

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

How to enter or adjust leave of absence on timesheet on behalf of an exempt temporary employee:

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

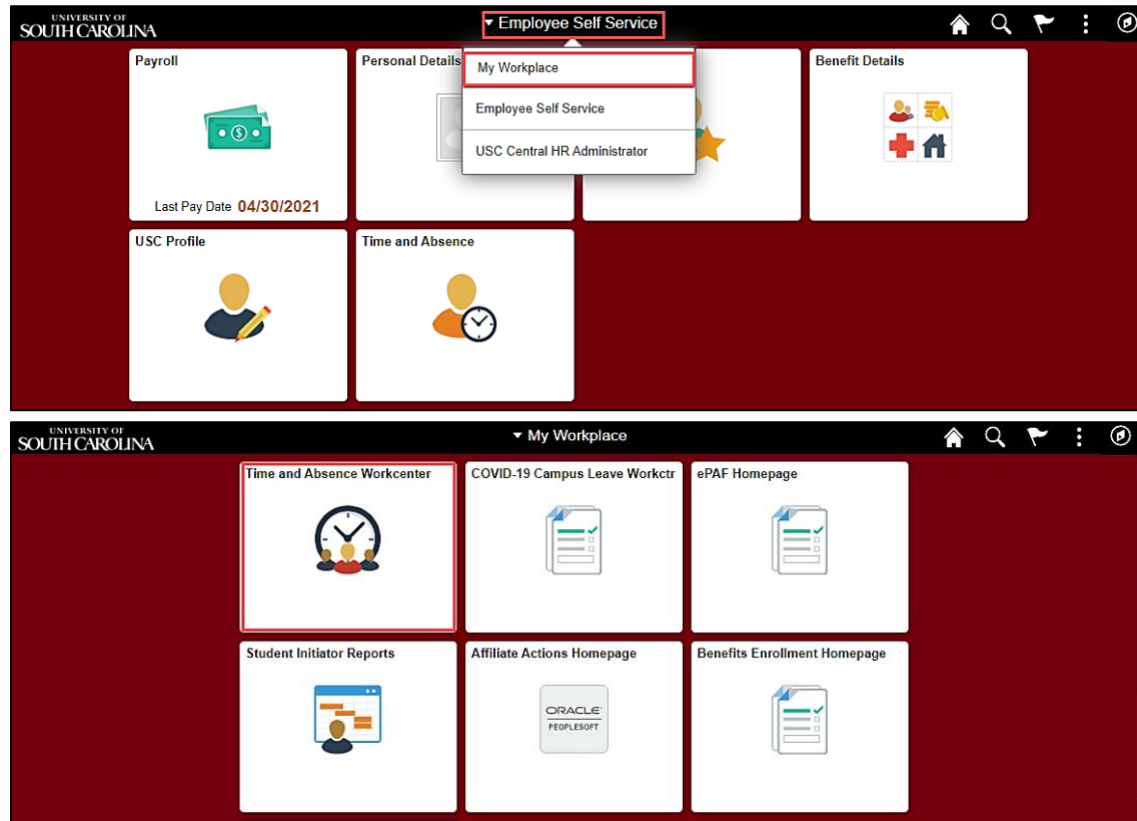
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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

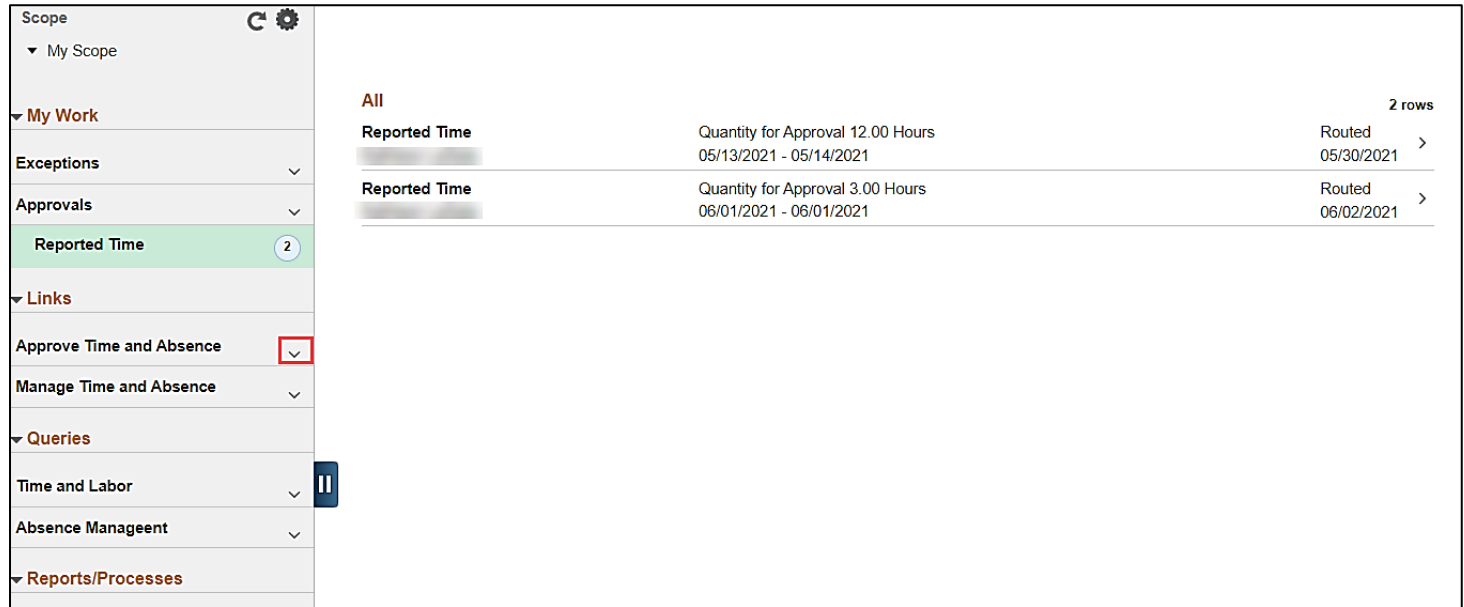


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS approvers to access various pages and keep multiple windows open while doing their daily work.

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.



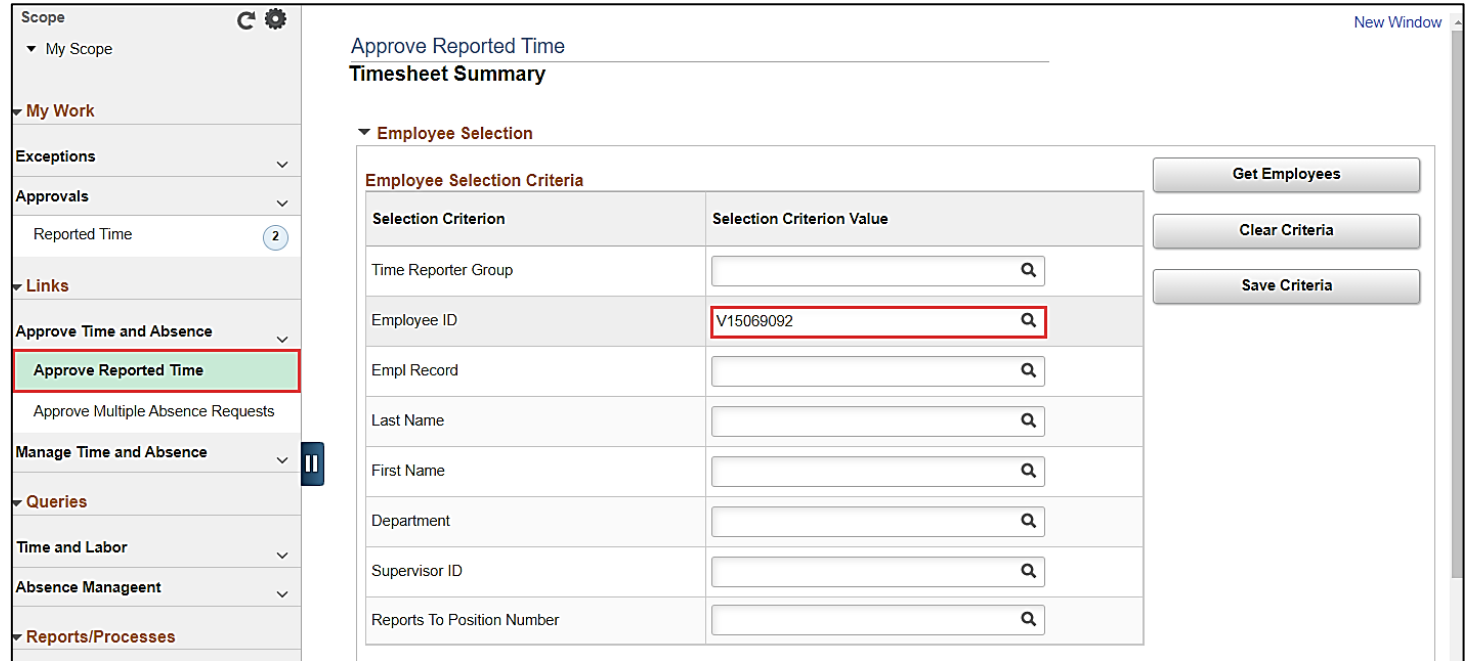
The screenshot shows the 'Time and Absence Workcenter' interface. On the left is a navigation menu with categories: Scope, My Work, Exceptions, Approvals, Reported Time (highlighted in green with a '2' icon), Links, Approve Time and Absence (highlighted with a red box and a dropdown arrow), Manage Time and Absence, Queries, Time and Labor, Absence Management, and Reports/Processes. On the right, a table displays 'Reported Time' entries. The table has two rows, both labeled 'Routed' with a right-pointing arrow. The first row shows 'Quantity for Approval 12.00 Hours' for the period '05/13/2021 - 05/14/2021', with a 'Routed' status and date '05/30/2021'. The second row shows 'Quantity for Approval 3.00 Hours' for the period '06/01/2021 - 06/01/2021', with a 'Routed' status and date '06/02/2021'.

All			2 rows
Reported Time	Quantity for Approval 12.00 Hours 05/13/2021 - 05/14/2021	Routed	> 05/30/2021
Reported Time	Quantity for Approval 3.00 Hours 06/01/2021 - 06/01/2021	Routed	> 06/02/2021

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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**.



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

Approve Reported Time Timesheet Summary

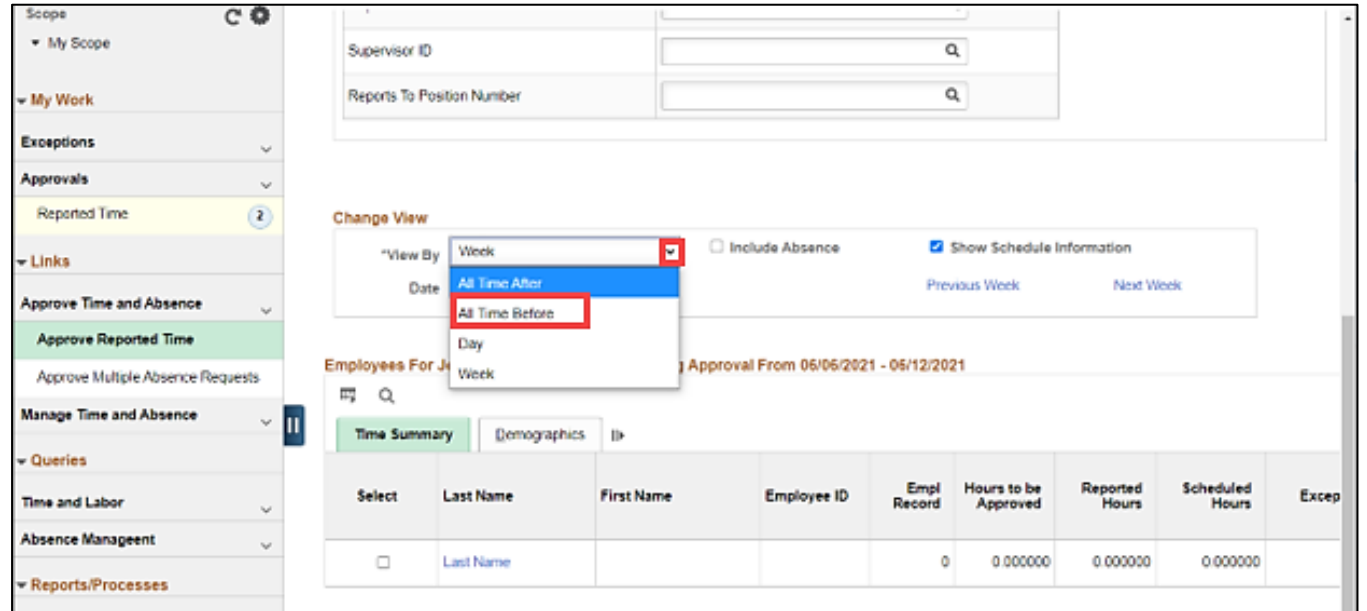
Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text" value="V15069092"/>
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

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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 displays the 'View By' dropdown menu with the following options: Week, All Time After, All Time Before (highlighted with a red box), Day, and Week. The main interface shows a table with columns: Select, Last Name, First Name, Employee ID, Empl Record, Hours to be Approved, Reported Hours, Scheduled Hours, and Excep. The table currently shows one row with 'Last Name' in the Last Name column and zeros in the other columns.

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	

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



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


First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Change View


*View By All Time Before Include Absence Show Schedule Information

Date 06/06/2021  


Employees For [Redacted] 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 Approv
<input type="checkbox"/>	[Redacted]	[Redacted]	V15069092	1	1

Approval 

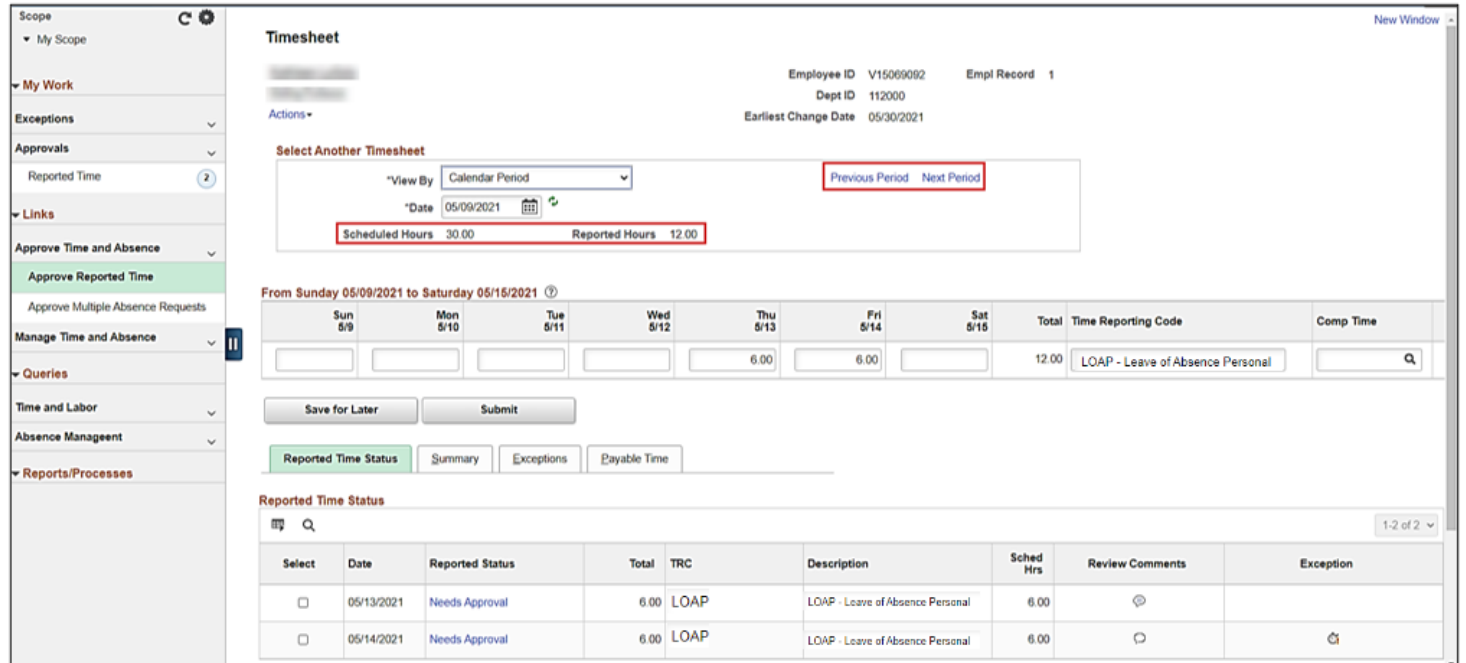
Select All
Deselect All
Approve
Deny
Push Back

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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.

Note: Exempt temporary employees do not report hours worked, nor do they accrue paid leave hours. The only hours reported on the timesheet are those for which Leave of Absence was taken. Scheduled hours will show the hours the employee is scheduled to work.

Step 9: The employee failed to enter their LOAP - Leave of Absence Personal on Wednesday 5/12/2021, but that was part of their time away from work. As the TL/ABS approver, you must adjust the LOAP hours accordingly.



Timesheet

Employee ID V15069092 Empl Record 1
Dept ID 112000
Earliest Change Date 05/30/2021

Select Another Timesheet

View By: Calendar Period
Date: 05/09/2021
Scheduled Hours: 30.00 Reported Hours: 12.00

From Sunday 05/09/2021 to Saturday 05/15/2021

Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code	Comp Time
			6.00	6.00			12.00	LOAP - Leave of Absence Personal	

Save for Later Submit

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments	Exception
<input type="checkbox"/>	05/13/2021	Needs Approval	6.00	LOAP	LOAP - Leave of Absence Personal	6.00		
<input type="checkbox"/>	05/14/2021	Needs Approval	6.00	LOAP	LOAP - Leave of Absence Personal	6.00		

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Step 10: Click in the **Time Entry** field and enter 6 hours of LOAP for Wednesday 5/12/2021.

Step 11: Click the **Submit** button to submit the adjusted 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
- Absence Management
- Reports/Processes

Timesheet

Employee ID V15069092 Empl Record 1
 Dept ID 112000
 Earliest Change Date 05/30/2021

Actions

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
 *Date 05/09/2021
 Scheduled Hours 30.00 Reported Hours 18.00

From Sunday 05/09/2021 to Saturday 05/15/2021

Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code	Comp Time
			6.00	6.00	6.00		18.00	LOAP - Leave of Absence Personal	

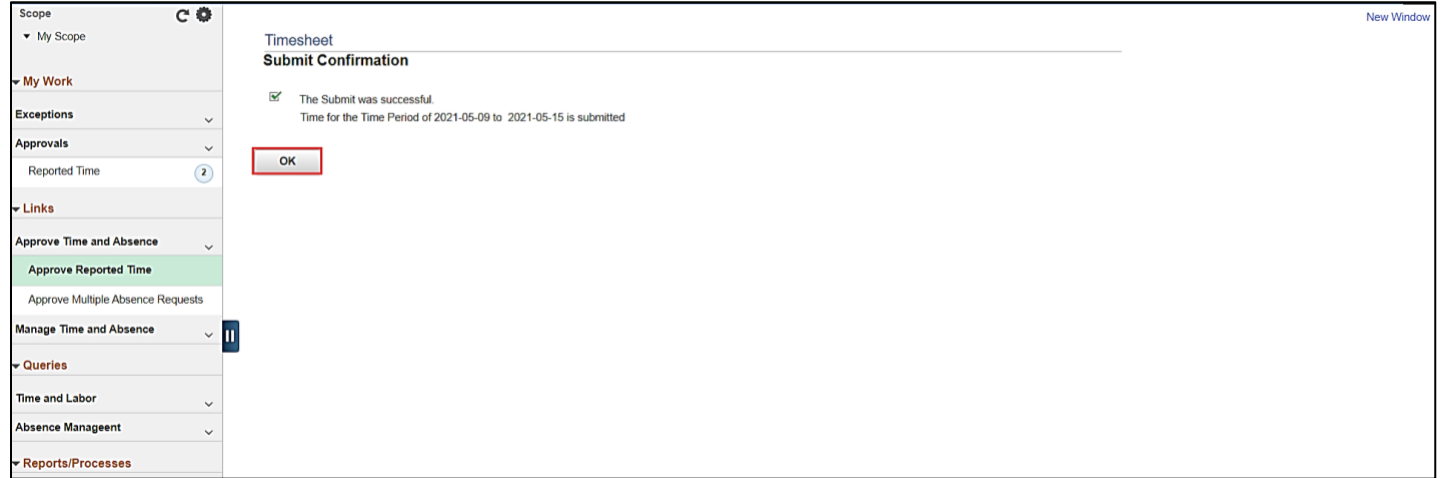
Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments	Exception
<input type="checkbox"/>	05/13/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00		
<input type="checkbox"/>	05/14/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00		

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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.

Note: 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.



The screenshot displays a web application interface for a Timesheet. On the left is a navigation sidebar with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Approve Reported Time (highlighted in green), Approve Multiple Absence Requests, Manage Time and Absence, Queries, Time and Labor, Absence Management, and Reports/Processes. The main content area is titled 'Timesheet' and 'Submit Confirmation'. It contains a checkmark icon and the text: 'The Submit was successful. Time for the Time Period of 2021-05-09 to 2021-05-15 is submitted.' Below this text is a red-bordered button labeled 'OK'. The top right corner of the window says 'New Window'.



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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**.

You successfully learned how to enter/adjust leave of absence on a timesheet on behalf of an exempt temporary employee.

Scope ⚙️

- ▼ My Scope
- ▼ My Work
- ▼ Exceptions
- ▼ Approvals
- ▼ 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 V15069092 Empl Record 1
 Dept ID 112000
 Earliest Change Date 05/09/2021

*View By: Calendar Period [Previous Period](#) [Next Period](#)
 *Date: 05/09/2021
 Scheduled Hours 30.00 Reported Hours 18.00

Select Another Timesheet

*View By: Calendar Period [Previous Period](#) [Next Period](#)
 *Date: 05/09/2021
 Scheduled Hours 30.00 Reported Hours 18.00

From Sunday 05/09/2021 to Saturday 05/15/2021

Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code
			6.00	6.00	6.00		18.00	LOAP - Leave of Absence Personal

Save for Later Submit

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/13/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00	🗨️
<input type="checkbox"/>	05/14/2021	Needs Approval	6.00	LOAP	Leave of Absence Personal	6.00	🗨️

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June 2021