

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

How to enter or adjust time on a timesheet for an hourly employee:
 This job aid outlines how a TL/ABS Approver can enter or adjust time on a timesheet on behalf of an hourly employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

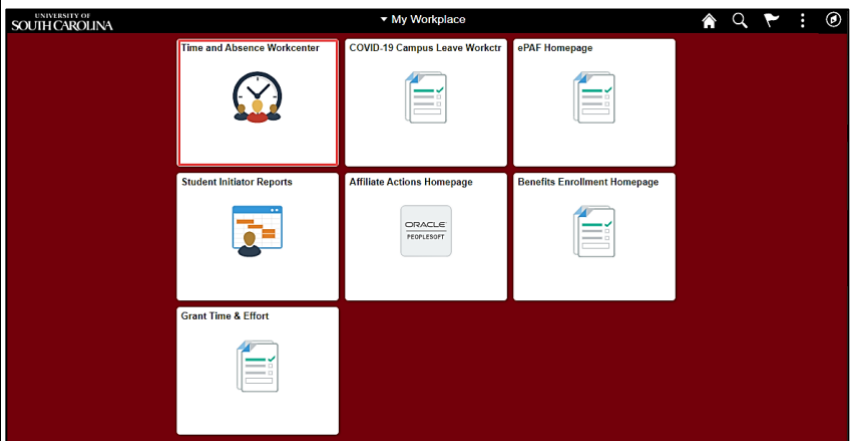
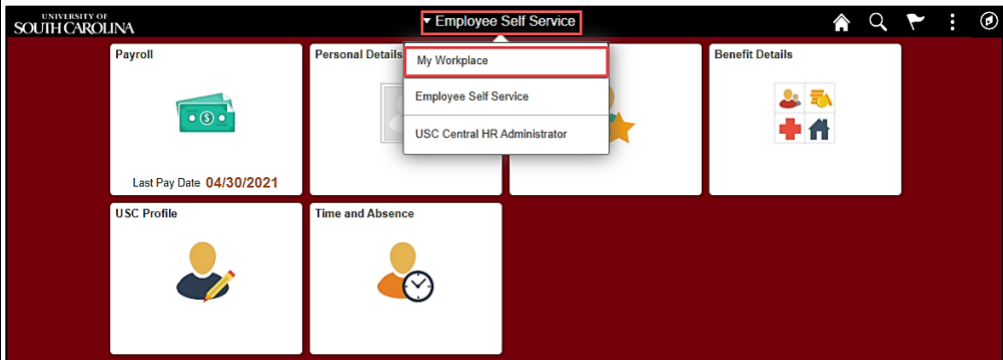
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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.

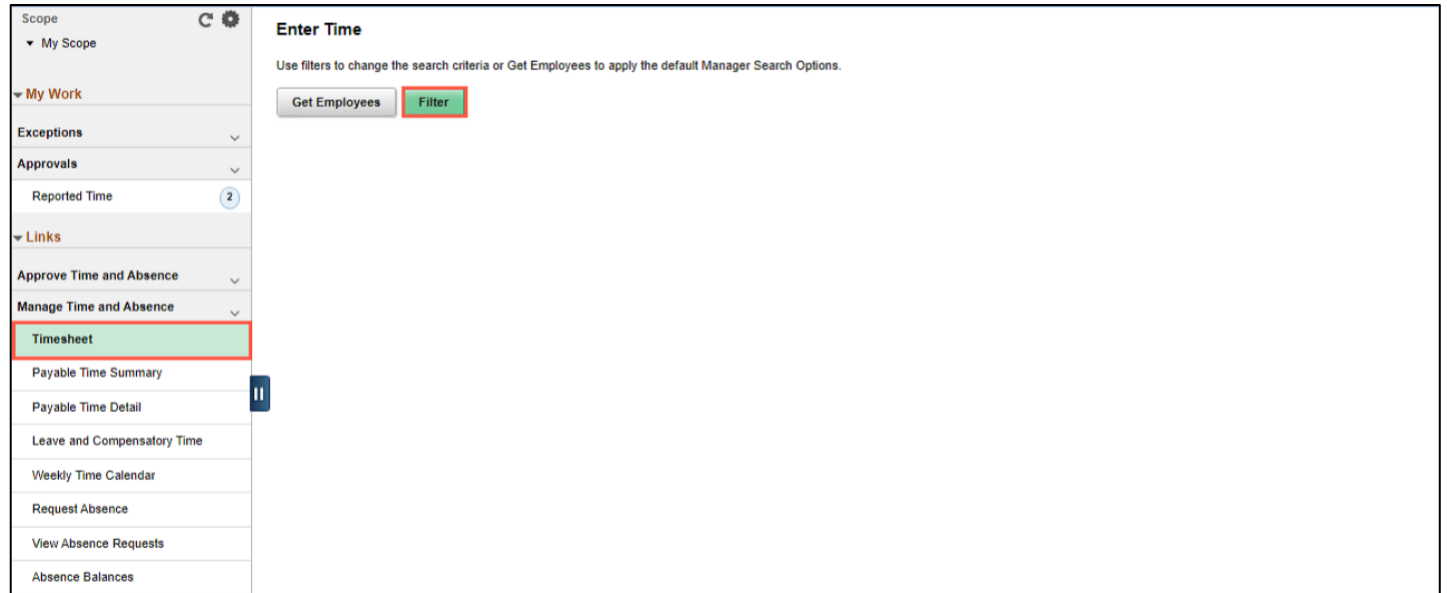
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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Step 4: Click the **Timesheet** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.

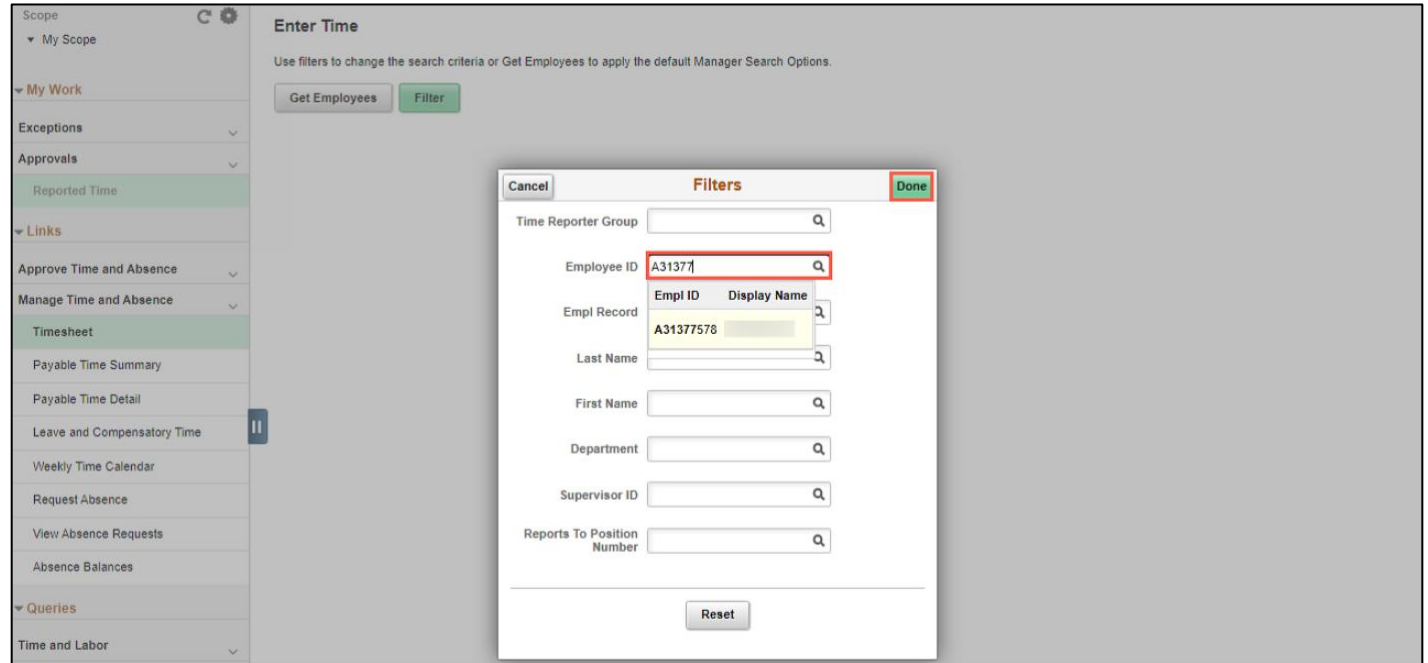


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu lists various options: Scope, My Work, Exceptions, Approvals, Reported Time (with a '2' notification), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted in green), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, and Absence Balances. The main content area is titled 'Enter Time' and includes the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

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Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope, My Work, Exceptions, Approvals, Reported Time, Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Queries, and Time and Labor. The 'Timesheet' option is highlighted. The main area is titled 'Enter Time' and contains the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are 'Get Employees' and 'Filter' buttons. A 'Filters' dialog box is open, showing search criteria: Time Reporter Group, Employee ID (with 'A31377' entered and highlighted), Empl Record (with a table showing 'A31377578'), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. A 'Reset' button is at the bottom of the dialog.

Empl ID	Display Name
A31377578	

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Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' page with a sidebar on the left containing navigation options: My Scope, My Work, Exceptions, Approvals, Links, Approve Time and Absence, Manage Time and Absence, and Timesheet. The main content area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with the following data:

Name/Tile	Exceptions	Hours to be Approved
 Trades Specialist IV		135.00

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In this scenario the hourly employee forgot to enter their time worked for the week of 5/2/2021 and the week has now passed. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

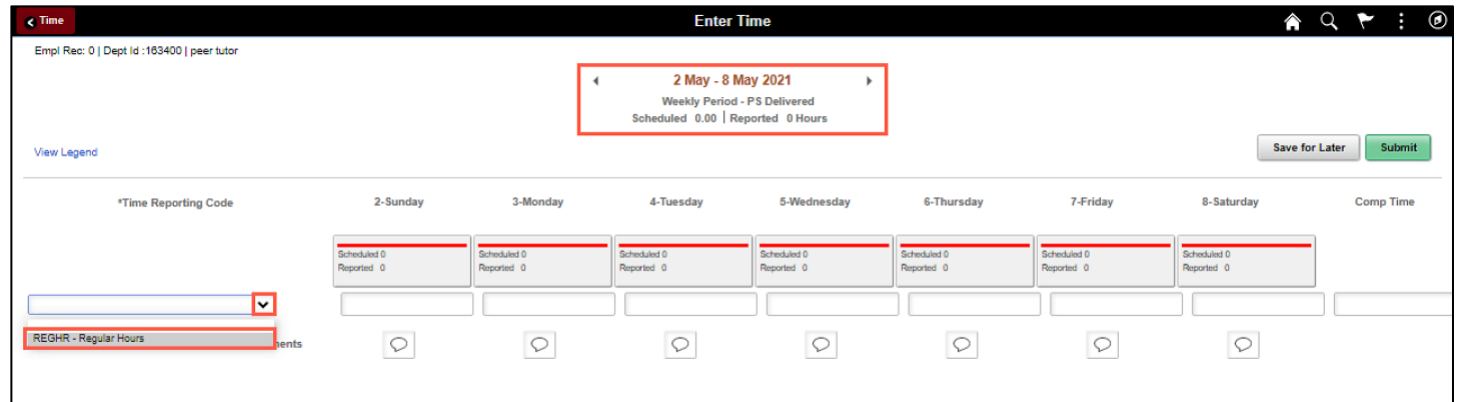
You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

Step 9: 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 10: Click the **Time Reporting Code** drop-down arrow.

Step 11: Select **REGHR – Regular Hours**.

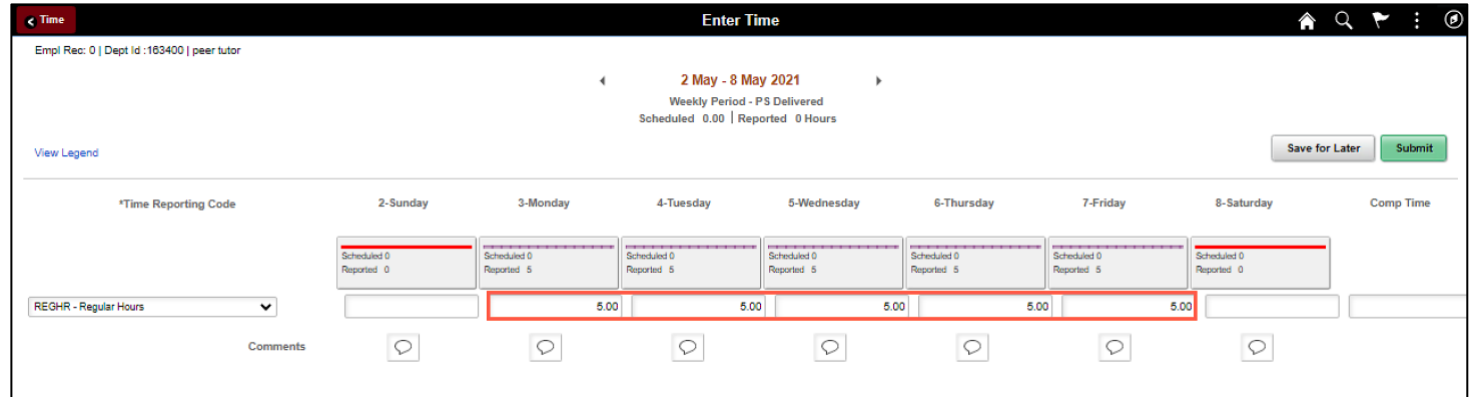


The screenshot shows the 'Enter Time' interface for a weekly period from 2 May to 8 May 2021. The interface includes a 'Time Reporting Code' dropdown menu with 'REGHR - Regular Hours' selected. The grid shows the following data:

*Time Reporting Code	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-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	
REGHR - Regular Hours								

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Step 12: Click in the **Time Entry** field and enter hours worked for each day.



Emp# Rec: 0 | Dept Id: 163400 | peer tutor

2 May - 8 May 2021
Weekly Period - PS Delivered
Scheduled 0.00 | Reported 0 Hours

[View Legend](#) [Save for Later](#) [Submit](#)

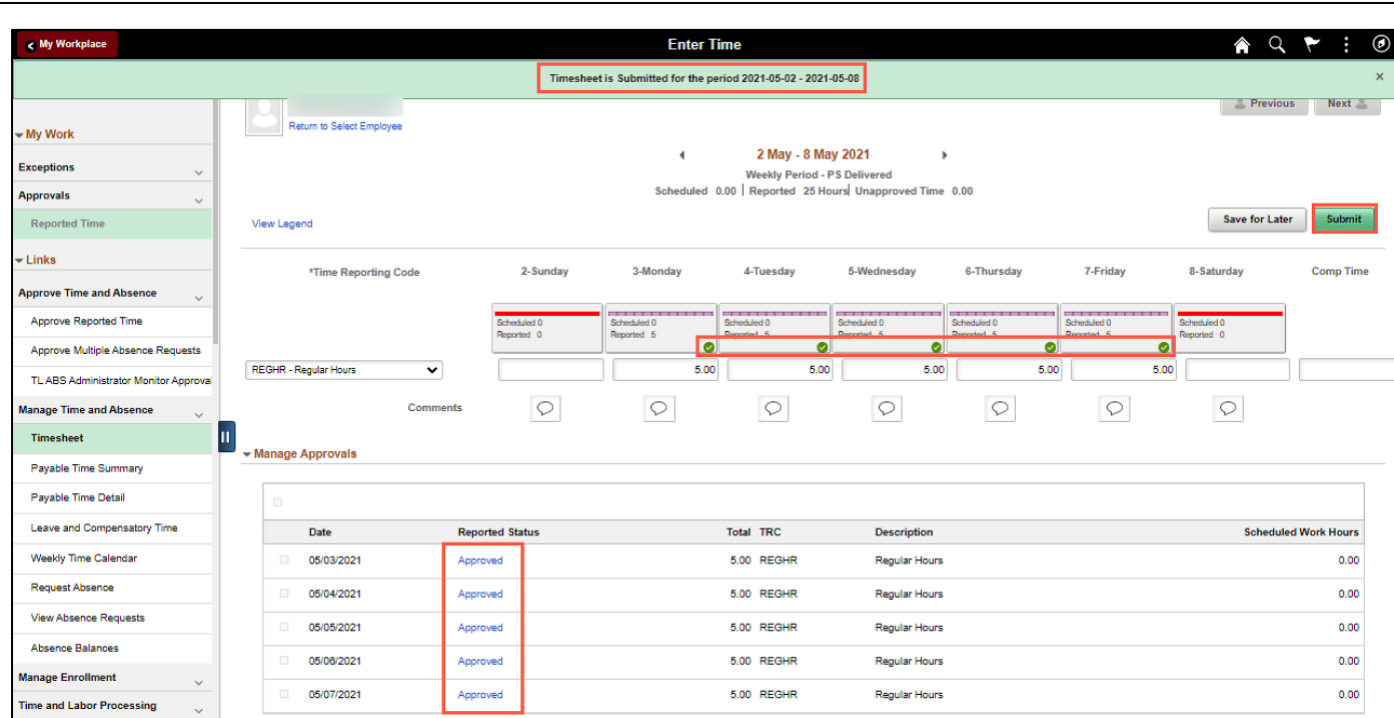
*Time Reporting Code	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-Saturday	Comp Time
Scheduled 0 Reported 0	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 0	
REGHR - Regular Hours		5.00	5.00	5.00	5.00	5.00		
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: The timesheet is complete. Click the **Submit** button.

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 the employee.

When a timesheet is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.




The screenshot shows the 'Enter Time' interface with a green notification bar at the top stating: "Timesheet is Submitted for the period 2021-05-02 - 2021-05-08". The interface displays a weekly period from 2 May to 8 May 2021, with a total of 25 hours reported. A 'Submit' button is highlighted in red. Below the calendar view, a table lists the reported time entries, with the 'Reported Status' column highlighted in red.


Date	Reported Status	Total TRC	Description	Scheduled Work Hours
05/03/2021	Approved	5.00 REGHR	Regular Hours	0.00
05/04/2021	Approved	5.00 REGHR	Regular Hours	0.00
05/05/2021	Approved	5.00 REGHR	Regular Hours	0.00
05/06/2021	Approved	5.00 REGHR	Regular Hours	0.00
05/07/2021	Approved	5.00 REGHR	Regular Hours	0.00


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Step 14: When submitted, the **Approved** icon appears for the days time entered indicating the timesheet is approved. 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: 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 enter and submit a timesheet on behalf of an hourly employee.

Legend

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule

My Workplace
Enter Time

Timesheet is Submitted for the period 2021-05-02 - 2021-05-08

Return / Select Employee
2 May - 8 May 2021
Previous Next

Weekly Period - PS Delivered
Scheduled: 0.00 | Reported: 20 Hour(s) | Unapproved Time: 0.00

Save for Later
Submit

*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 4	Scheduled 0 Reported 4	Scheduled 0 Reported 4	Scheduled 0 Reported 4	Scheduled 0 Reported 0	
	5.00	5.00	5.00	5.00	5.00	5.00		
Comments								

Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/03/2021	Approved	5.00	REGHR	Regular Hours	0.00
05/04/2021	Approved	5.00	REGHR	Regular Hours	0.00
05/05/2021	Approved	5.00	REGHR	Regular Hours	0.00
05/06/2021	Approved	5.00	REGHR	Regular Hours	0.00
05/07/2021	Approved	5.00	REGHR	Regular Hours	0.00