

**University of South Carolina
Time and Labor – TL/ABS Approver
Enter Full 28 Day Timesheet on Behalf of
28 Day Police Employee**

How to enter full 28 day timesheet on behalf of a 28 day police employee:

This job aid outlines how a TL/ABS Approver can enter a full 28 day timesheet on behalf of a 28 day police employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

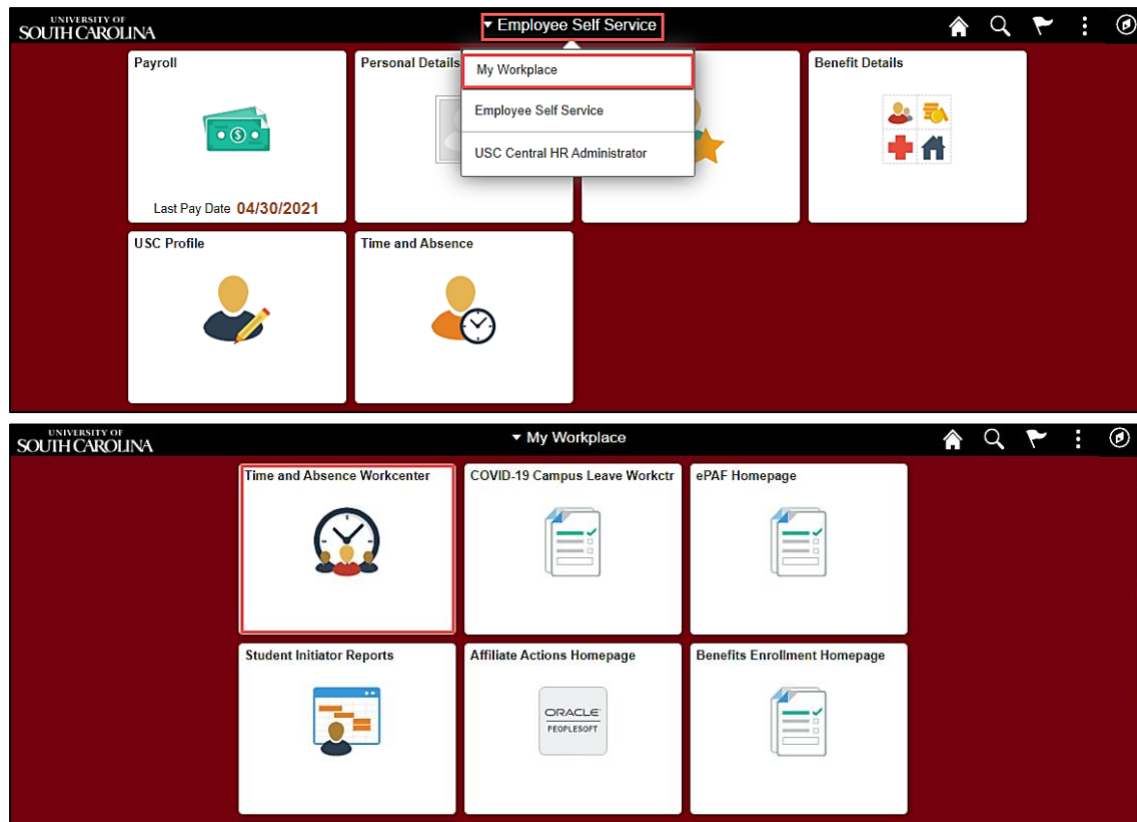
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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

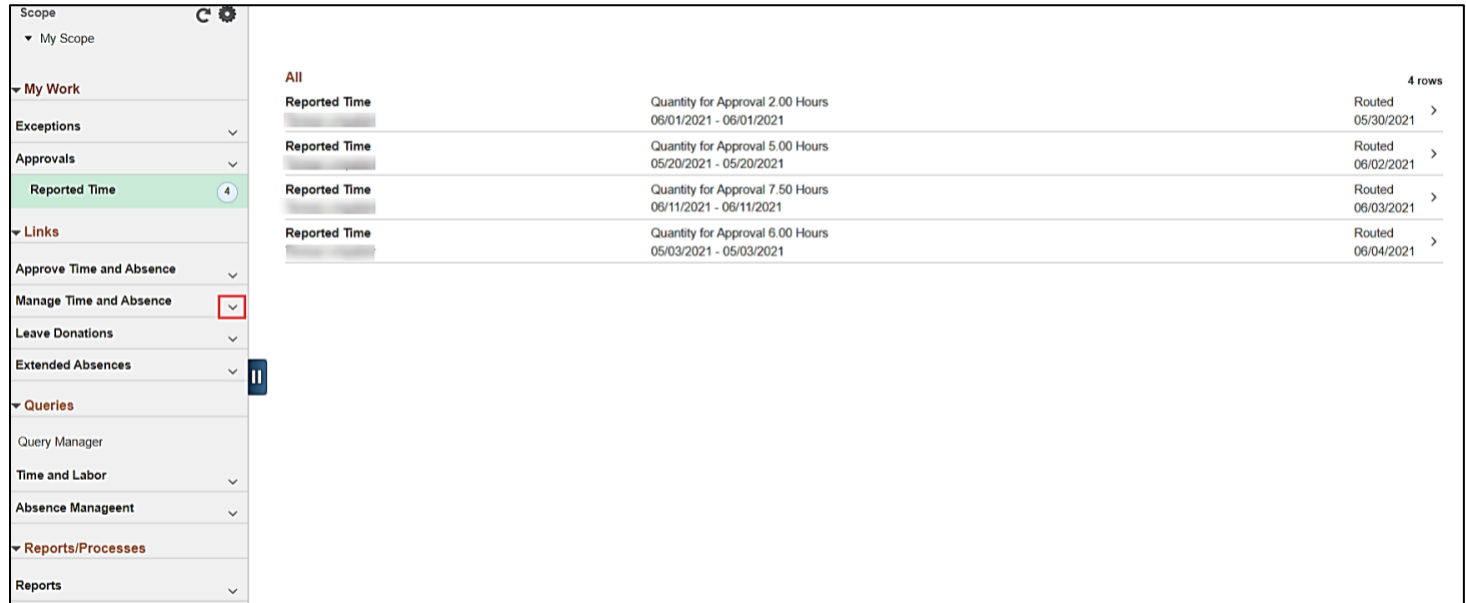


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

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.

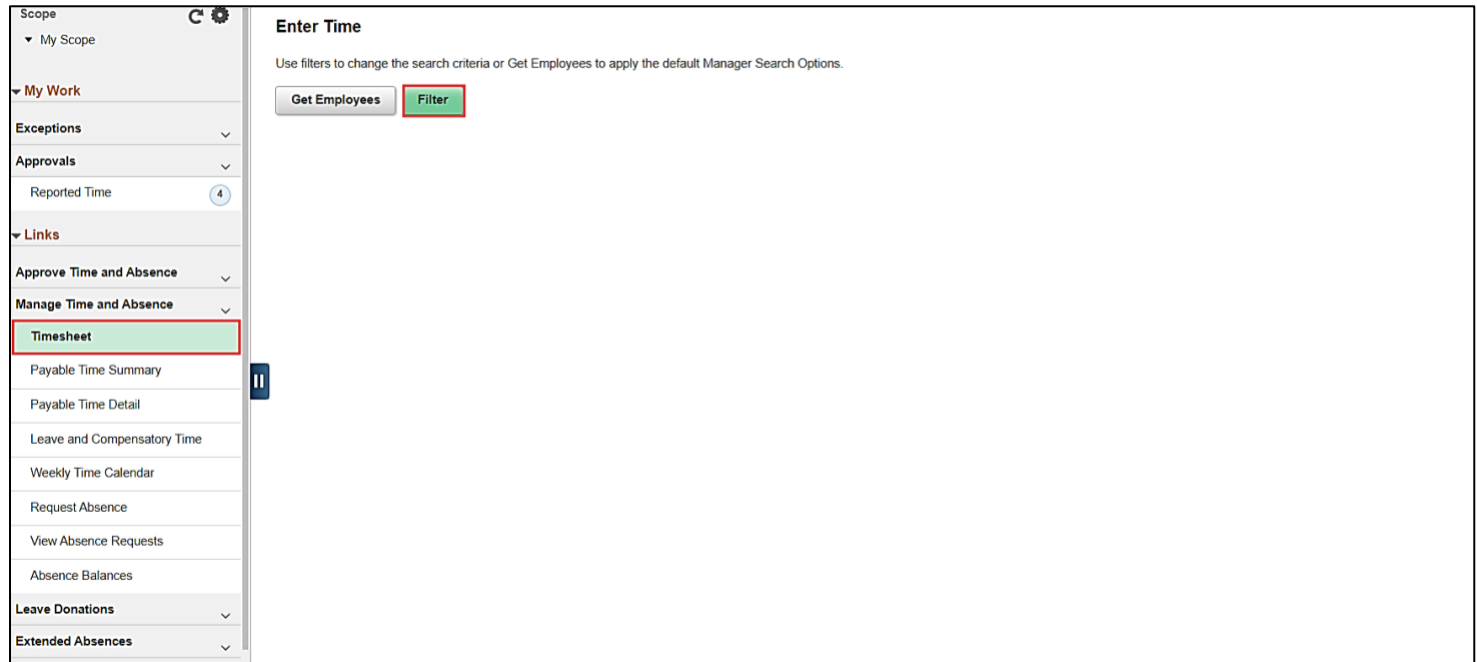


All			4 rows
Reported Time	Quantity for Approval 2.00 Hours 06/01/2021 - 06/01/2021	Routed	>
Reported Time	Quantity for Approval 5.00 Hours 05/20/2021 - 05/20/2021	Routed	>
Reported Time	Quantity for Approval 7.50 Hours 06/11/2021 - 06/11/2021	Routed	>
Reported Time	Quantity for Approval 6.00 Hours 05/03/2021 - 05/03/2021	Routed	>

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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.

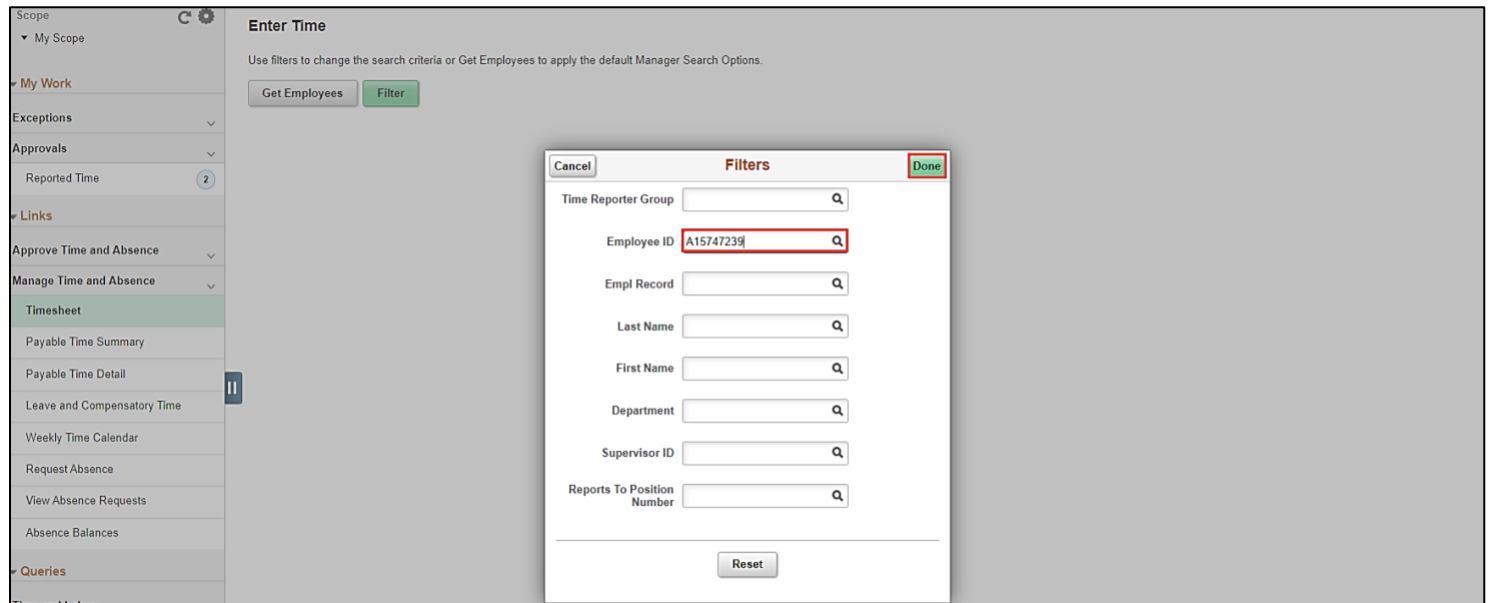


The screenshot shows the 'Enter Time' interface. On the left, a sidebar menu lists various options. The 'Timesheet' option under the 'Links' section is highlighted with a red box. In the main content area, there are two buttons: 'Get Employees' and 'Filter'. The 'Filter' button is highlighted with a red box. The interface also includes a 'Scope' dropdown menu and a 'Reported Time' field with a value of 4.

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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' application interface. On the left is a sidebar menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted), 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', and 'Queries'. The main area is titled 'Enter Time' and contains a message: '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' modal is open in the center, with a 'Done' button highlighted in red in its top right corner. The modal contains the following fields: 'Time Reporter Group', 'Employee ID' (containing 'A15747239' and highlighted with a red box), 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the modal.

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

In this scenario the officer forgot to enter and/or submit their timesheet for the 28 day cycle from 5/9/2021 – 6/5/2021. As the TL/ABS Approver, you can enter time on behalf of employees in your area.

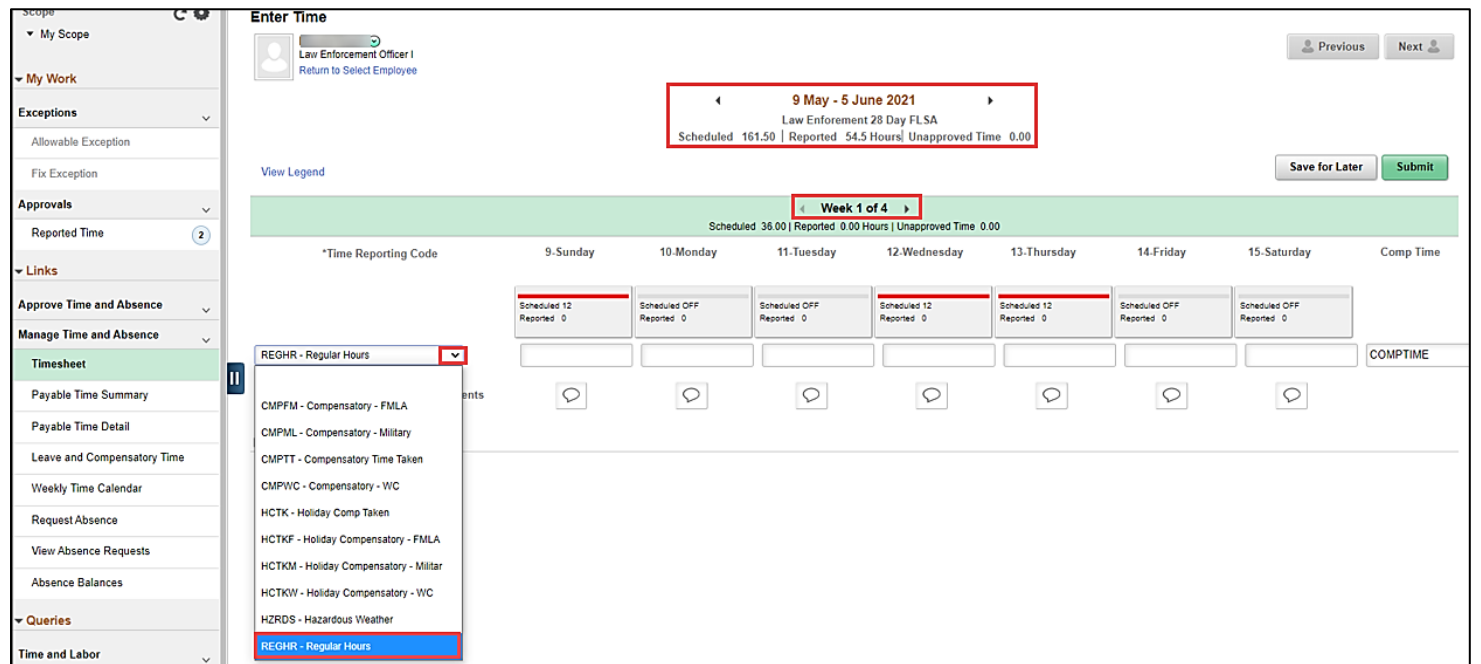
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet. Start with Week 1 of 4.

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

You can only have one TRC per line.

Step 10: To use comp time, click the **Time Reporting Code** drop-down arrow.

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

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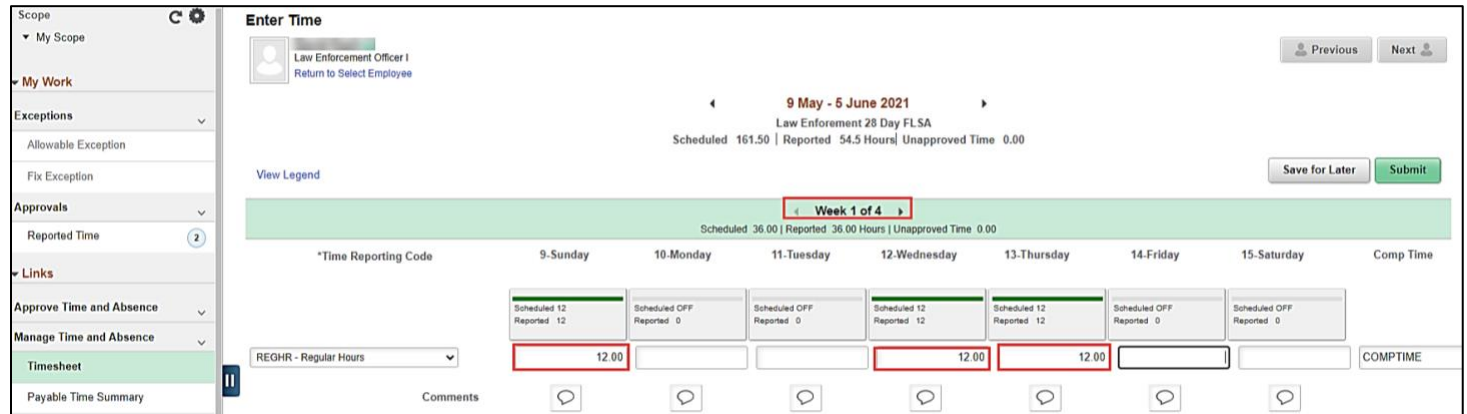
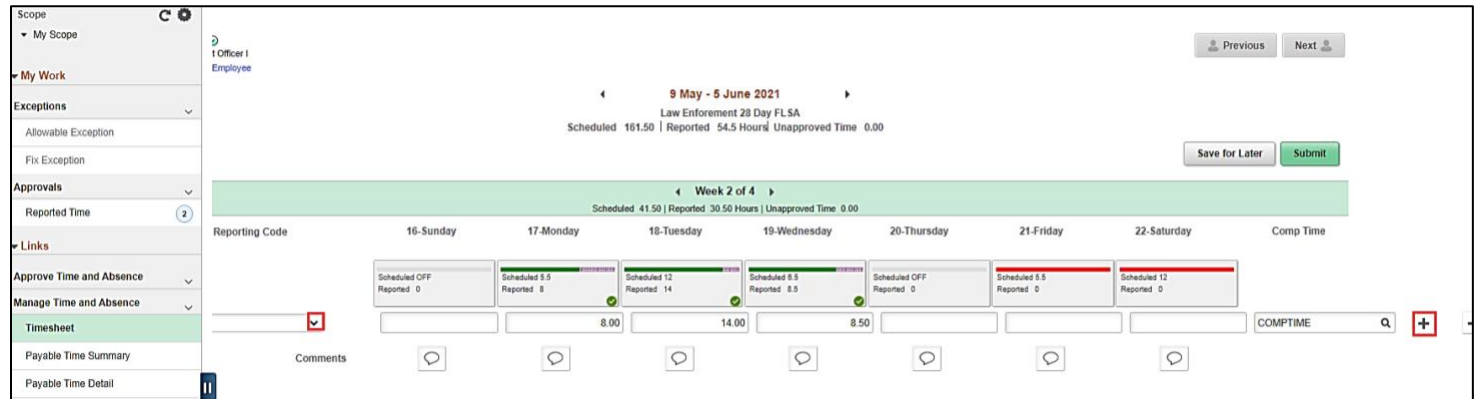
Step 12: Click in the **Time Entry** fields for 5/9/2021, 5/12/2021, and 5/13/2021 and enter hours worked matching the scheduled 12 hours each day.

Step 13/Optional: Click the **Comment** icon to add additional information.

Step 14: Use the **Arrows** to navigate to the timesheet for week 2 of 4.

Note: Some days in week 2 have already been approved, but other days are showing zero hours reported. As the TL/ABS Approver you should add missing hours.

Step 15/Optional: If another time reporting code is needed, scroll to the right, and click the **Add a Row +** button. Click the **Time reporting Code** drop-down arrow to add another time code.

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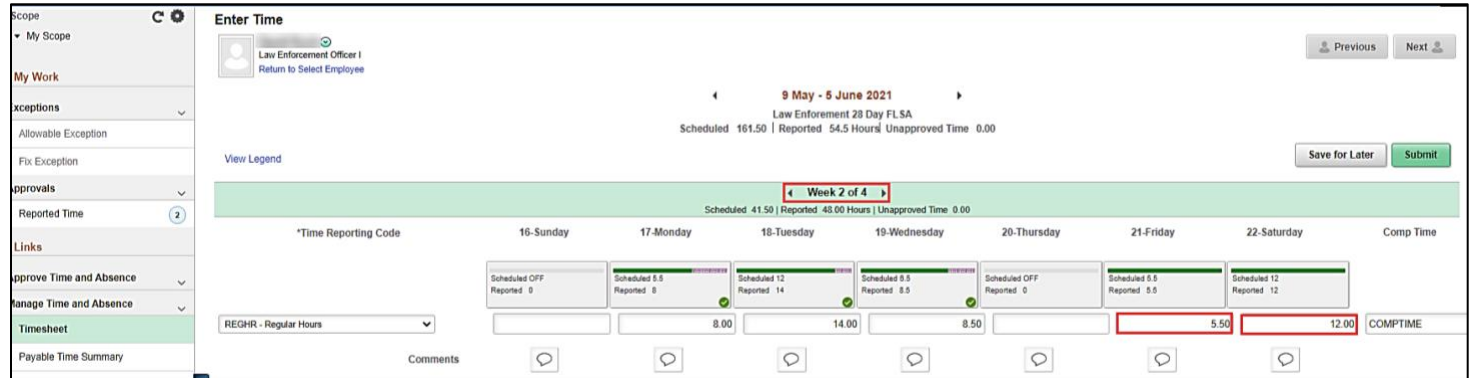
Step 16: Click in the Time Entry fields for 5/21/2021 and 5/22/2021, and enter hours worked matching the scheduled hours each day.

Step 17/Optional: Click the **Comment** icon to add additional information.

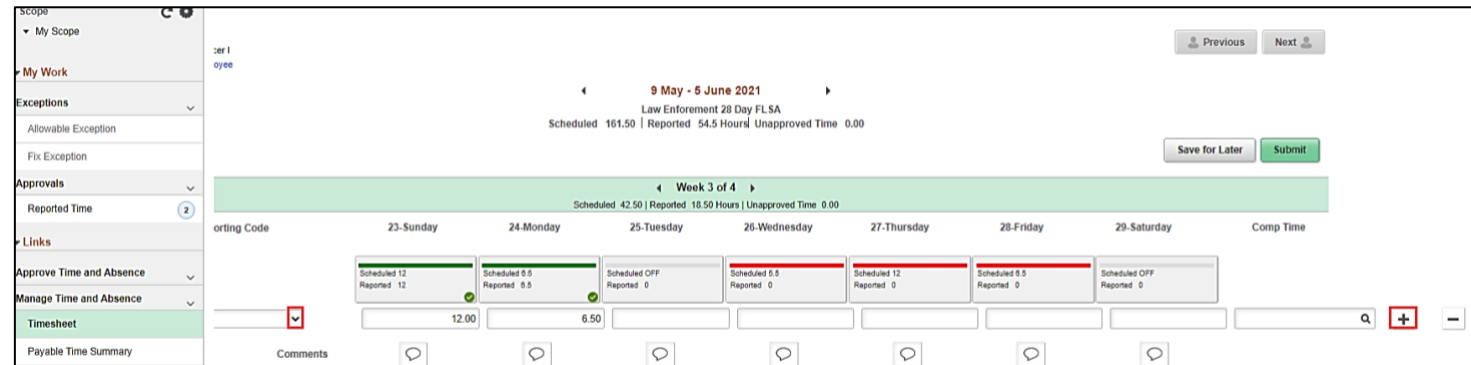
Step 18: Use the **Arrows** to navigate to the timesheet for week 3 of 4.

Note: Some days in week 3 have already been approved, but other days are showing zero hours reported. As the TL/ABS Approver you should add missing hours.

Step 19/Optional: If another time reporting code is needed, scroll to the right, and click the **Add a Row +** button. Click the **Time reporting Code** drop-down arrow to add another time code.



*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 8.5 Reported 8	Scheduled 12 Reported 14	Scheduled 8.5 Reported 8.5	Scheduled OFF Reported 0	Scheduled 8.5 Reported 5.5	Scheduled 12 Reported 12		
REGHR - Regular Hours		8.00	14.00	8.50		5.50	12.00	COMPTIME



Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled 12 Reported 12	Scheduled 8.5 Reported 8.5	Scheduled OFF Reported 0	Scheduled 8.5 Reported 0	Scheduled 12 Reported 0	Scheduled 8.5 Reported 0	Scheduled OFF Reported 0		
	12.00	6.50						

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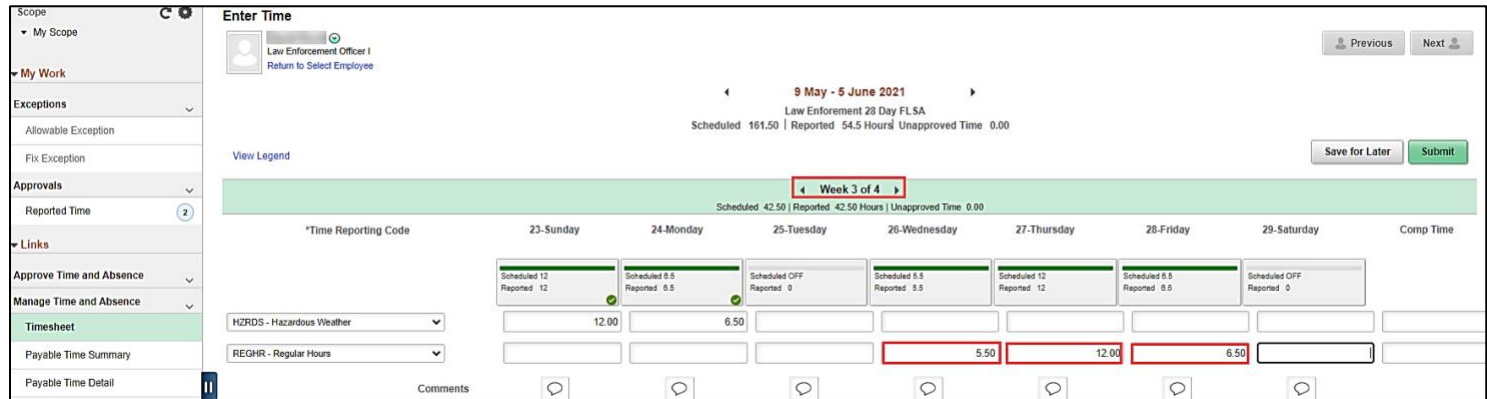
Step 20: Click in the Time Entry fields for 5/26 – 28/2021, and enter hours worked matching the scheduled hours each day.

Step 21/Optional: Click the **Comment** icon to add additional information.

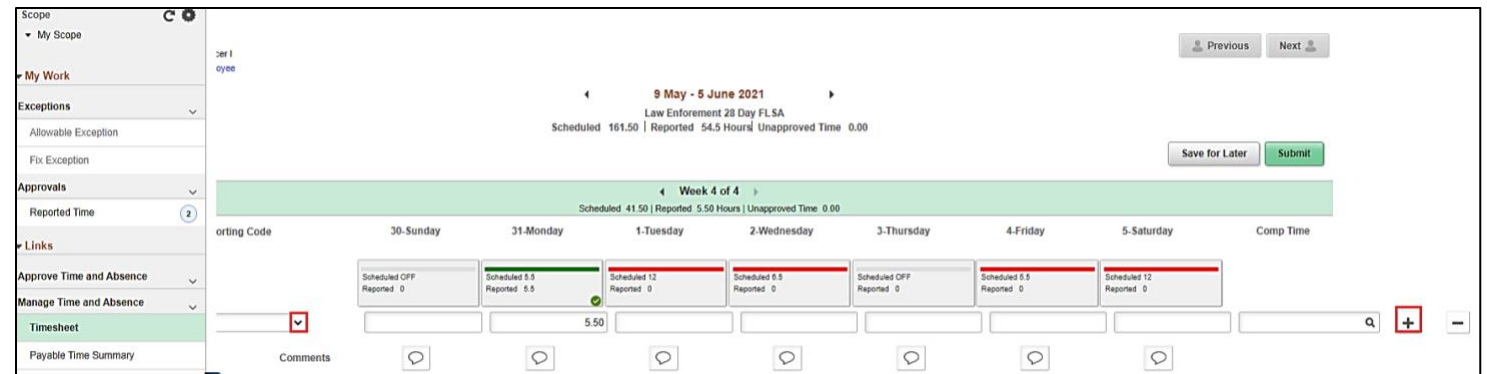
Step 22: Use the **Arrows** to navigate to the timesheet for week 4 of 4.

Note: Some days in week 4 have already been approved, but other days are showing zero hours reported. As the TL/ABS Approver you should add missing hours.

Step 23/Optional: If another time reporting code is needed, scroll to the right, and click the **Add a Row +** button. Click the **Time reporting Code** drop-down arrow to add another time code.



*Time Reporting Code	23-Sunday	24-Monday	25-Tuesday	26-Wednesday	27-Thursday	28-Friday	29-Saturday	Comp Time
Scheduled	12	5.5	OFF	5.5	12	5.5	OFF	
Reported	12	5.5	0	5.5	12	5.5	0	
HZRDS - Hazardous Weather	12.00	6.50						
REGHR - Regular Hours				5.50	12.00	6.50		



Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled	OFF	5.5	12	5.5	OFF	5.5	12	
Reported	0	5.5	0	5.5	0	0	0	
		5.50						

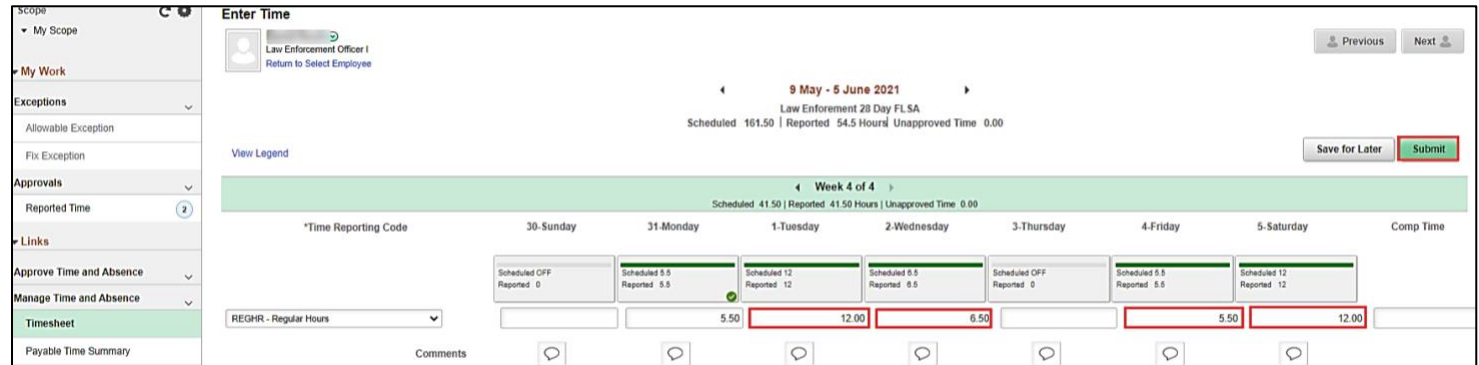
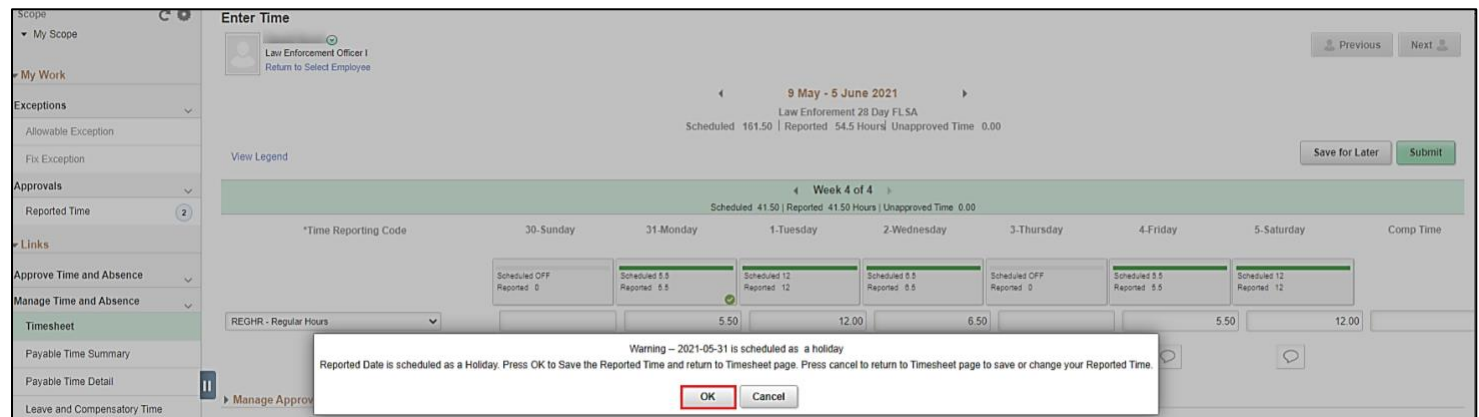
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Step 24: Click in the Time Entry fields for 6/1/2021, 6/2/2021, 6/4/2021 and 6/5/2021 and enter hours worked matching the scheduled hours each day.

Step 25/Optional: Click the **Comment** icon to add additional information.

Step 26: Click the **Submit** button to submit the full 28 day timesheet.

Step 27: Upon clicking the submit button a warning message appears because one of the days in the 28 day timesheet was a university holiday. Click the **OK** button to approve the time as submitted.

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Step 28: 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.

Step 29: Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

Timesheet is Submitted for the period 2021-05-09 - 2021-06-05

My Work

- Exceptions
 - Allowable Exception
 - Fix Exception
- Approvals
 - Reported Time (2)
- 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
 - Time and Labor
 - Absence Management
 - Unapproved Absences
 - Hyper Link
- Reports/Processes

9 May - 5 June 2021

Law Enforcement 28 Day FLSA

Scheduled 161.50 | Reported 168.0 Hour | Unapproved Time 0.00

Week 4 of 4

Scheduled 41.50 | Reported 41.50 Hours | Unapproved Time 0.00

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours		5.50	12.00	6.50		5.50	12.00	
Comments								

Manage Approvals

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/09/2021	Approved	12.00	REGHR	Regular Hours	12.00
05/12/2021	Approved	12.00	REGHR	Regular Hours	12.00
05/13/2021	Approved	12.00	REGHR	Regular Hours	12.00
05/17/2021	Approved	8.00	REGHR	Regular Hours	5.50
05/18/2021	Approved	14.00	REGHR	Regular Hours	12.00
05/19/2021	Approved	8.50	REGHR	Regular Hours	6.50
05/21/2021	Approved	5.50	REGHR	Regular Hours	5.50
05/22/2021	Approved	12.00	REGHR	Regular Hours	12.00

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Step 30: 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.

You successfully learned how to enter and submit a full 28 day timesheet on behalf of a 28 day police employee.

