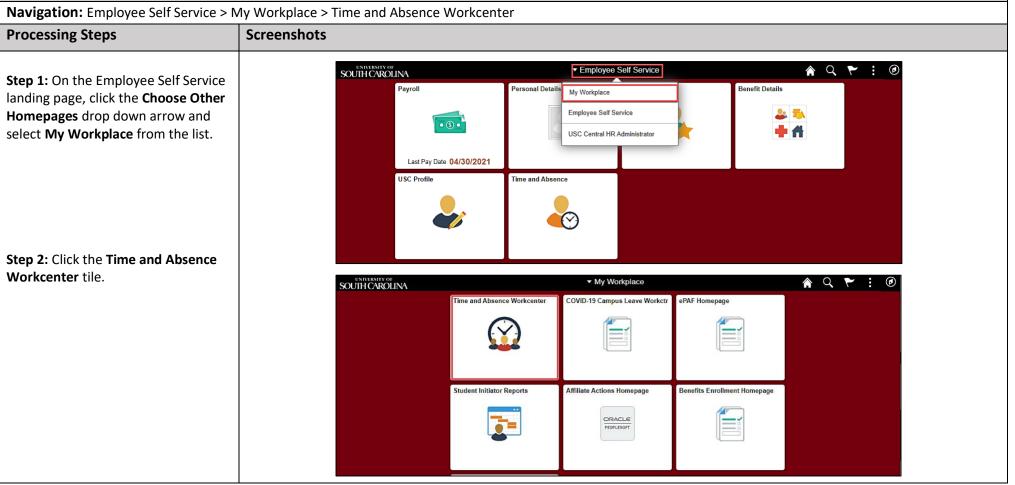


How to adjust a timesheet on behalf of an exempt employee:

This job aid outlines how a TL/ABS Approver can adjust a timesheet on behalf of an exempt employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.





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 Work center include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

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

University of South Carolina Time and Labor – TL/ABS Approver Enter or Adjust Timesheet on Behalf of Exempt Employee

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Reports/Processes			

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

Step 5: To edit leave of absence reported hours/days for a specific employee, begin by clicking the **Employee ID** field and enter the employee's **USCID**.



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.

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Absence Manageent 🗸 🗸										
			Last Name			0	0.000000	0.000000	0.000000	



Step 7: Click the Employee's Last Name link to view the Timesheet page. • Wywe • Berrish Time ad Adata • Units • Un				First Name						
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Step 8: To find the timesheet that requires an adjustment, click the **Previous Period** or **Next Period** links to select another timesheet.

<u>Note:</u> Exempt employees do not report hours worked except for those hours worked during a hazardous weather event or hours worked on a university holiday. Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Calendar period for exempt employees refers to the pay period 5/1/2021 – 5/15/2021. You can change the view to week or day by clicking the **View By** drop-down arrow.

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Step 9: To view the entire timesheet
for the calendar period, scroll to the
right.

In this scenario the employee had to work during an authorized hazardous weather event on 5/3/2021. The employee accidentally reported 6 hours, but the TL/ABS Approver knows that the employee actually worked a full 7.5 hours that day. As the manager, you must update the hours accordingly.

Scope C 🔅			New Windo	w							
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Step 10: Click in the Time Entry field	Scope C 🐡												New Window
for 5/3/2021 and adjust hours as	✓ My Scope	Timesheet	t										New Window
-													
outlined in step 9.	- My Work	Human Resour					Employee ID Dept ID		Empl Record 0				
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Step 11: Click the Submit button to	Approvals	Select And	other Timeshe	et									
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 Step 12: This page confirms the successful submission of the adjustment, click the OK button to return to the Timesheet page. <u>Note:</u> Steps 1-12 were for adjusting the timesheet on behalf of the employee. As the TL/ABS Approver you must also approve the adjusted timesheet. 	Scope My Scope My Scope My Scope My Work Exceptions Approvals Links Approve Time and Absence Approve Reported Time Approve Rultiple Absence Requests TL ABS Administrator Monitor Approvals Leave Donations Carries Query Manager Time and Absence Absence Managert Carries Cuery Manager Cuery Manager Carries Cuery Manager Cuery Manag	Submit Confirmation The Submit was successful. Time for the Time Period of 2021-05-15 is submitted



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Step 14: The adjustment is now ready for approval.

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

<u>Note:</u> As a TL/ABS Approver, you can go back to enter or adjust timesheets 60 days prior to the current day for a terminated employee within your departmental access.

You successfully learned how to adjust a timesheet on behalf of an exempt employee.