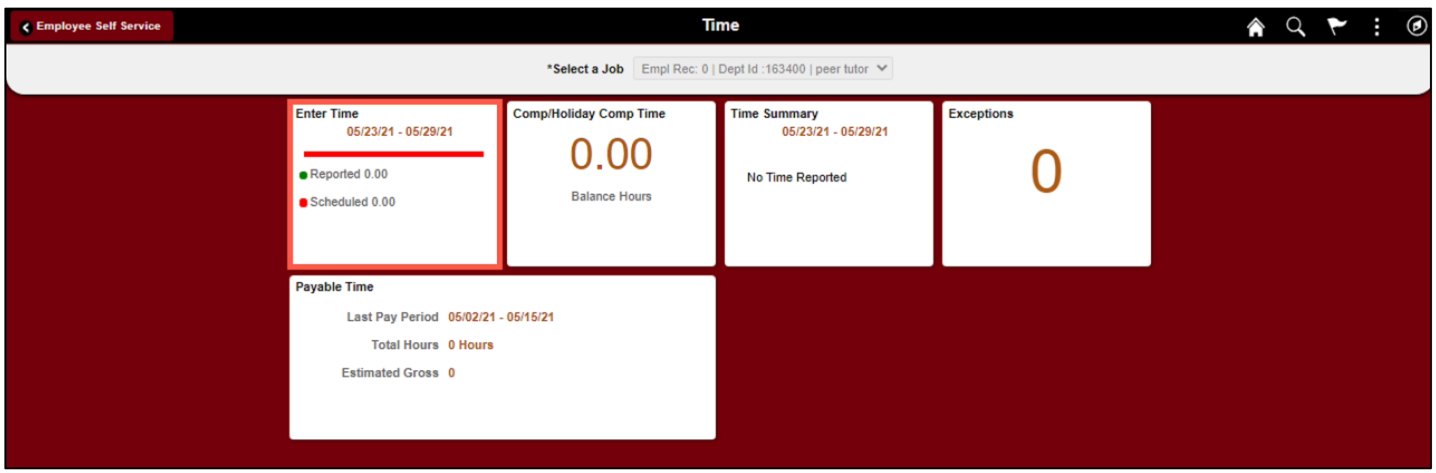
University of South Carolina
Time and Labor - ESS
Enter or Adjust Time on a Timesheet – Hourly Employee

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	Screenshots
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.	

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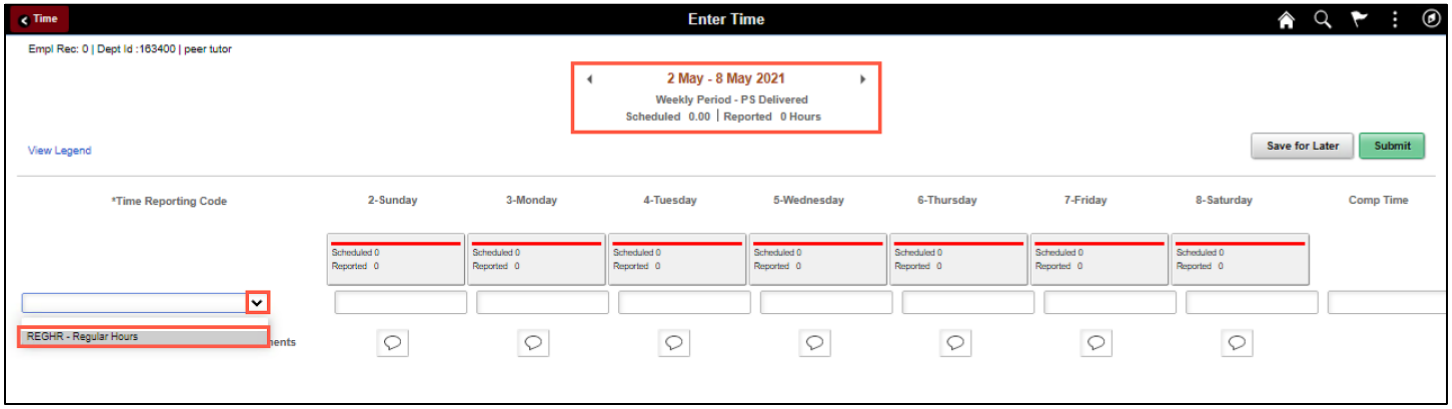
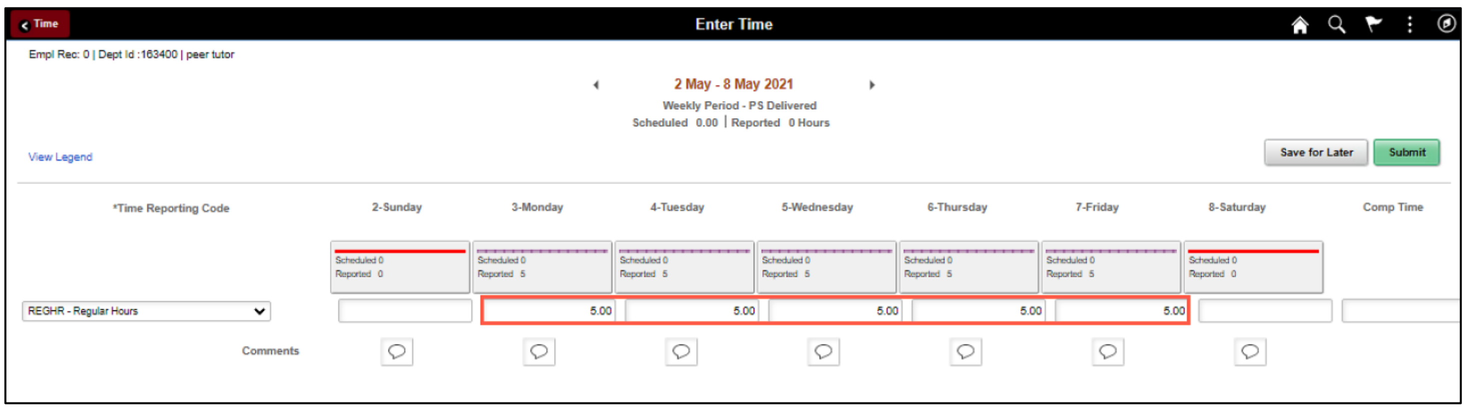
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet. Begin by selecting the appropriate **Time Reporting Code** (TRC). **Step 4:** Click the **Time Reporting Code** drop-down arrow. **Step 5:** Select **REGHR – Regular Hours.** **Step 6:** Click in the **Time Entry** field and enter hours worked for each day.	 

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

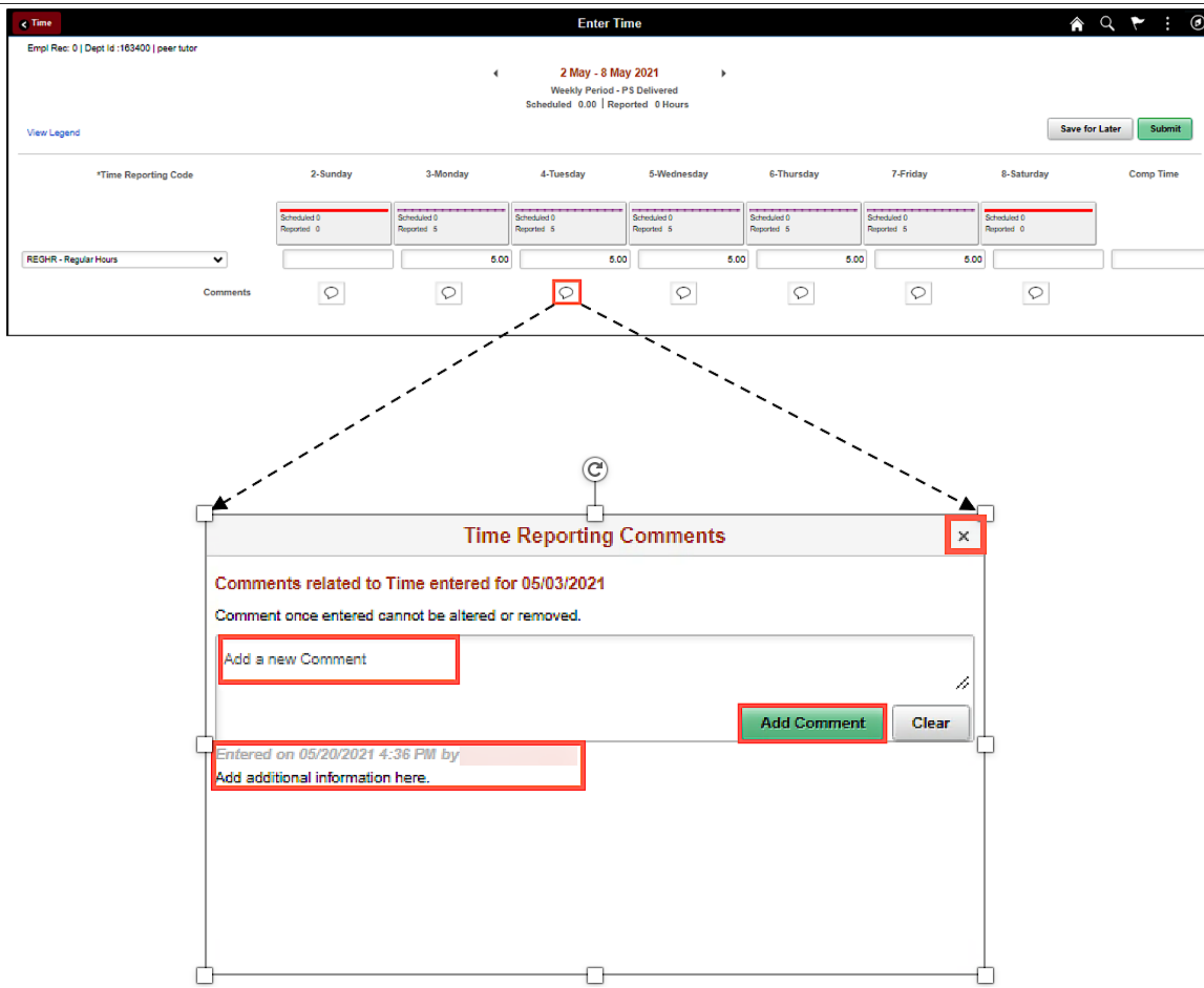
Step 7: Click the **Comments** button.

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

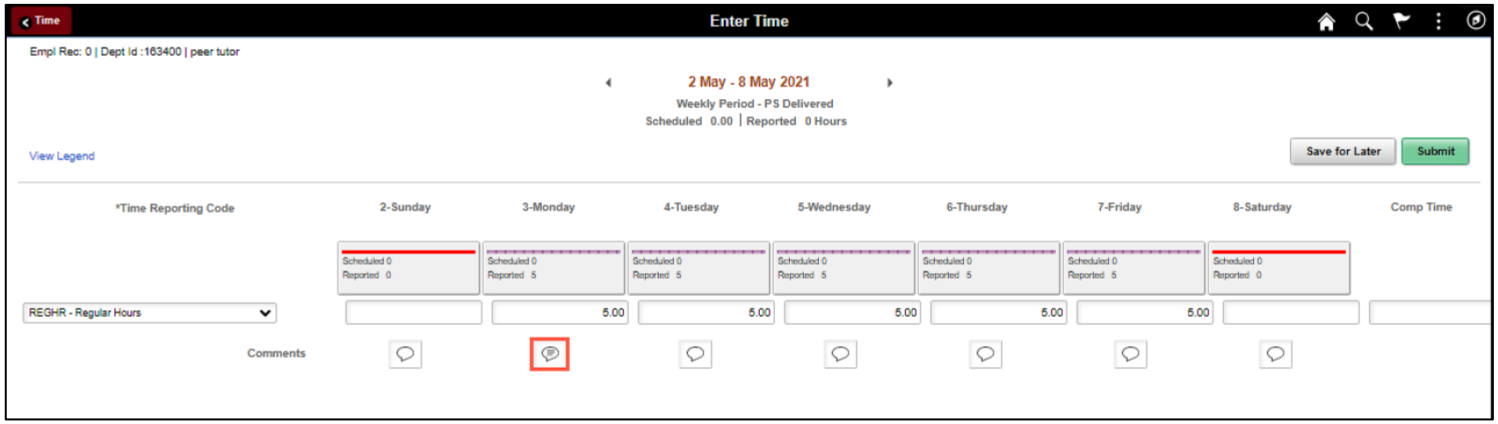
Step 8: Click in the **Comment** field and enter a comment applicable to the time entered.

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.



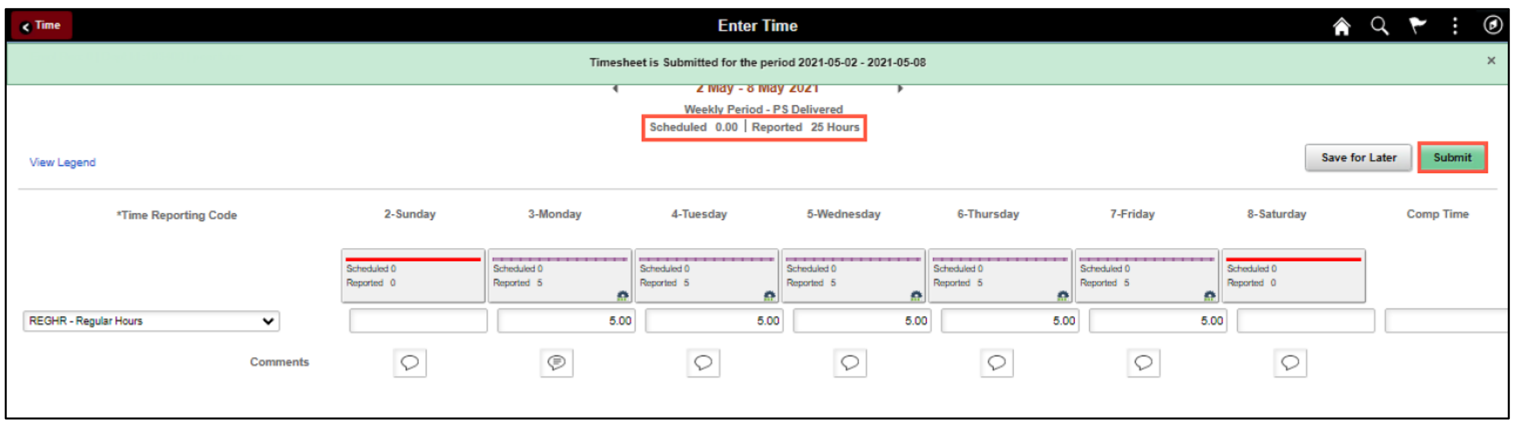
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.



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

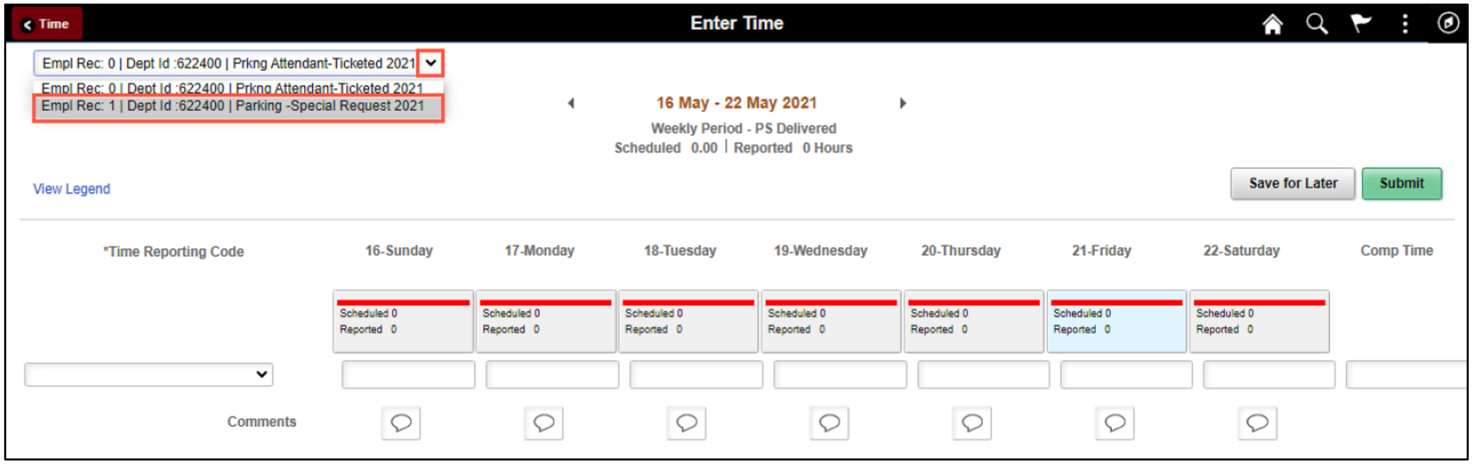
Once the timesheet has been submitted correctly, you will see a message across the top of the screen saying that the timesheet has been submitted successfully. Also, an email is generated that will automatically be sent to you and your supervisor's inbox.

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.



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.



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.

<u>Note:</u> 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.