

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.

## Processing Steps

## Screenshots

**Step 2:** Click the **Time and Absence Workcenter** tile.



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

**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.

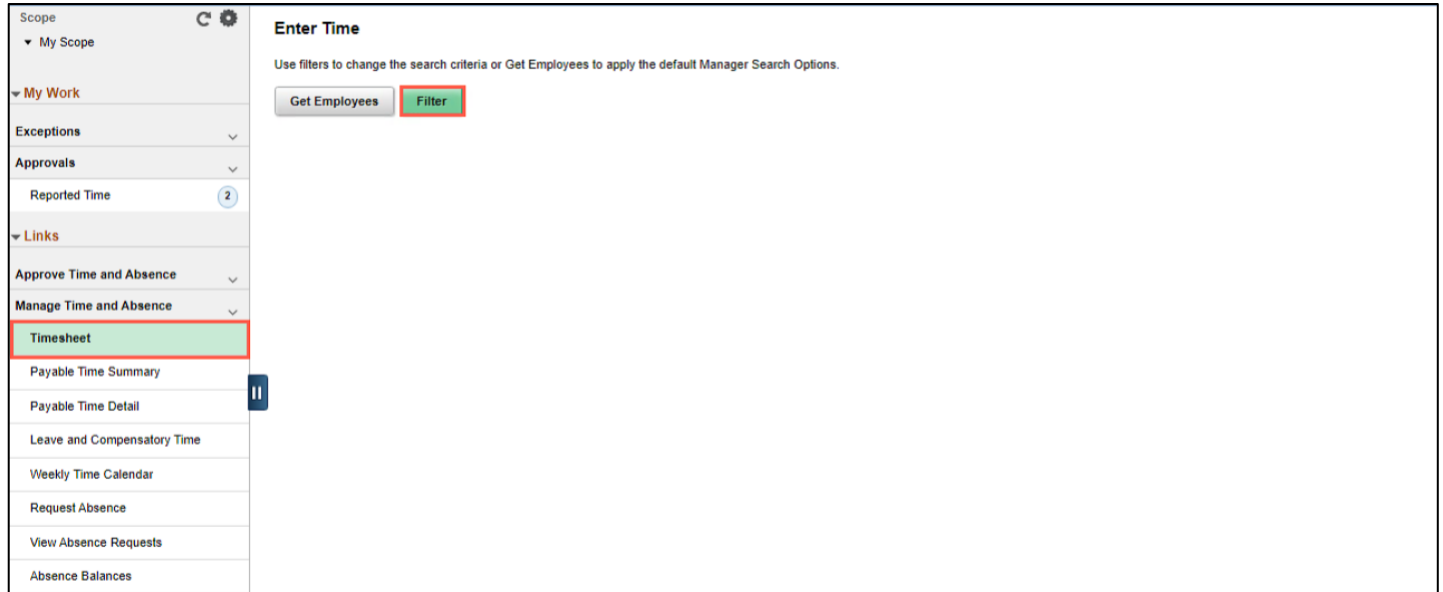
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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

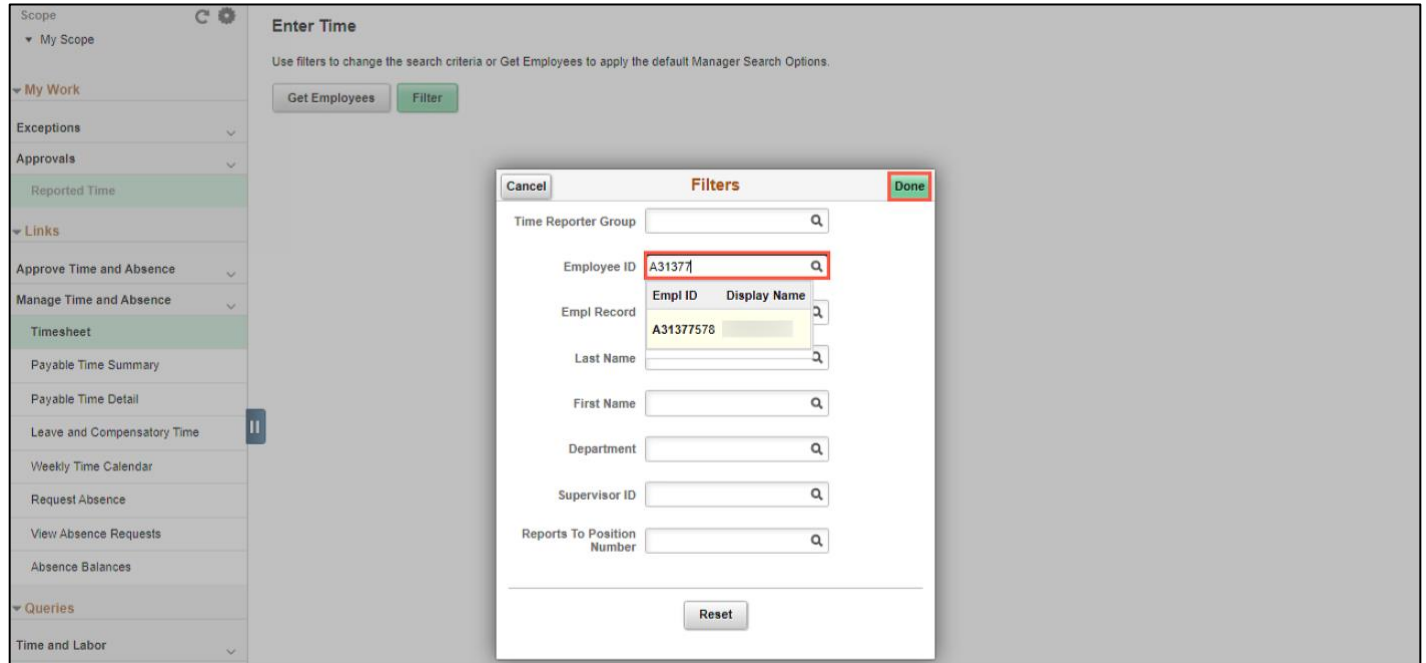
**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.



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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' page with a sidebar menu on the left. The 'Filters' modal is open, displaying search criteria. The 'Employee ID' field is highlighted with a red box and contains the text 'A31377'. Below it, the 'Empl Record' dropdown is open, showing a list with 'A31377578' selected. Other fields like 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number' are empty. The modal has 'Cancel', 'Filters', and 'Done' buttons at the top and a 'Reset' button at the bottom.

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



The screenshot shows the 'Enter Time' interface. On the left is a sidebar with a menu: Scope (My Scope), My Work, Exceptions, Approvals, Links, Approve Time and Absence, Manage Time and Absence, and Timesheet (highlighted in green). The main area is titled 'Enter Time' and has a 'Select Employee' dropdown. Below this is a table with columns: Name/Title, Exceptions, and Hours to be Approved. There is 1 row in the table, which is highlighted with a red border. The row contains a profile icon, 'Trades Specialist IV', and '135.00'.

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

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

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.

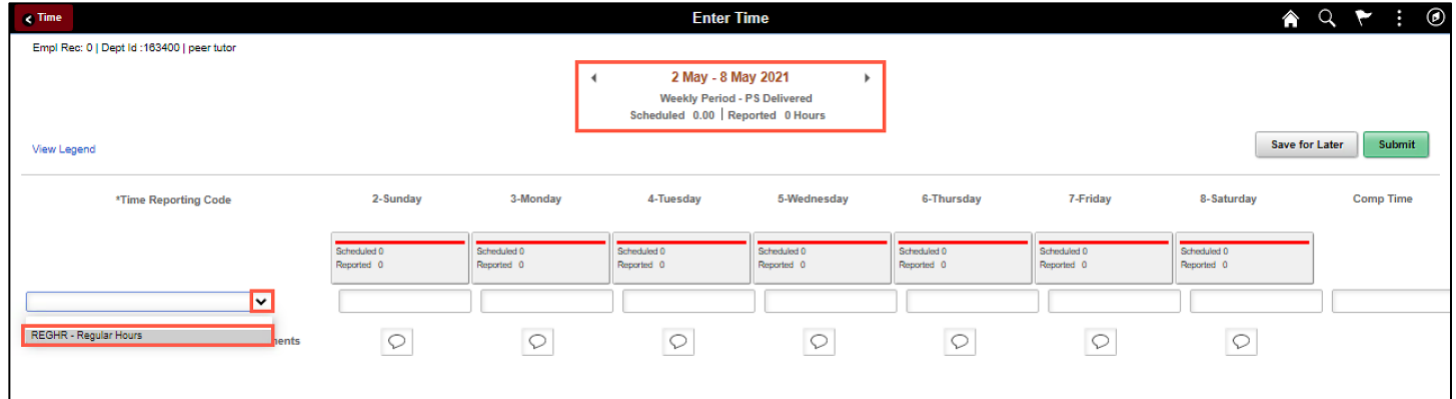
You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

**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)**.

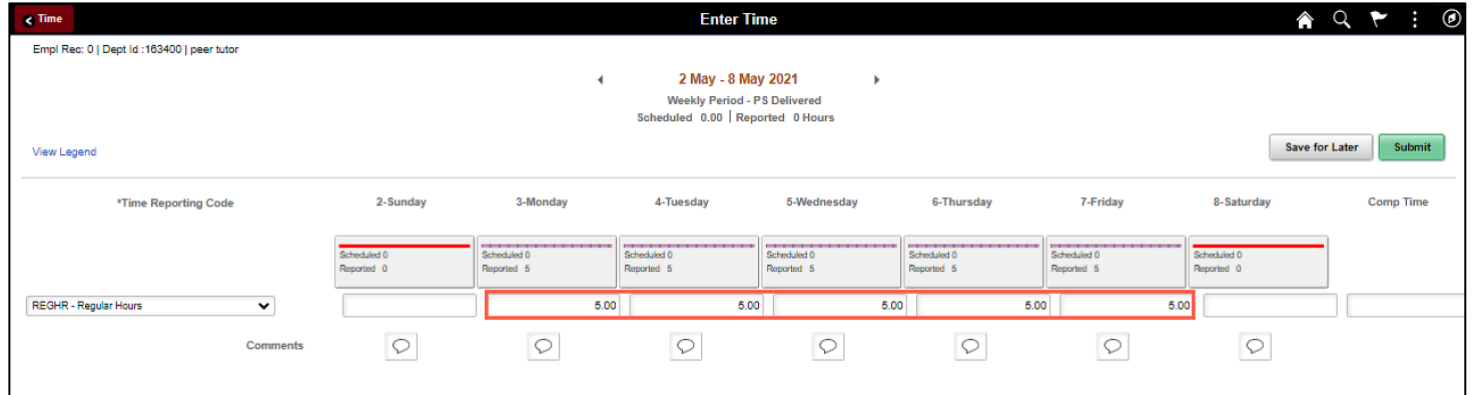
**Step 10:** Click the **Time Reporting Code** drop-down arrow.

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



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

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



**Enter Time**

Empl 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

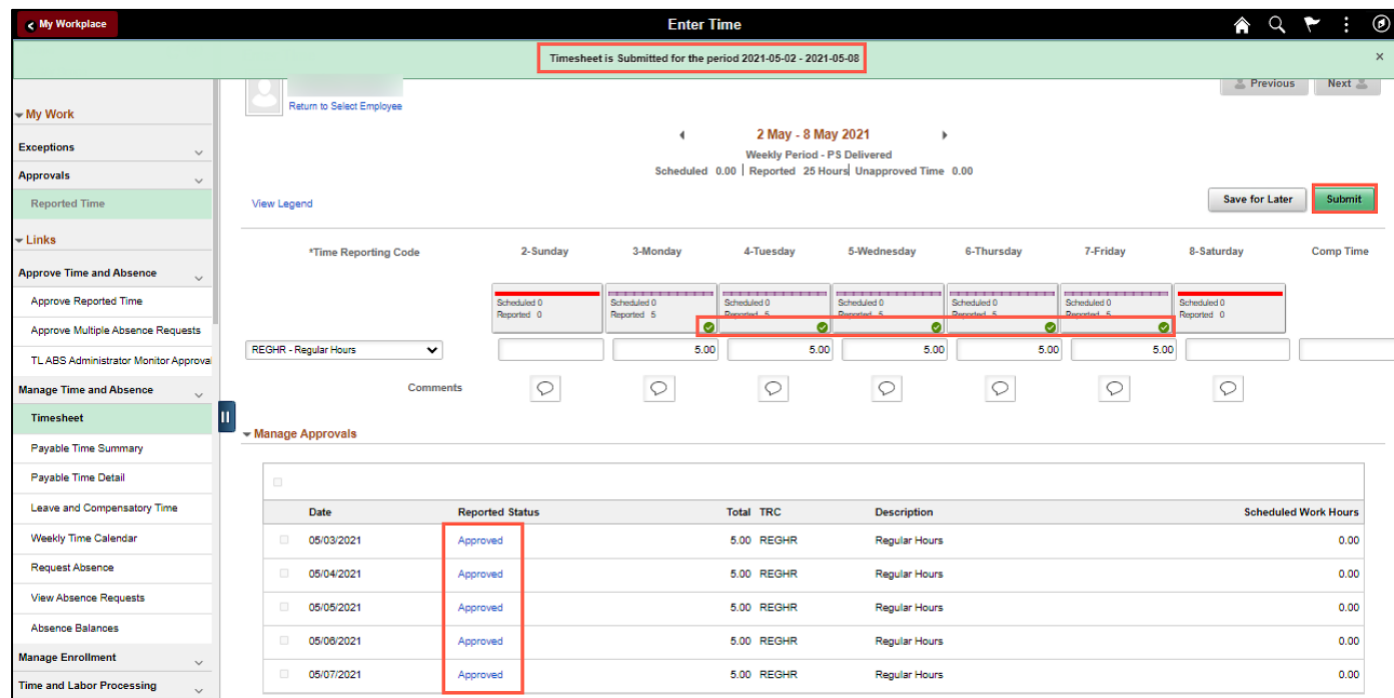
*Time Reporting Code	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-Saturday	Comp Time
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 0	
		5.00	5.00	5.00	5.00	5.00		
Comments								

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

**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.



**Enter Time**

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

2 May - 8 May 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 25 Hours | Unapproved Time 0.00

Save for Later Submit

\*Time Reporting Code: REGHR - Regular Hours

	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-Saturday	Comp Time
Scheduled 0	Scheduled 0	Scheduled 0	Scheduled 0	Scheduled 0	Scheduled 0	Scheduled 0	Scheduled 0	
Reported 0	Reported 5	Reported 5	Reported 5	Reported 5	Reported 5	Reported 5	Reported 0	
	5.00	5.00	5.00	5.00	5.00	5.00	0.00	

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





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


**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.

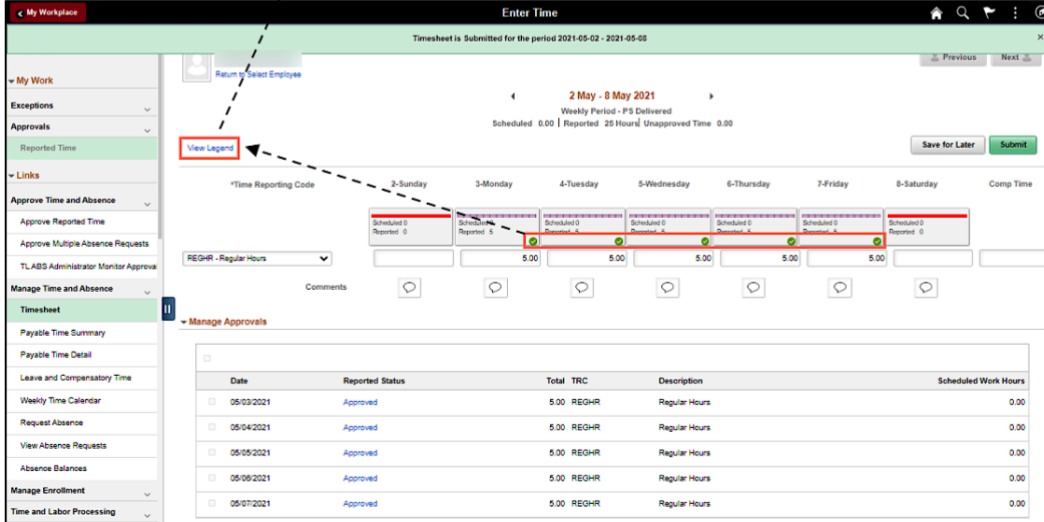
 The entered time has been approved.

**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



**Enter Time**  
Timesheet is Submitted for the period 2021-05-02 - 2021-05-08

2 May - 8 May 2021  
Weekly Period - PS Delivered  
Scheduled: 0.00 | Reported: 20.00 | Unapproved Time: 0.00

\*Time Reporting Code: REGHR - Regular Hours

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