/13/2021

Scheduled Hours: 36.00 Reported Hours: 36.00

**From Sunday 06/13/2021 to Saturday 06/19/2021**

Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	Time Reporting Code	Comp Time
12.00			12.00	12.00			36.00	REGHR - Regular Hours	

**Reported Time Status**

1-3 of 3

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	06/13/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00	
<input type="checkbox"/>	06/16/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00	
<input type="checkbox"/>	06/17/2021	Needs Approval	12.00	REGHR	Regular Hours	12.00	