

University of South Carolina
Time and Labor - ESS
Enter or Adjust Time on a Timesheet – Hourly Employee

How to enter or adjust time on a timesheet for an hourly employee:
This job aid outlines how an hourly employee will enter or adjust time on a timesheet.

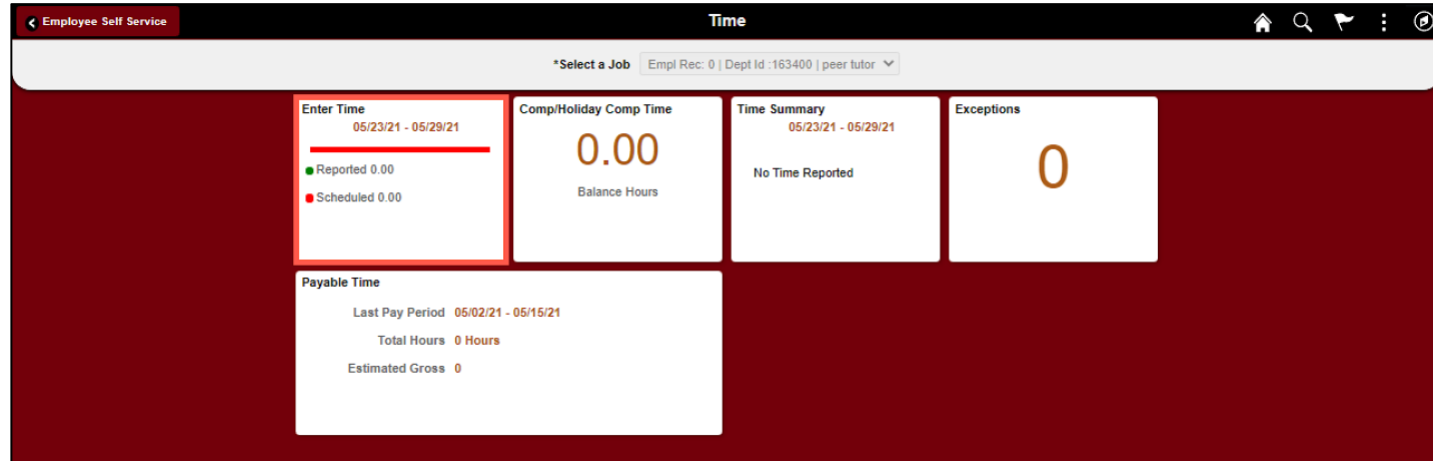
Navigation: Employee Self Service > Time and Absence > Enter Time

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Step 2: Click the **Enter Time** tile, to enter time on a timesheet.

Screenshots



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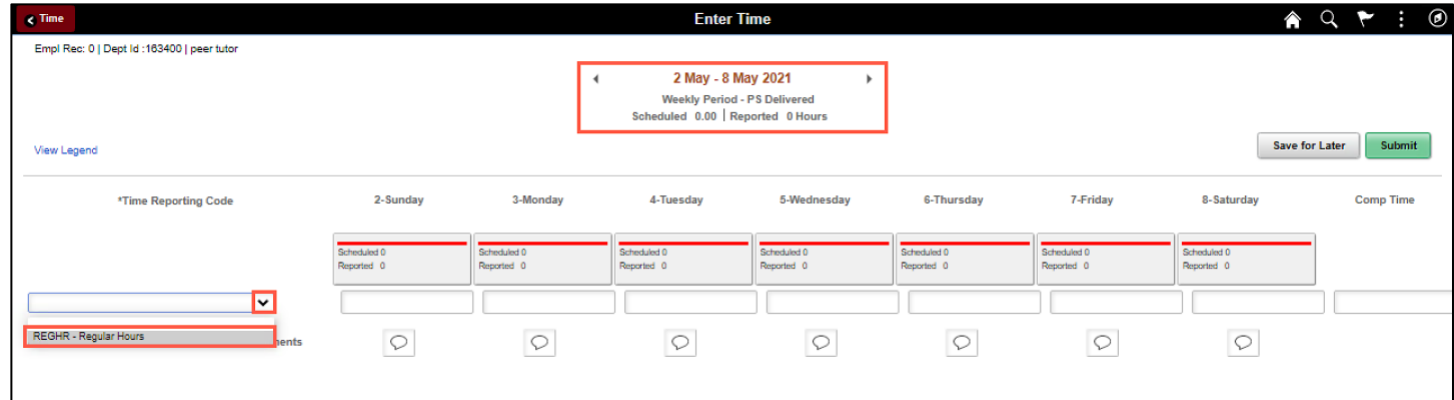
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Begin by selecting the appropriate **Time Reporting Code (TRC)**.

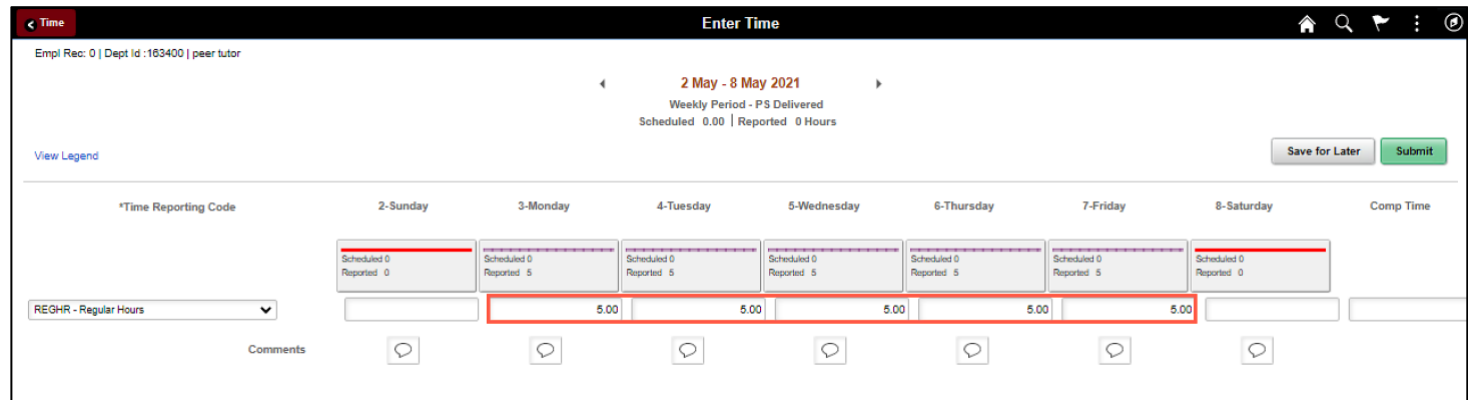
Step 4: Click the **Time Reporting Code** drop-down arrow.

Step 5: Select **REGHR – Regular Hours**.

Step 6: Click in the **Time Entry** field and enter hours worked for each day.



The screenshot shows the 'Enter Time' interface for a weekly period from May 2nd to May 8th, 2021. The user is logged in as 'peer tutor' in department '163400'. The interface displays a table for time reporting with columns for each day of the week (2-Sunday through 8-Saturday) and a 'Comp Time' column. Each day's cell contains a 'Scheduled' and 'Reported' counter, both currently at 0. A dropdown menu for the 'Time Reporting Code' is open, showing 'REGHR - Regular Hours' selected. A red box highlights the date range '2 May - 8 May 2021' at the top.



The screenshot shows the same 'Enter Time' interface, but now with 5.00 hours reported for each day from Monday (3-Monday) to Friday (7-Friday). The 'Reported' counter for each of these days is now 5.00. The 'Time Reporting Code' dropdown remains set to 'REGHR - Regular Hours'. A red box highlights the date range '2 May - 8 May 2021' at the top.

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You can enter comments about the time entries if you feel additional information is needed.

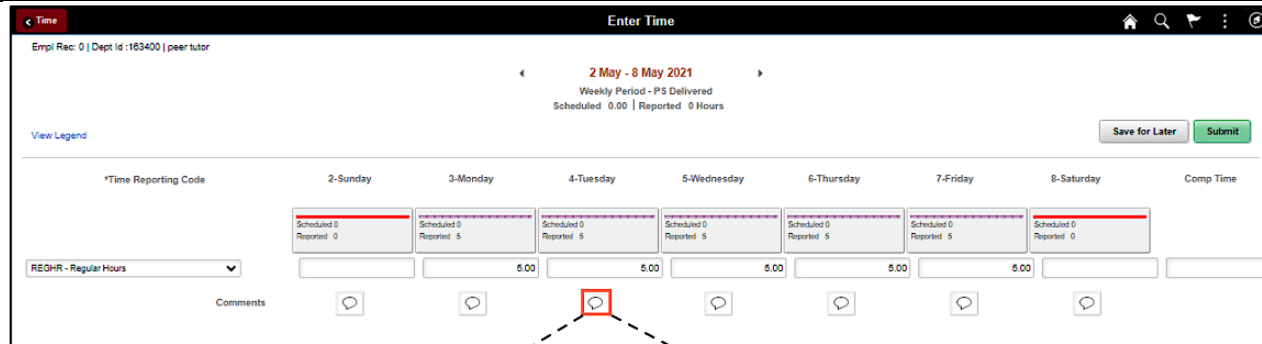
Step 7: Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

Step 8: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 9: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 10: Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' interface for a weekly period from May 2 to May 8, 2021. The user is logged in as 'peer tutor' (Emp# 163400). The interface displays a grid for time reporting with columns for each day of the week. The '3-Monday' column shows 5.00 hours reported. A red box highlights the 'Comments' button below the '3-Monday' column.



The screenshot shows the 'Time Reporting Comments' dialog box. It contains a text input field with the placeholder 'Add a new Comment'. Below the input field, there is a comment that has been added: 'Entered on 05/20/2021 4:36 PM by [redacted]'. Below this comment is another text input field with the placeholder 'Add additional information here.'. There are two buttons: 'Add Comment' and 'Clear'. A red box highlights the 'X' close button in the top right corner of the dialog box.

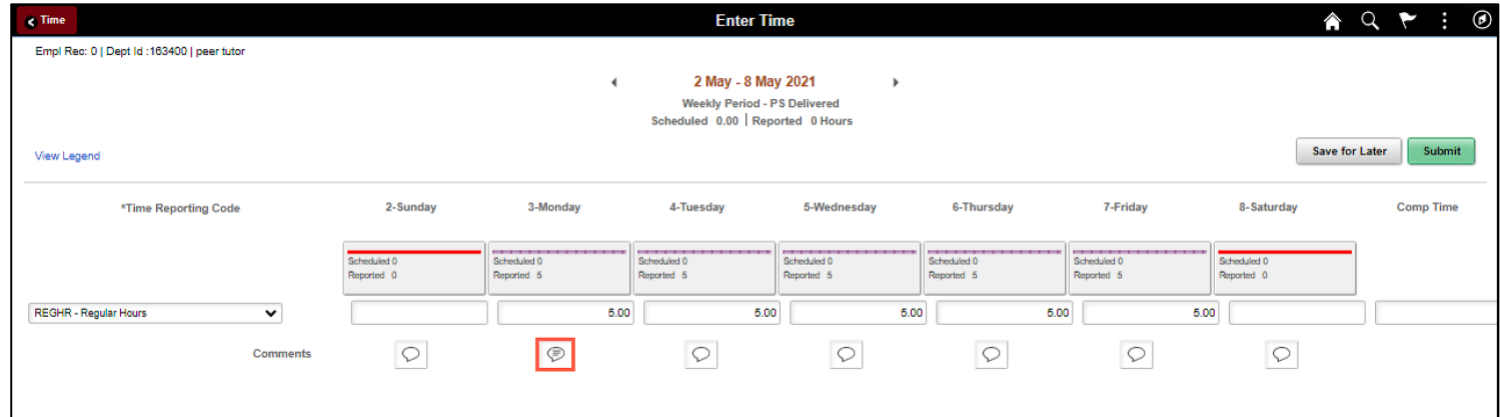
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Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

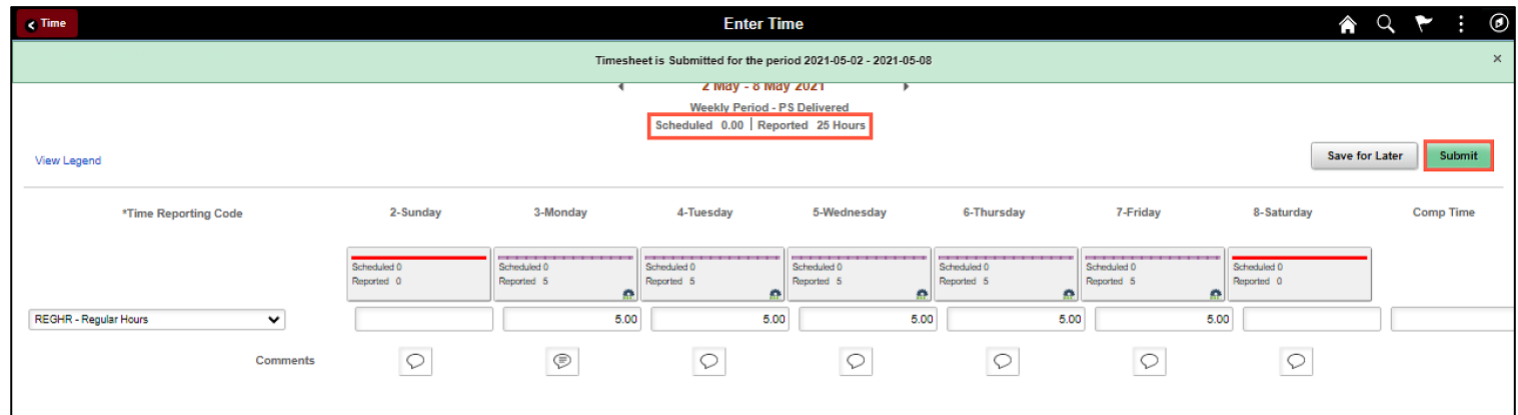
Step 11: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. Also, an email is generated that will automatically be sent to you and your supervisor's inbox.

The summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. As an hourly employee, the scheduled hours will always be zero.



| *Time Reporting Code | 2-Sunday | 3-Monday | 4-Tuesday | 5-Wednesday | 6-Thursday | 7-Friday | 8-Saturday | Comp Time |
|-----------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------|
| REGHR - Regular Hours | Scheduled 0 Reported 0 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 0 | |
| Comments | | | | | | | | |

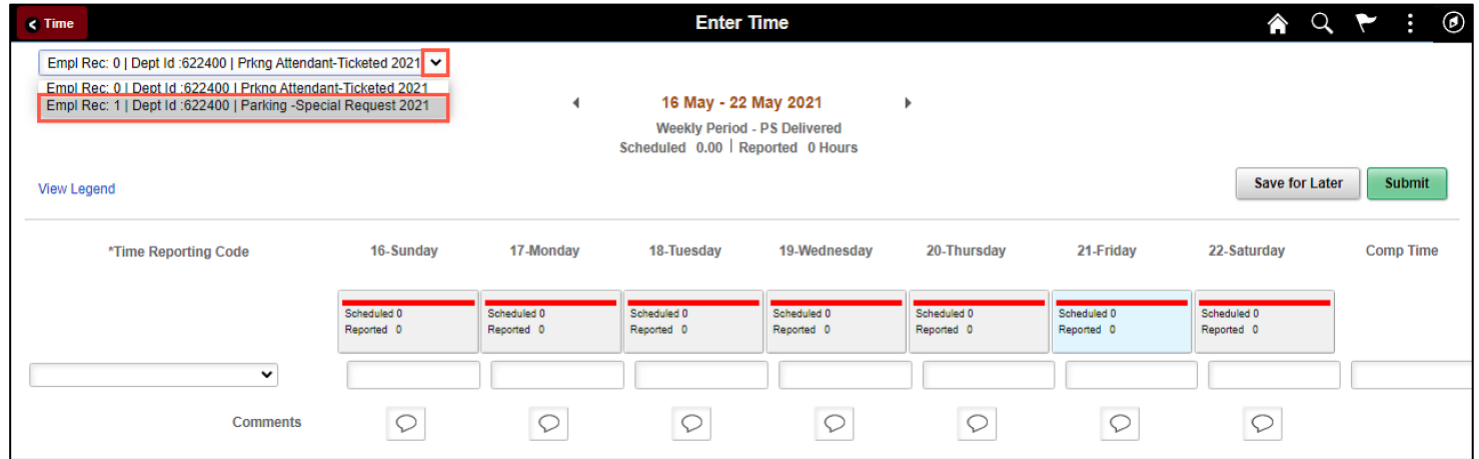


| *Time Reporting Code | 2-Sunday | 3-Monday | 4-Tuesday | 5-Wednesday | 6-Thursday | 7-Friday | 8-Saturday | Comp Time |
|-----------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------|
| REGHR - Regular Hours | Scheduled 0 Reported 0 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 5 | Scheduled 0 Reported 0 | |
| Comments | | | | | | | | |

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Step 12: If you have multiple positions, you can enter time for these positions by selecting the additional jobs from the drop-down.

Once selected, complete the timesheet by following the above steps 3 through 11.



Enter Time

Empl Rec: 0 | Dept Id :622400 | Prkng Attendant-Ticketed 2021
 Empl Rec: 0 | Dept Id :622400 | Prkng Attendant-Ticketed 2021
 Empl Rec: 1 | Dept Id :622400 | Parking -Special Request 2021

16 May - 22 May 2021
Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours





[View Legend](#) Save for Later Submit

| *Time Reporting Code | 16-Sunday | 17-Monday | 18-Tuesday | 19-Wednesday | 20-Thursday | 21-Friday | 22-Saturday | Comp Time |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------|
| Scheduled 0 Reported 0 | Scheduled 0 Reported 0 | Scheduled 0 Reported 0 | Scheduled 0 Reported 0 | Scheduled 0 Reported 0 | Scheduled 0 Reported 0 | Scheduled 0 Reported 0 | Scheduled 0 Reported 0 | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Comments | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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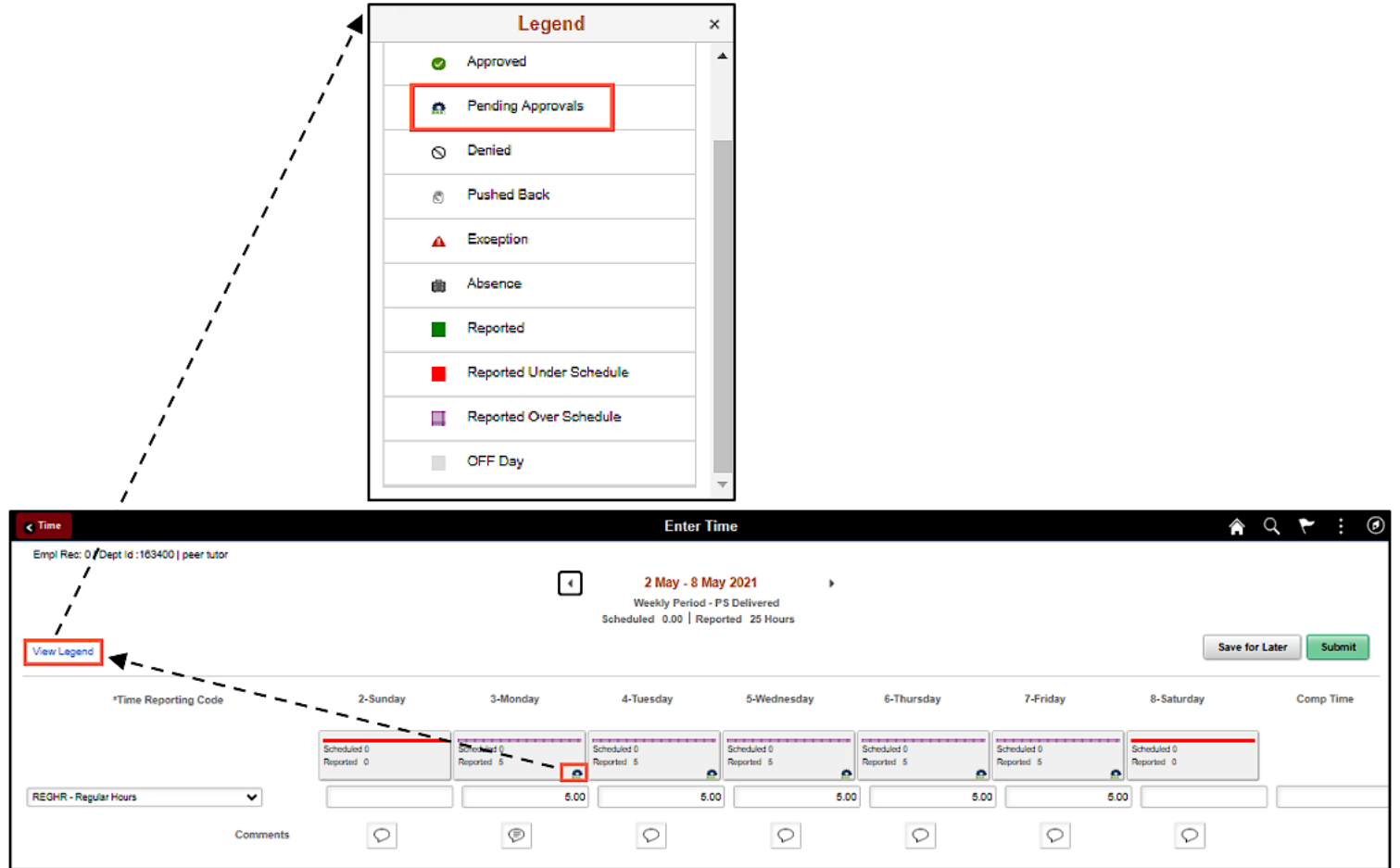
Step 13: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

The most common icons that may appear in the **Daily Status** box are:

-  The user has an exception that needs to be fixed before submitting the timesheet.
-  The timesheet has been saved for later.
-  The time entered has been submitted and is pending approval.
-  The entered time has been approved.

Note: You can go back to enter or adjust timesheets 30 days prior to the current day.

You successfully learned how to enter or adjust time on a timesheet as an hourly employee.



The screenshot displays the 'Enter Time' interface for a peer tutor. At the top, it shows the user's information: 'Empl Rec: 0 / Dept Id: 163400 | peer tutor'. The date range is '2 May - 8 May 2021', with a 'Weekly Period - PS Delivered' and 'Scheduled 0.00 | Reported 25 Hours'. A 'View Legend' link is highlighted in red. Below this, a table shows the time reporting code 'REGHR - Regular Hours' and a grid of daily status boxes for each day from Sunday to Saturday. Each box shows 'Scheduled 0' and 'Reported' hours. A red box highlights the 'Reported' field for Monday, which contains '5' and a gear icon. A 'Save for Later' and 'Submit' button are visible on the right. A 'Legend' pop-up window is overlaid on the top right, listing various status icons and their descriptions: Approved, Pending Approvals (highlighted with a red box), Denied, Pushed Back, Exception, Absence, Reported, Reported Under Schedule, Reported Over Schedule, and OFF Day.