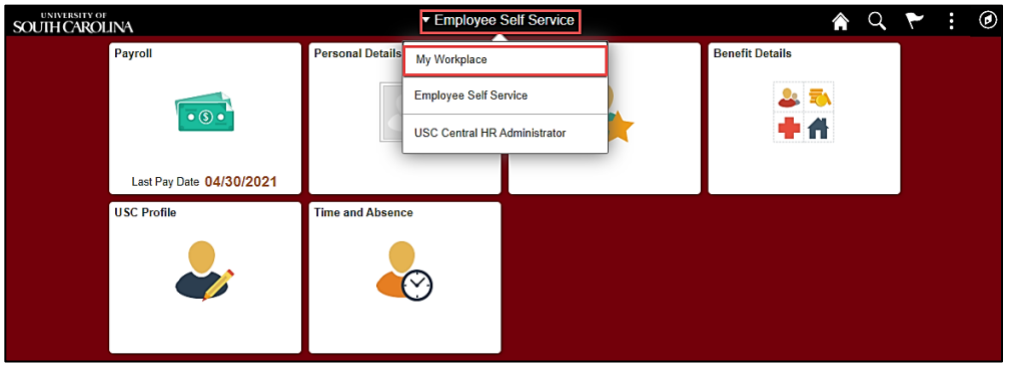
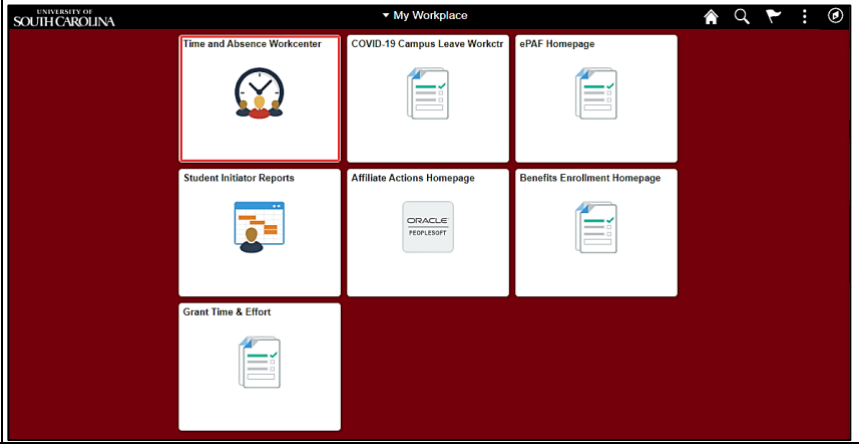
University of South Carolina
Time and Labor – TL/ABS Approver
Enter or Adjust Time on a Timesheet on Behalf of Hourly Employee

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.

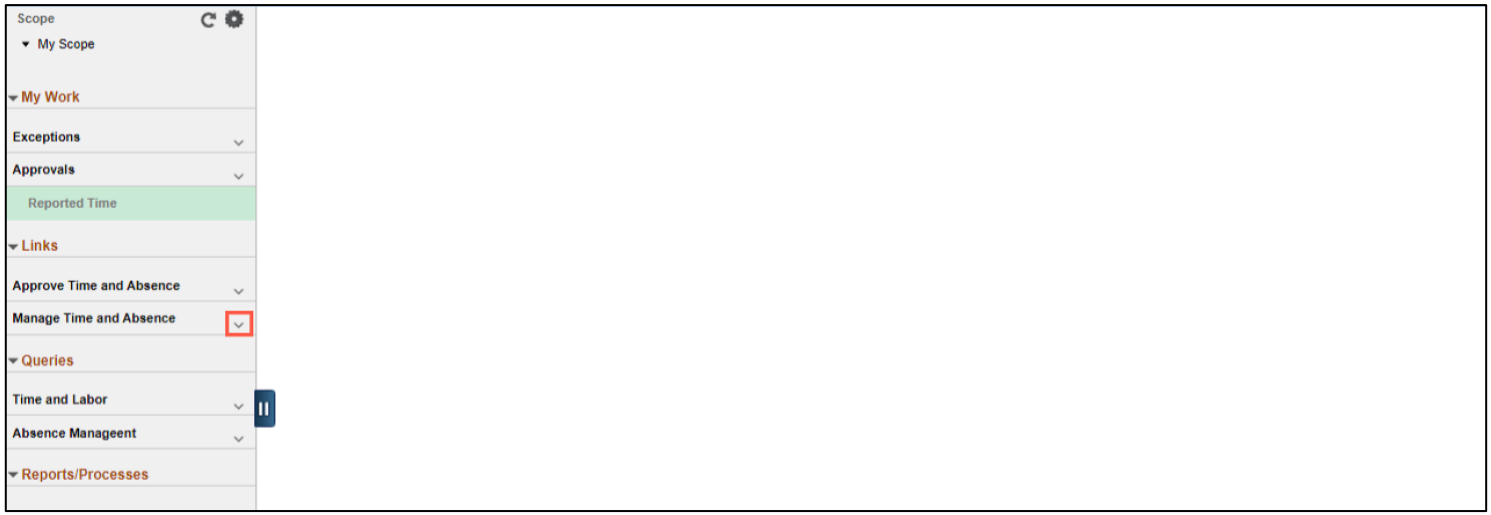
Navigation: Employee Self Service > My Workplace> Time and Absence Workcenter

Processing Steps	Screenshots
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.	

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.

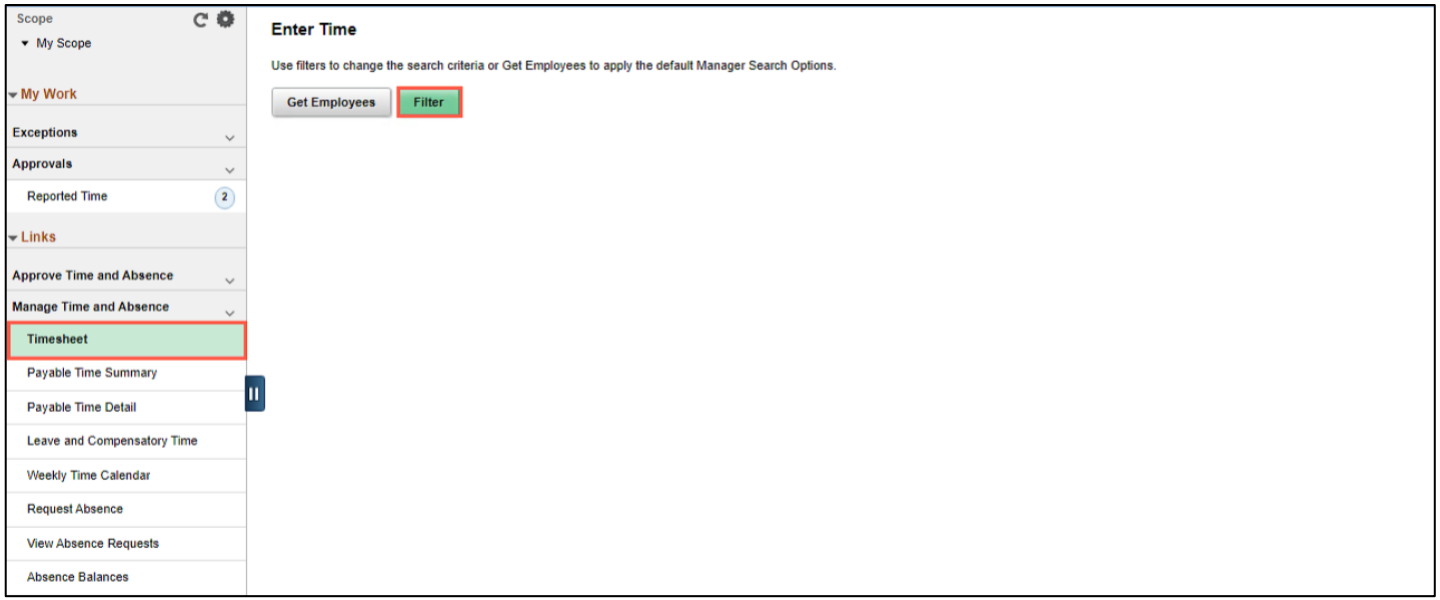
The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

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



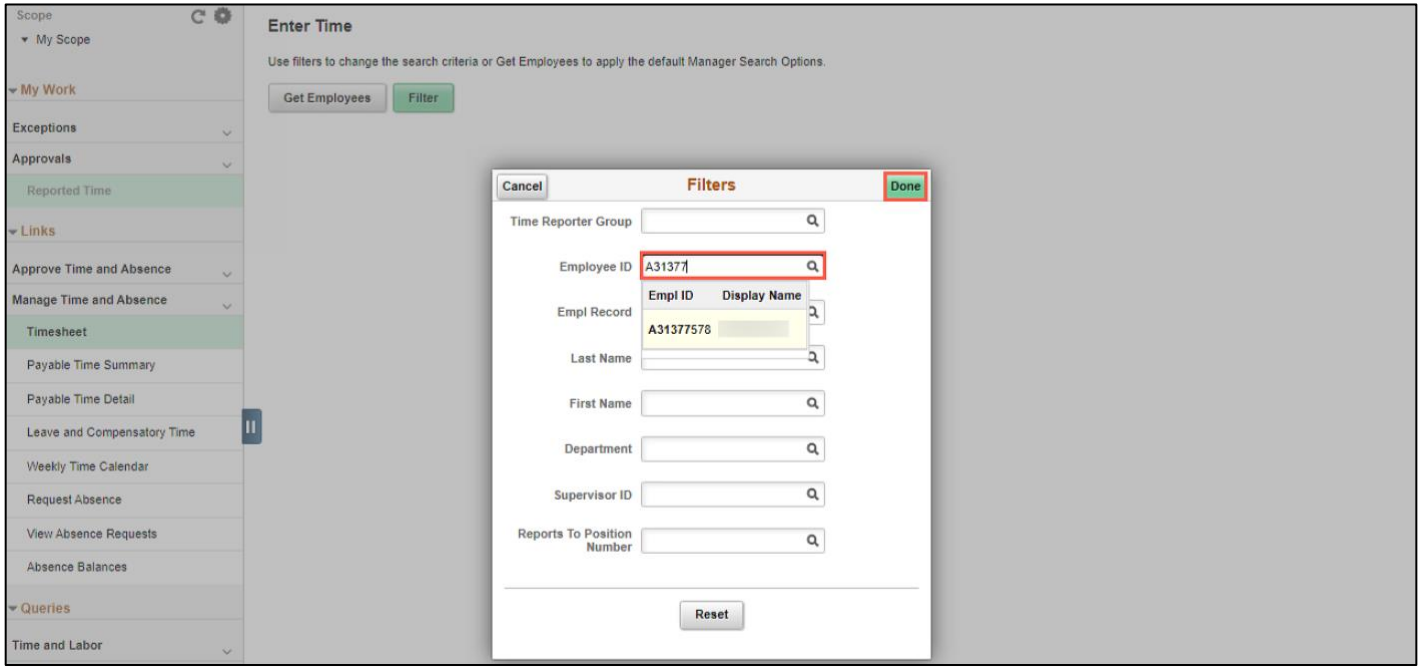
Step 4: Click the **Timesheet** option from the list.

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



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.



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

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.

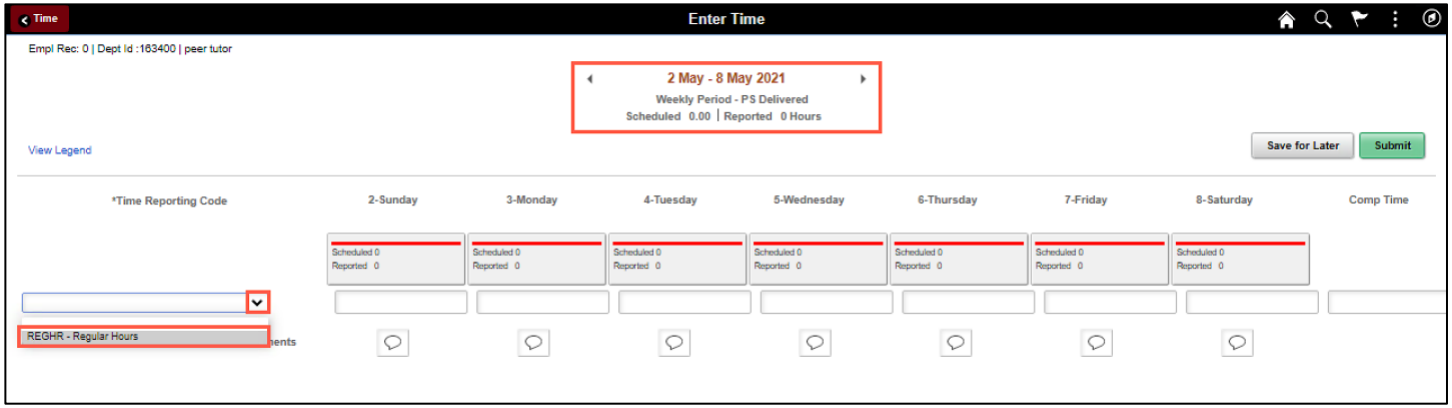
You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

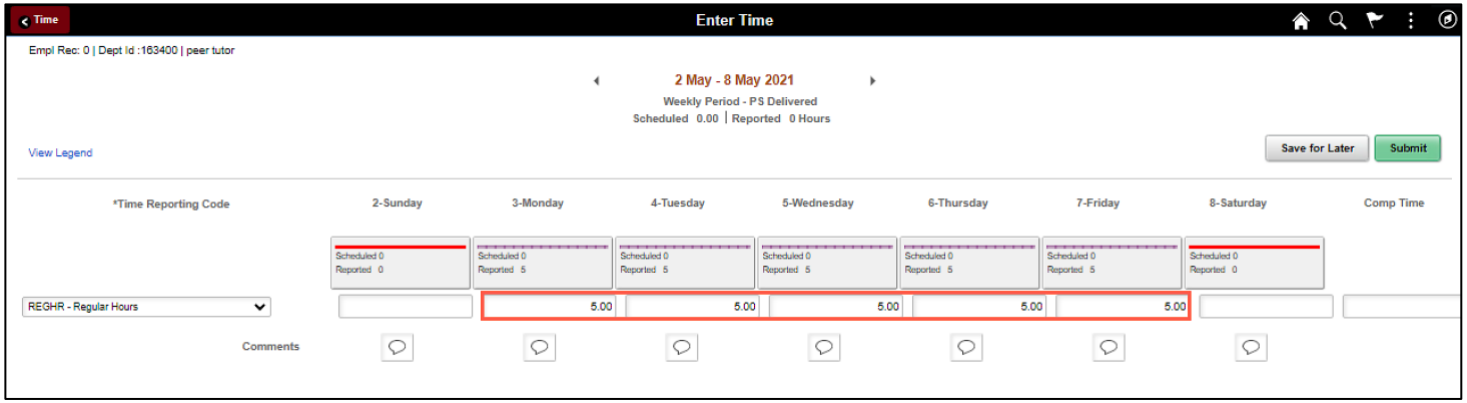
Begin by selecting the appropriate **Time Reporting Code** (TRC).

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

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



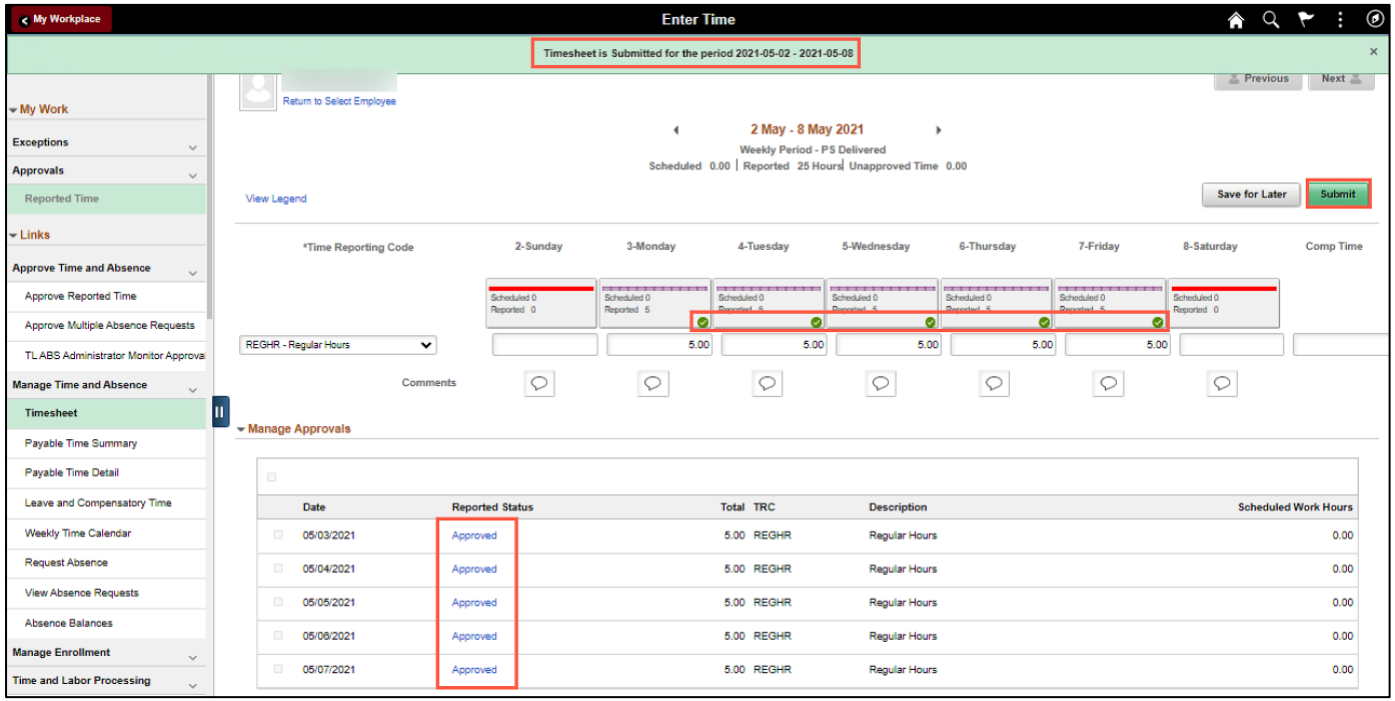
Step 12: Click in the **Time Entry** field and enter hours worked for each day.



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.



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.

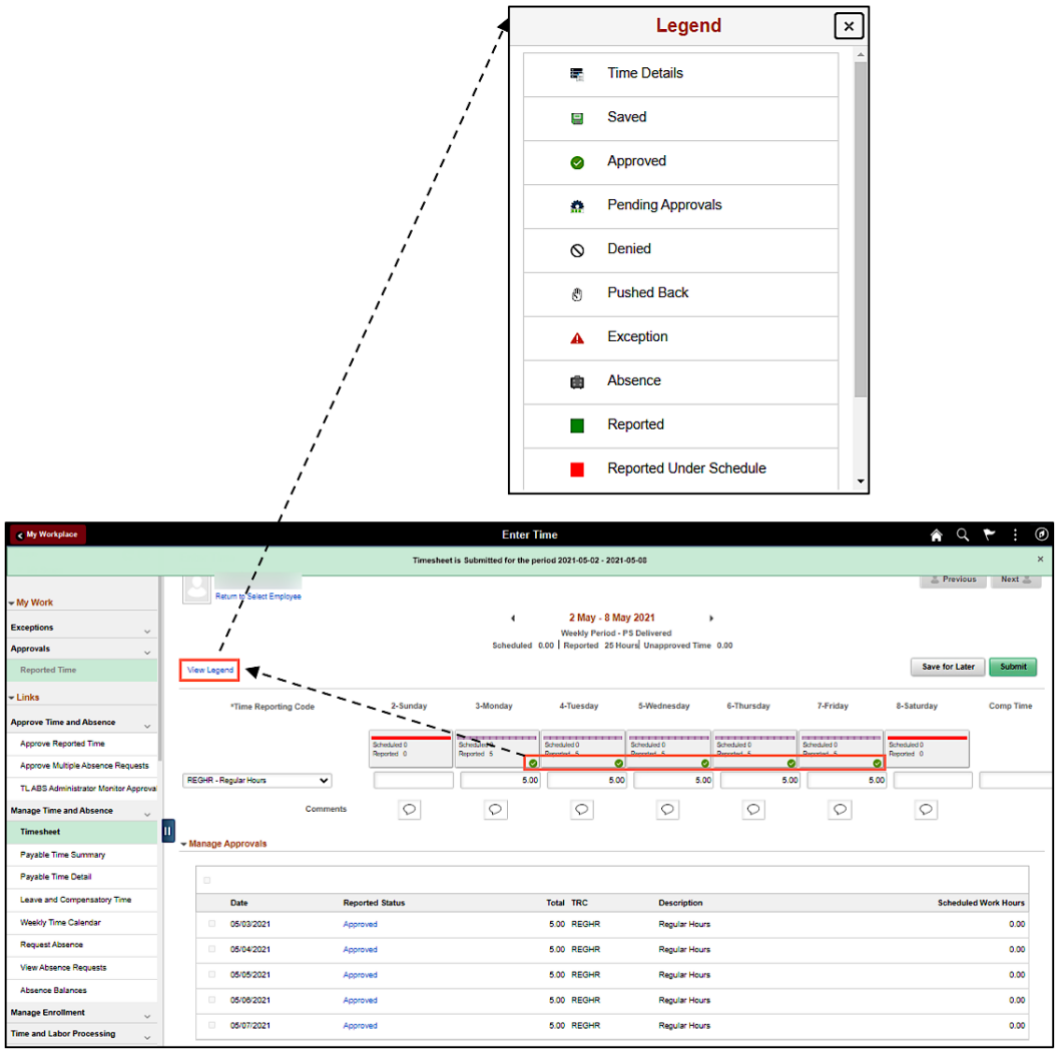
The most common icons that may appear in the **Daily Status** box are:

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.