

## University of South Carolina Time and Labor – TL/ABS Approver 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 TL/ABS Approver can adjust timesheet on behalf of a 28 day police employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

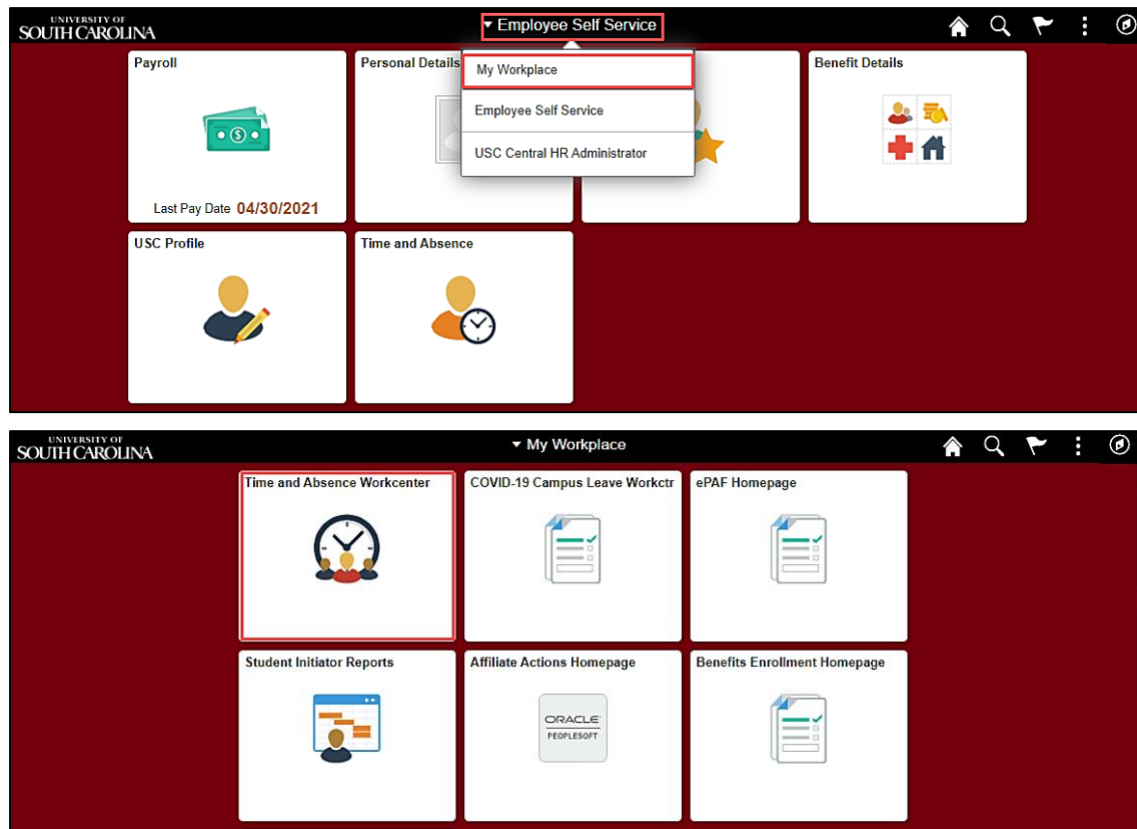
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

#### Processing Steps

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

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

#### Screenshots



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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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.

Scope			
▼ My Scope			
▼ My Work			
Exceptions			
Approvals			
Reported Time	2		
▼ Links			
Approve Time and Absence	<input checked="" type="checkbox"/>		
Manage Time and Absence			
▼ Queries			
Time and Labor			
Absence Management			
▼ Reports/Processes			

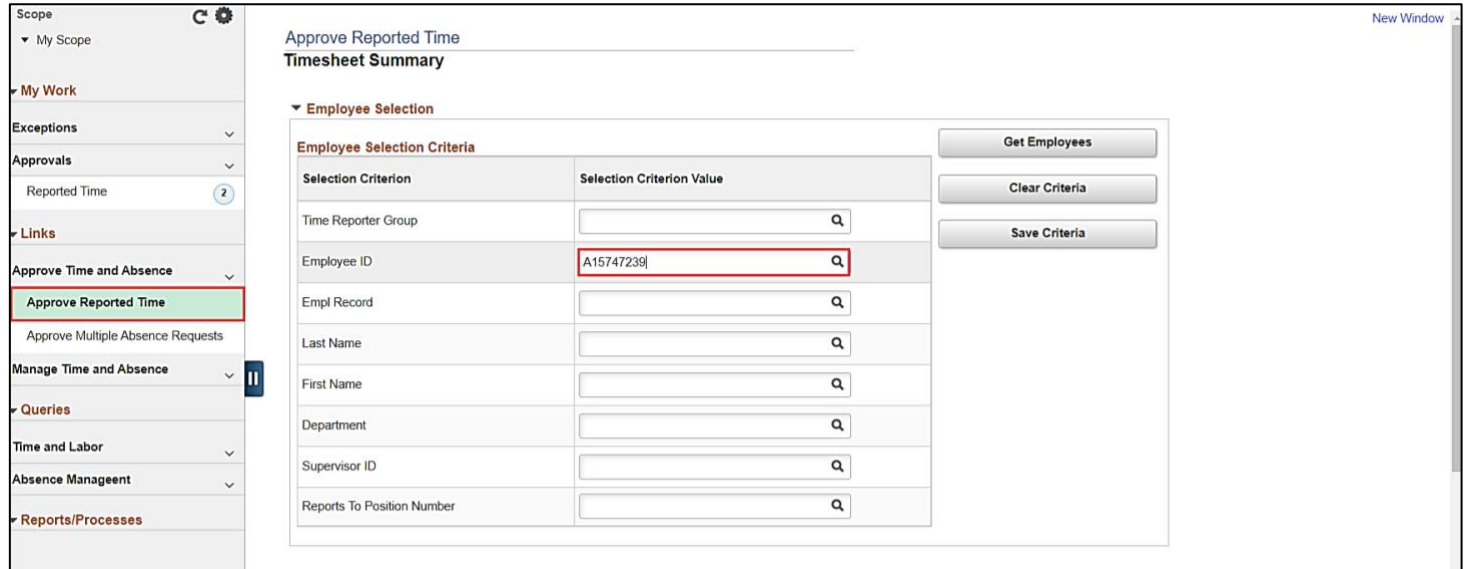
  

All			2 rows
Reported Time	Quantity for Approval 12.00 Hours	Routed	>
	06/03/2021 - 06/03/2021	06/04/2021	
Reported Time	Quantity for Approval 84.00 Hours	Routed	>
	06/07/2021 - 06/17/2021	06/04/2021	

## University of South Carolina Time and Labor – TL/ABS Approver 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**.



Scope C ⚙

- 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 New Window

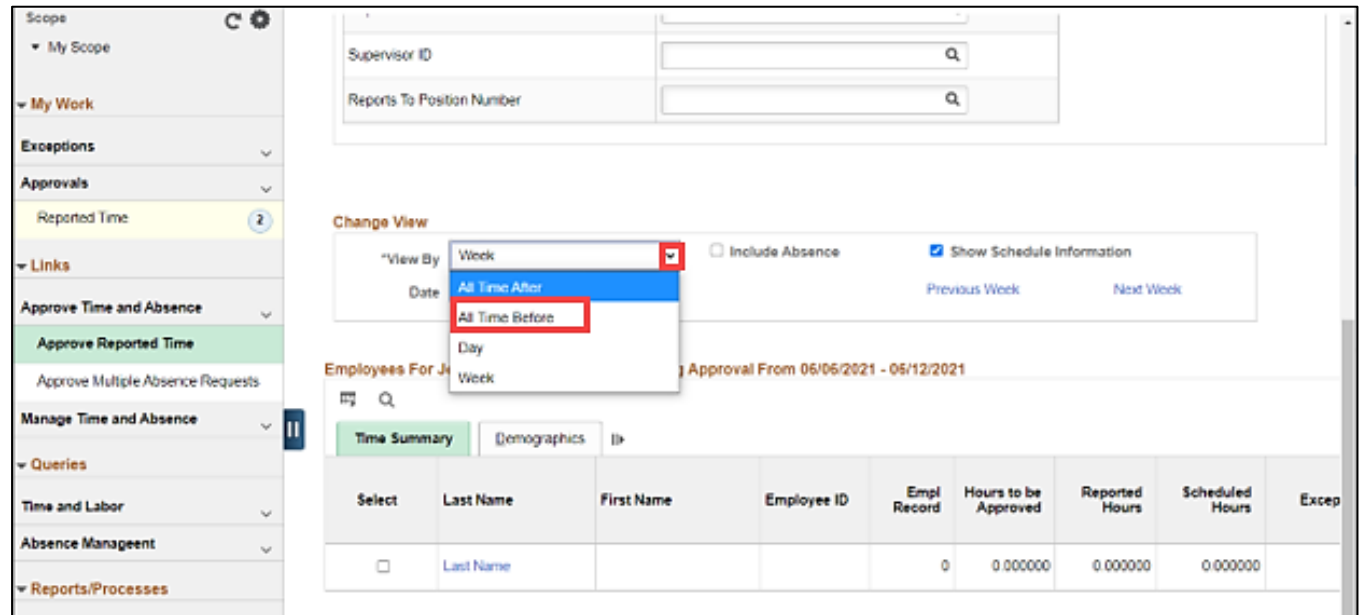
Employee Selection

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 – TL/ABS Approver 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.



Scope

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

Supervisor ID

Reports To Position Number

Change View

\*View By: Week

Date: All Time After, All Time Before, Day, Week

Include Absence: ☐

Show Schedule Information: ☒

Previous Week, Next Week

Employees For J... Approval From 05/05/2021 - 05/12/2021

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 – TL/ABS Approver Adjust Timesheet on Behalf of 28 Day Police Employee

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

Scope

- My Scope
- My Work**
- Exceptions
- Approvals
- Reported Time
- Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
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- Queries
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- 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**

Time Summary

Demographics

1-1 of 1

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 – TL/ABS Approver 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 TL/ABS Approver, 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.

Scope

- My Scope
- My Work
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### Timesheet

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

Law Enforcement Officer I

Select Another Timesheet

\*View By: Calendar Period    [Previous Period](#)    [Next Period](#)

\*Date: 06/06/2021

Scheduled Hours: 168.00    Reported Hours: 84.00

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

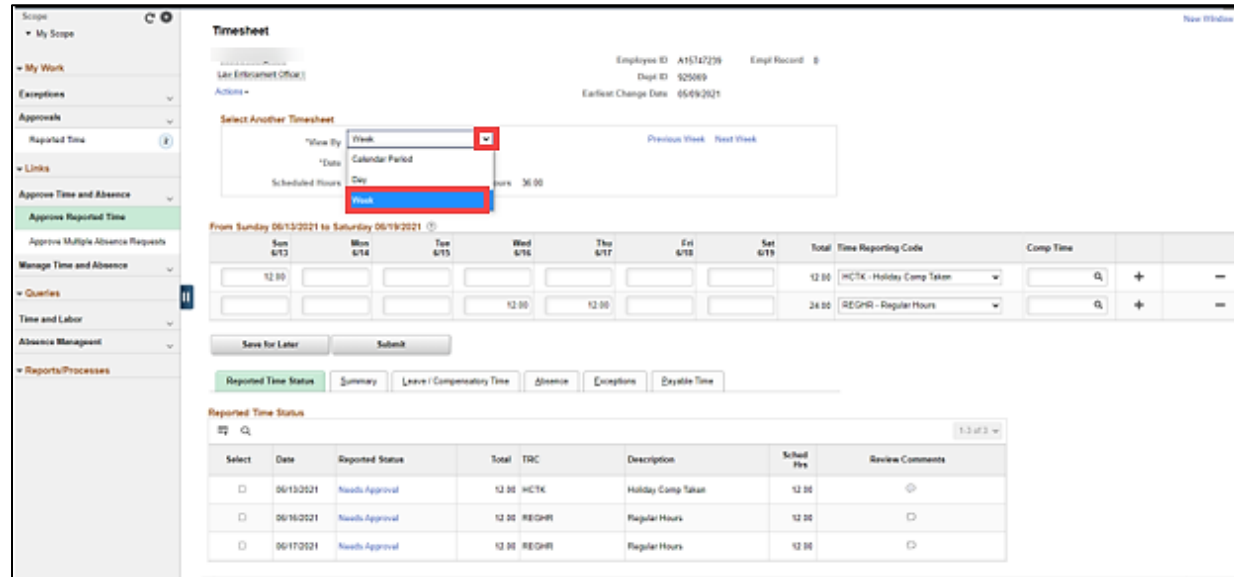
Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	06/07/2021	Needs Approval	12.00	HZRDS	Hazardous Weather	12.00	
<input type="checkbox"/>	06/08/2021	Needs Approval	12.00	HZRDS	Hazardous Weather	12.00	
<input type="checkbox"/>	06/11/2021	Needs Approval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

## University of South Carolina Time and Labor – TL/ABS Approver 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

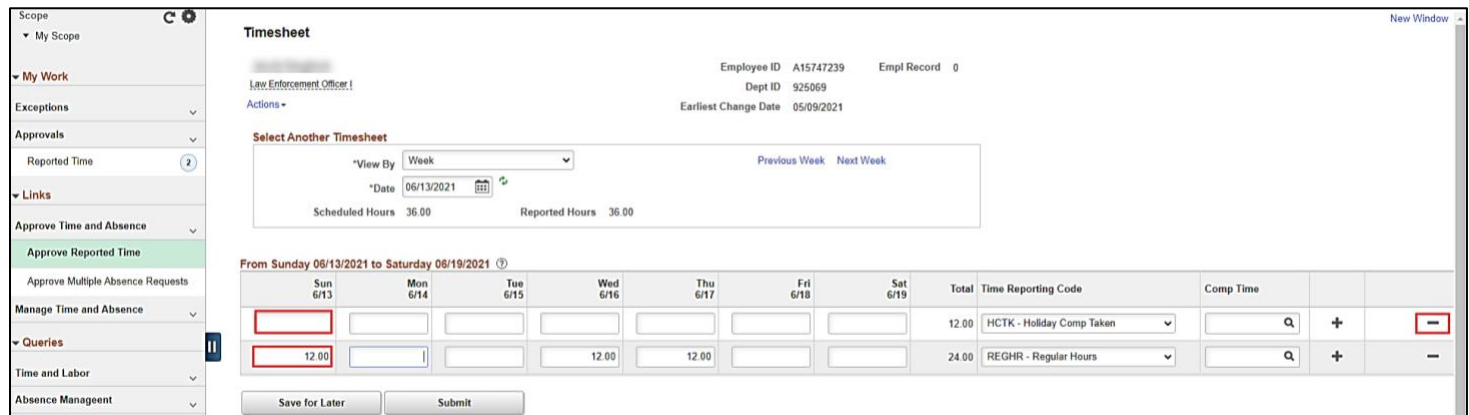
Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	Total	Time Reporting Code	Comp Time
12.00							12.00	HCTK - Holiday Comp Taken	
			12.00	12.00			24.00	REGHR - Regular Hours	

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Exempt 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	HCTK - Holiday Comp Taken	
12.00			12.00	12.00			24.00	REGHR - Regular Hours	

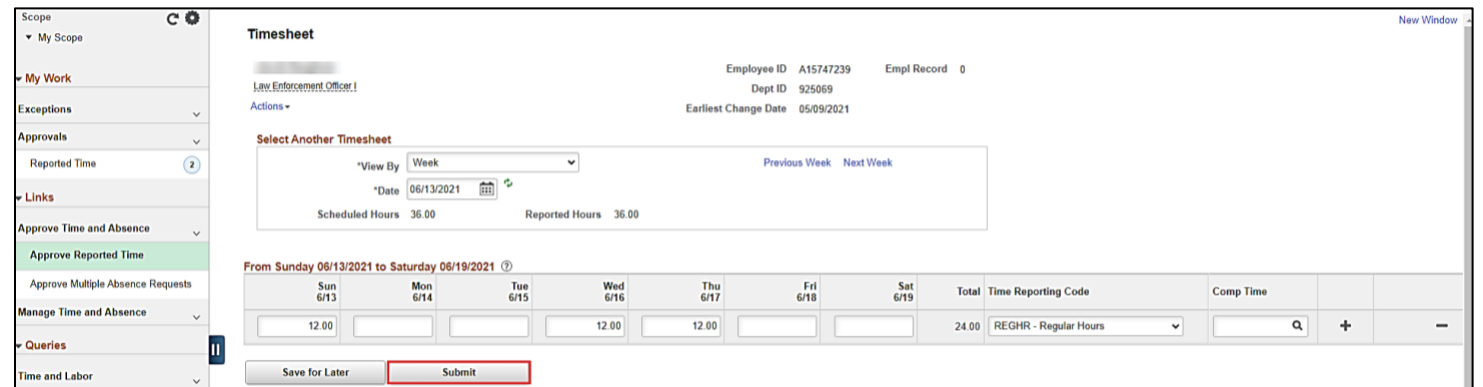
Save for Later Submit

## University of South Carolina Time and Labor – TL/ABS Approver 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.



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



From Sunday 06/13/2021 to Saturday 06/19/2021							Total	Time Reporting Code	Comp Time		
Sun 6/13	Mon 6/14	Tue 6/15	Wed 6/16	Thu 6/17	Fri 6/18	Sat 6/19	24.00	REGHR - Regular Hours		+	-

**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 TL/ABS Approver you must also approve the adjusted timesheet.





## University of South Carolina Time and Labor – TL/ABS Approver Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 15:** 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.

**Scope** C

- My Scope
- My Work**
- Exceptions
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- Approve Reported Time**
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- Reports/Processes

### Timesheet

Law Enforcement Officer I

Actions

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

[Previous Week](#) [Next Week](#)

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	

Save for Later
Submit

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

**Reported Time Status**

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