

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

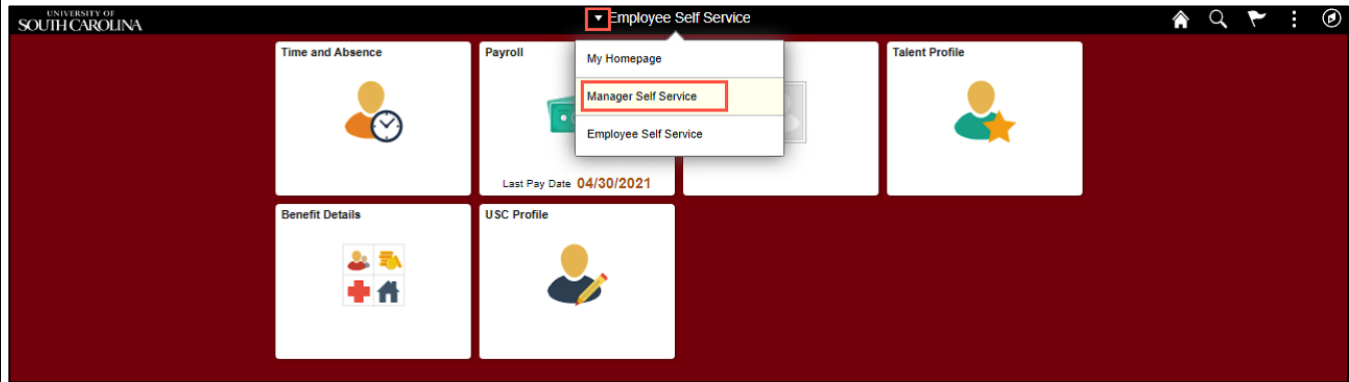
How to enter or adjust time on a timesheet for an hourly employee:

This job aid outlines how a manager can enter or adjust time on a timesheet on behalf of an hourly employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

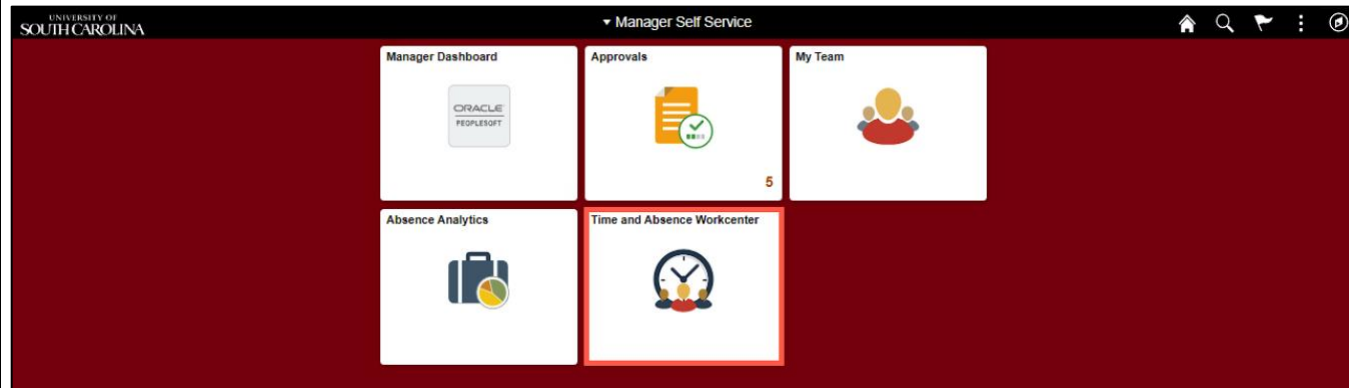
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps	Screenshots
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Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.



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

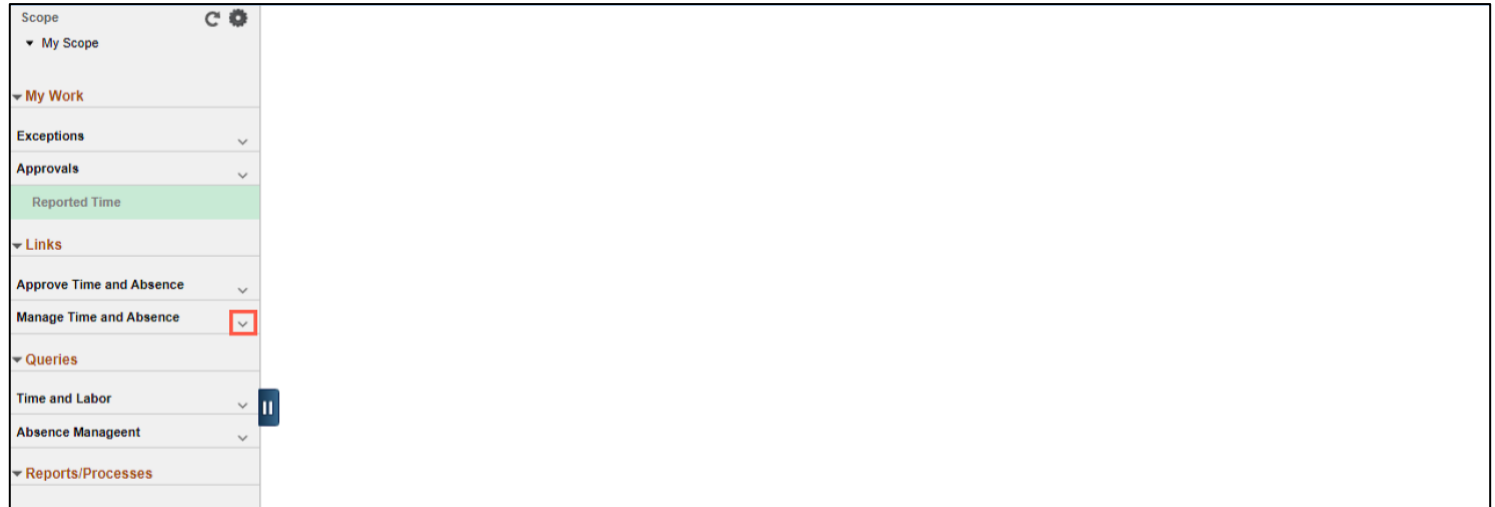


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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

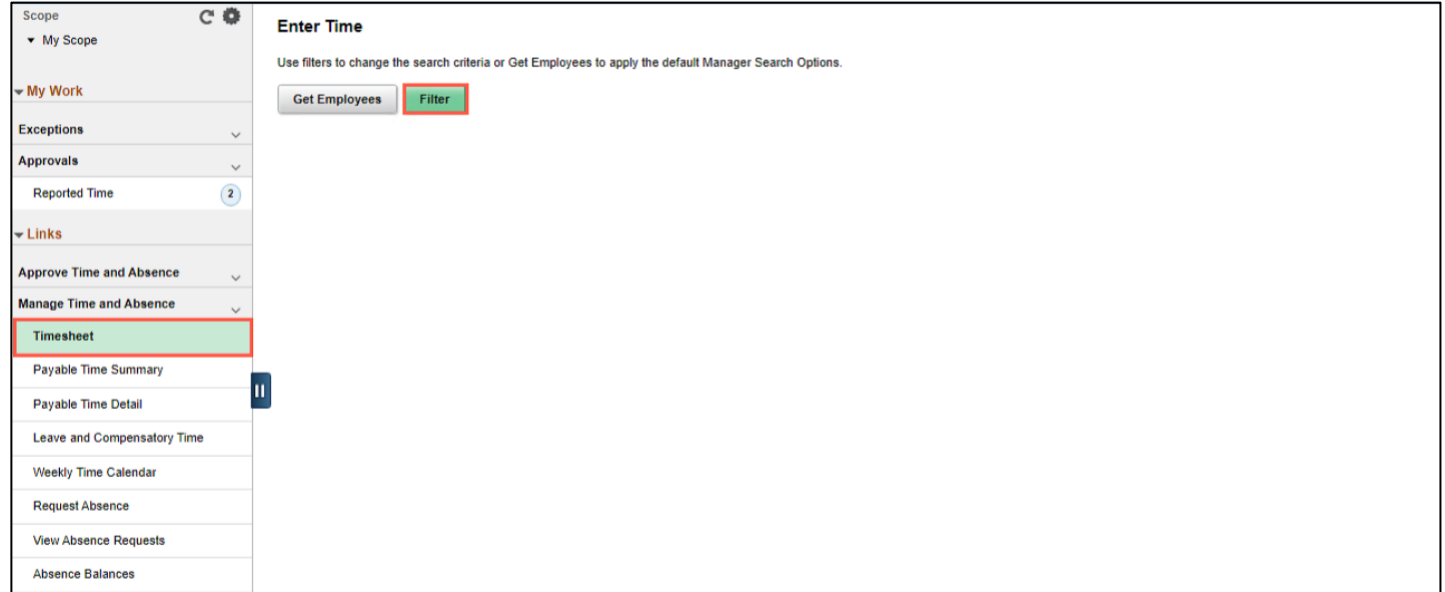
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

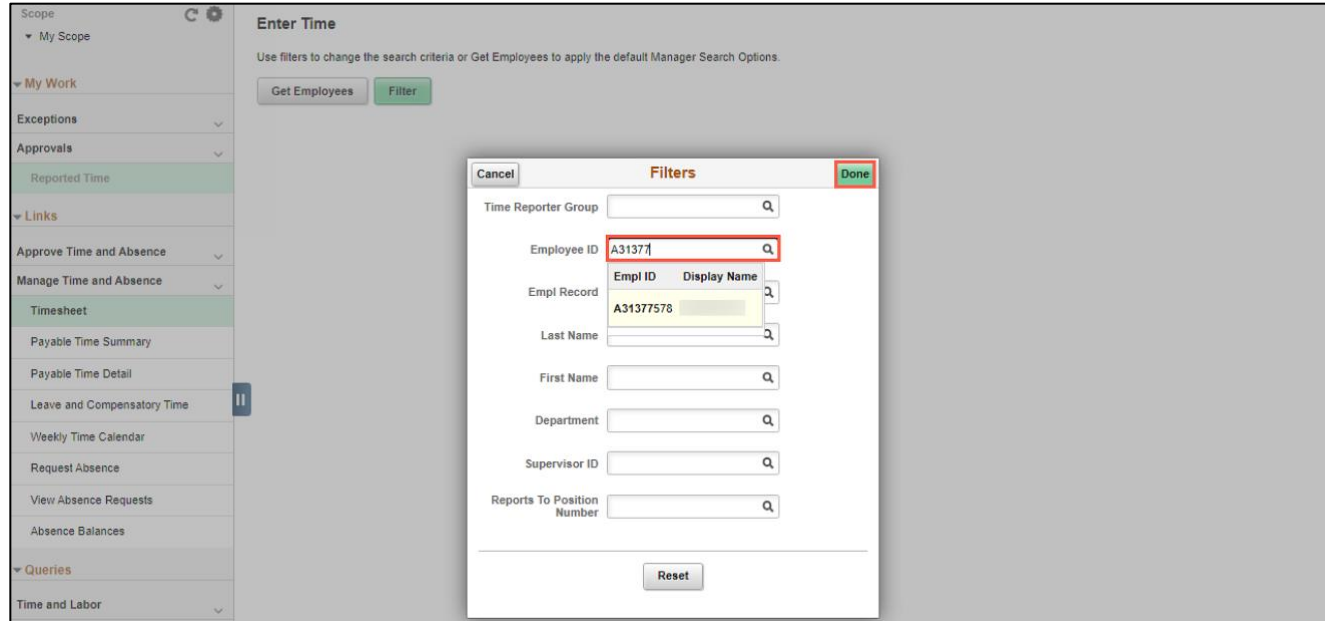


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet'. The 'Timesheet' option is highlighted with a red border. 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 instruction are two buttons: 'Get Employees' and 'Filter'. The 'Filter' button is highlighted with a red border.

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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 selected. The main area is titled 'Enter Time' and contains a search bar for 'Employee ID' with the value 'A31377'. Below the search bar is a table of 'Empl Record' with columns 'Empl ID' and 'Display Name'. The row with 'Empl ID' 'A31377578' is highlighted. A 'Filters' modal is open over the table, with fields for 'Time Reporter Group', 'Employee ID', 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. The 'Employee ID' field in the modal is also highlighted with a red box. Buttons for 'Cancel', 'Done', and 'Reset' are visible.

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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 table of employees. The table has three columns: 'Name/Title', 'Exceptions', and 'Hours to be Approved'. A single row is visible for 'Trades Specialist IV' with 135.00 hours. The row is highlighted with a red border.

Name/Title	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 manager, 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.

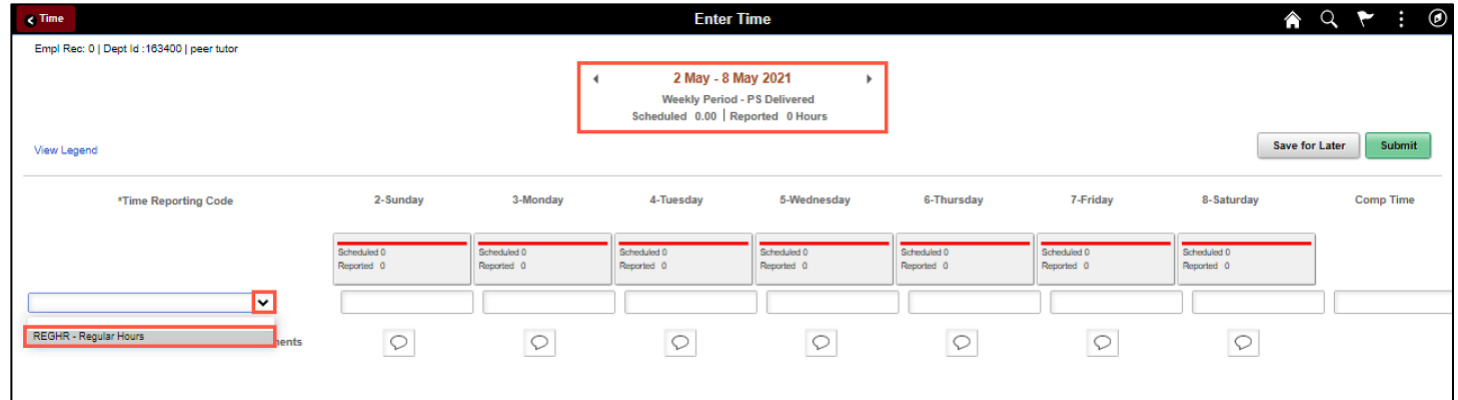
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

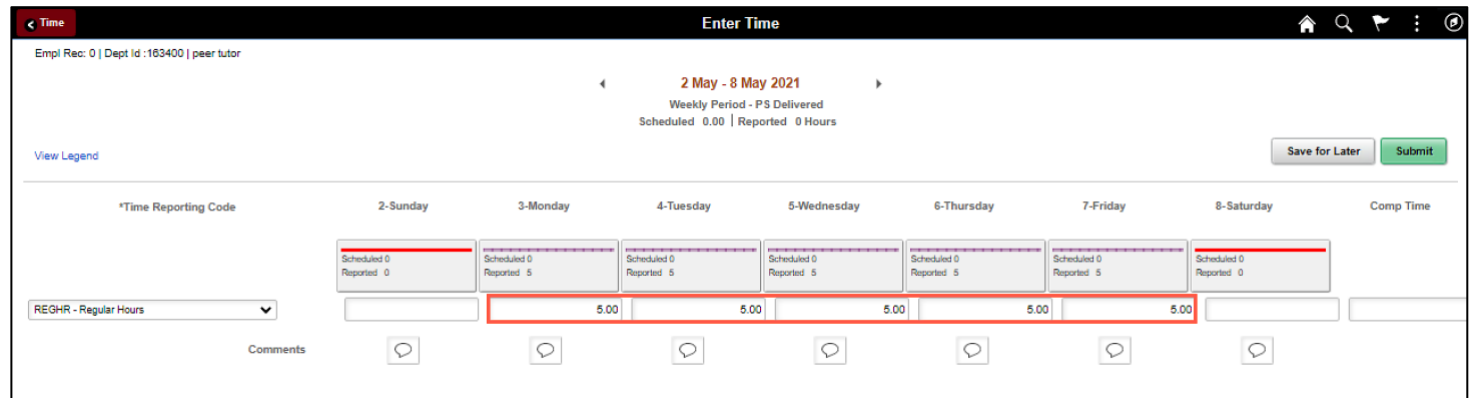
Step 10: Click the **Time Reporting Code** drop-down arrow.

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

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



The screenshot shows the 'Enter Time' interface for the weekly period of 2 May - 8 May 2021. The interface includes a navigation bar with a back arrow, a home icon, a search icon, and a user profile icon. Below the navigation bar, the user's information is displayed: 'Empl Rec: 0 | Dept Id: 163400 | peer tutor'. The weekly period is highlighted in a red box, showing '2 May - 8 May 2021', 'Weekly Period - PS Delivered', and 'Scheduled 0.00 | Reported 0 Hours'. There are 'Save for Later' and 'Submit' buttons. Below this, there is a 'View Legend' link. The main area shows a table with columns for days of the week (2-Sunday, 3-Monday, 4-Tuesday, 5-Wednesday, 6-Thursday, 7-Friday, 8-Saturday) and 'Comp Time'. Each day column has a 'Scheduled' and 'Reported' field, both currently set to 0. A dropdown menu for '*Time Reporting Code' is open, showing 'REGHR - Regular Hours' selected. There are also comment icons for each day.



The screenshot shows the 'Enter Time' interface for the weekly period of 2 May - 8 May 2021. The interface is similar to the previous screenshot, but the time reporting code dropdown menu is now closed, and the 'REGHR - Regular Hours' code is selected. The 'Scheduled' and 'Reported' fields for each day are now set to 5.00. The 'Reported' field for 3-Monday is highlighted in a red box. There are also comment icons for each day.

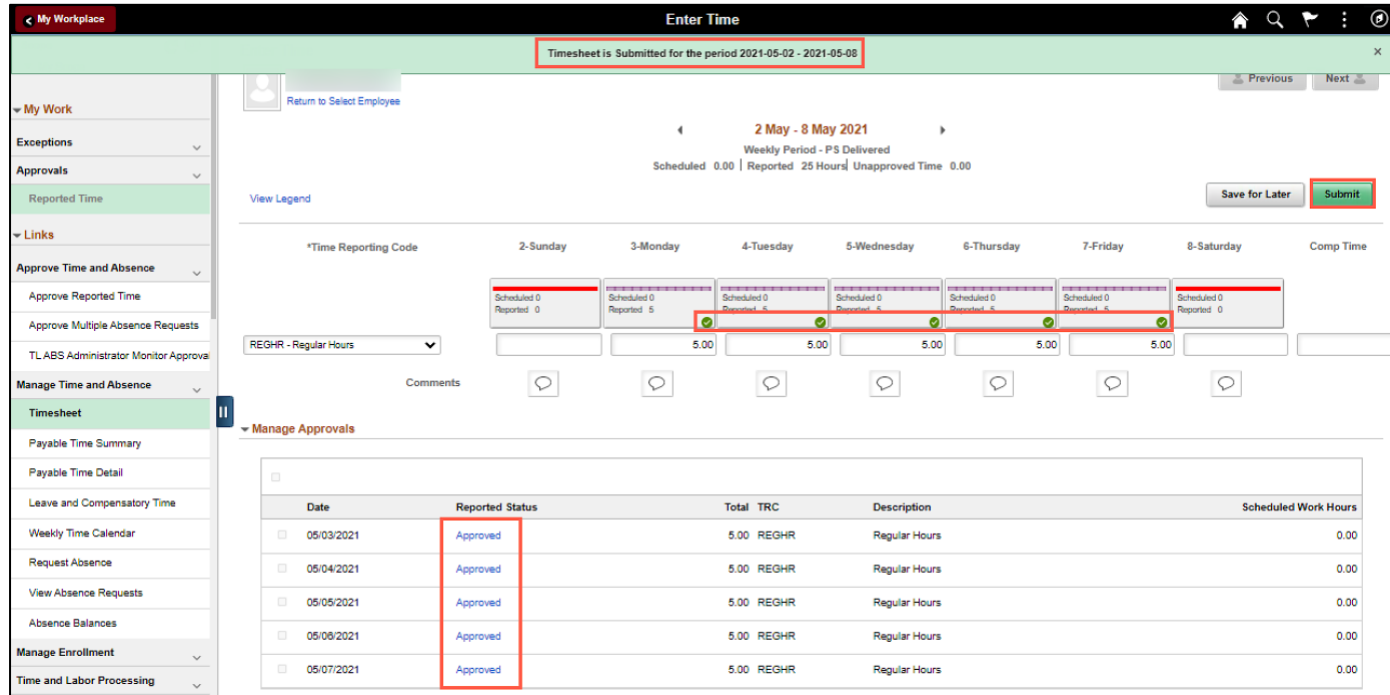
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Step 13: The timesheet is complete. Click the **Submit** button.

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 manager 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

*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	
	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


Step 14: When submitted, the **Approved** icon appears for the days' time is 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:

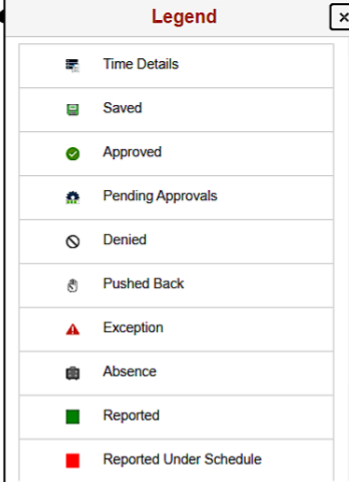
 The user has an exception that needs to be fixed before submitting the timesheet.

 The timesheet has been saved for later.

 The time entered has been submitted and is pending approval.

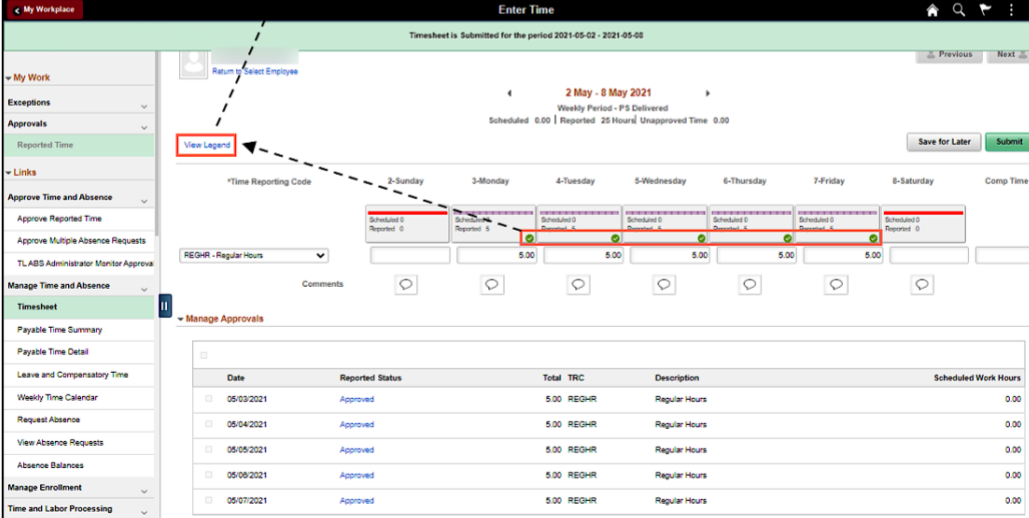
 The entered time has been approved.

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

Scheduled: 0.00 | Reported: 20 Hours | Unapproved Time: 0.00

Save for Later Submit

*Time Reporting Code

Date	Reported Status	Total TRIC	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