

University of South Carolina
Time and Labor - MSS
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 manager can enter a full 28 day timesheet on behalf of a 28 day police 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.

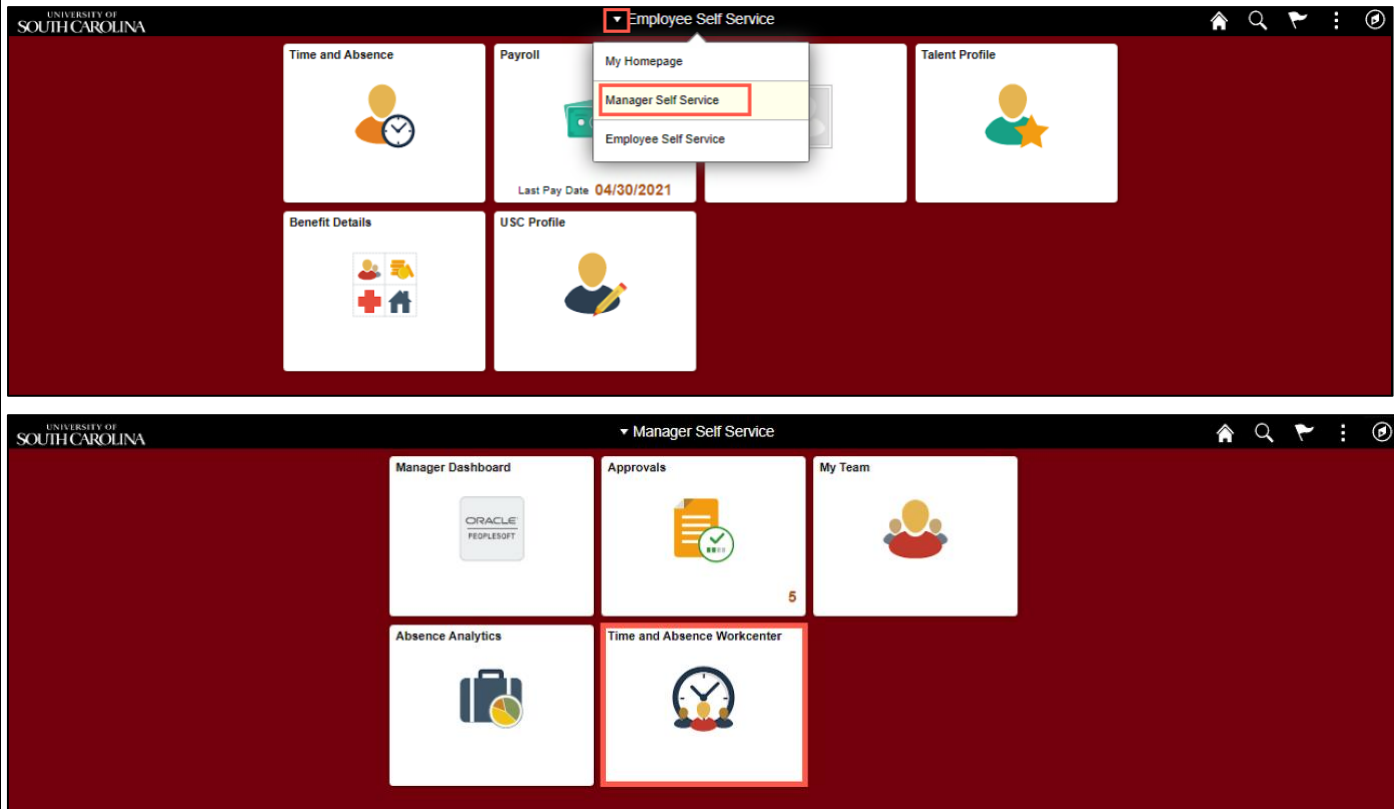
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

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.

Screenshots



University of South Carolina

Time and Labor - MSS

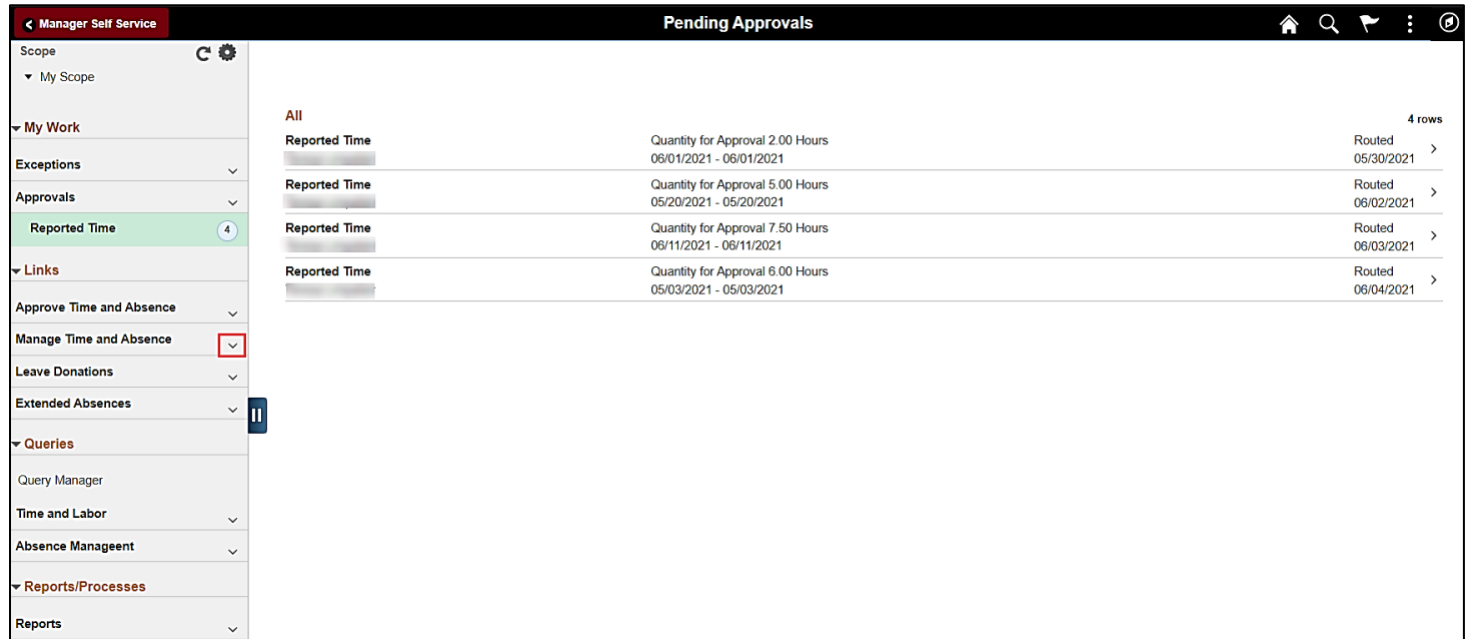
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Time and Absence Workcenter

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.

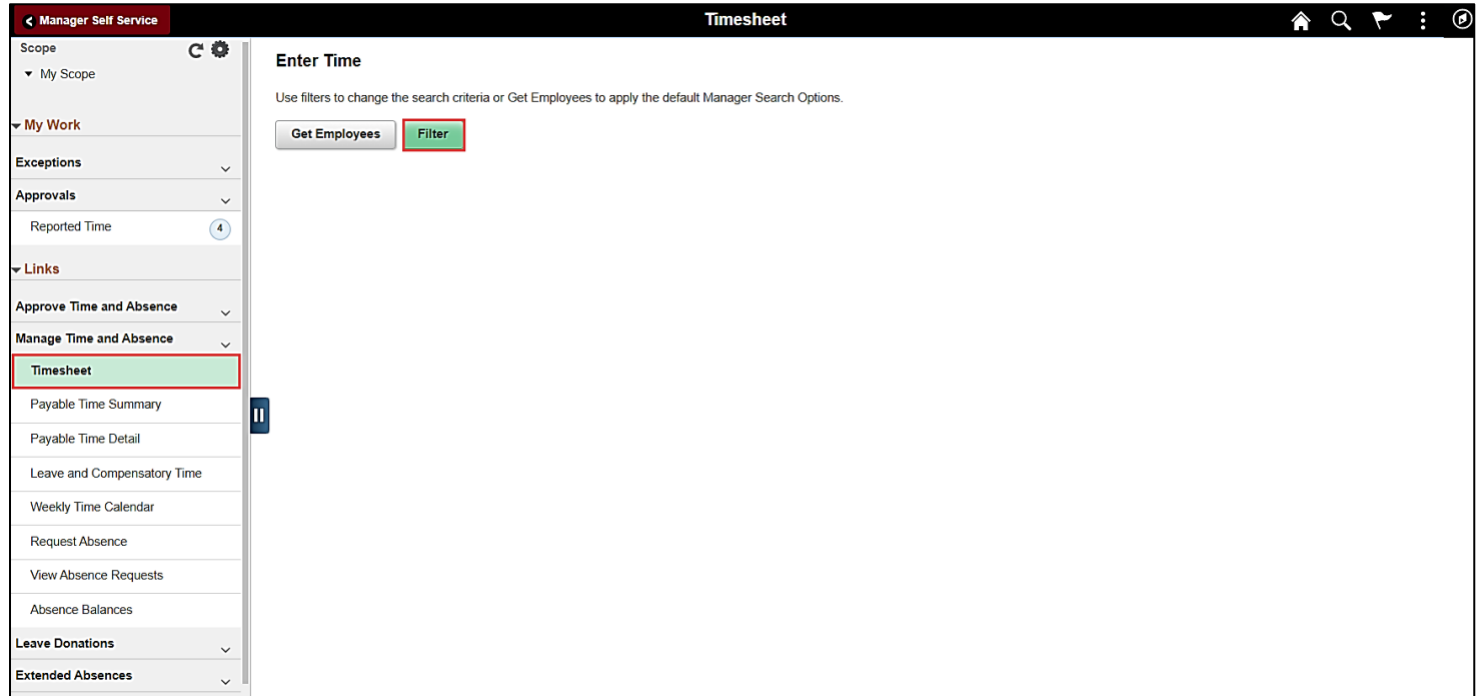


Pending Approvals			
4 rows			
Reported Time	Quantity for Approval 2.00 Hours	Routed	>
Reported Time	06/01/2021 - 06/01/2021	05/30/2021	
Reported Time	Quantity for Approval 5.00 Hours	Routed	>
Reported Time	05/20/2021 - 05/20/2021	06/02/2021	
Reported Time	Quantity for Approval 7.50 Hours	Routed	>
Reported Time	06/11/2021 - 06/11/2021	06/03/2021	
Reported Time	Quantity for Approval 6.00 Hours	Routed	>
Reported Time	05/03/2021 - 05/03/2021	06/04/2021	

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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.

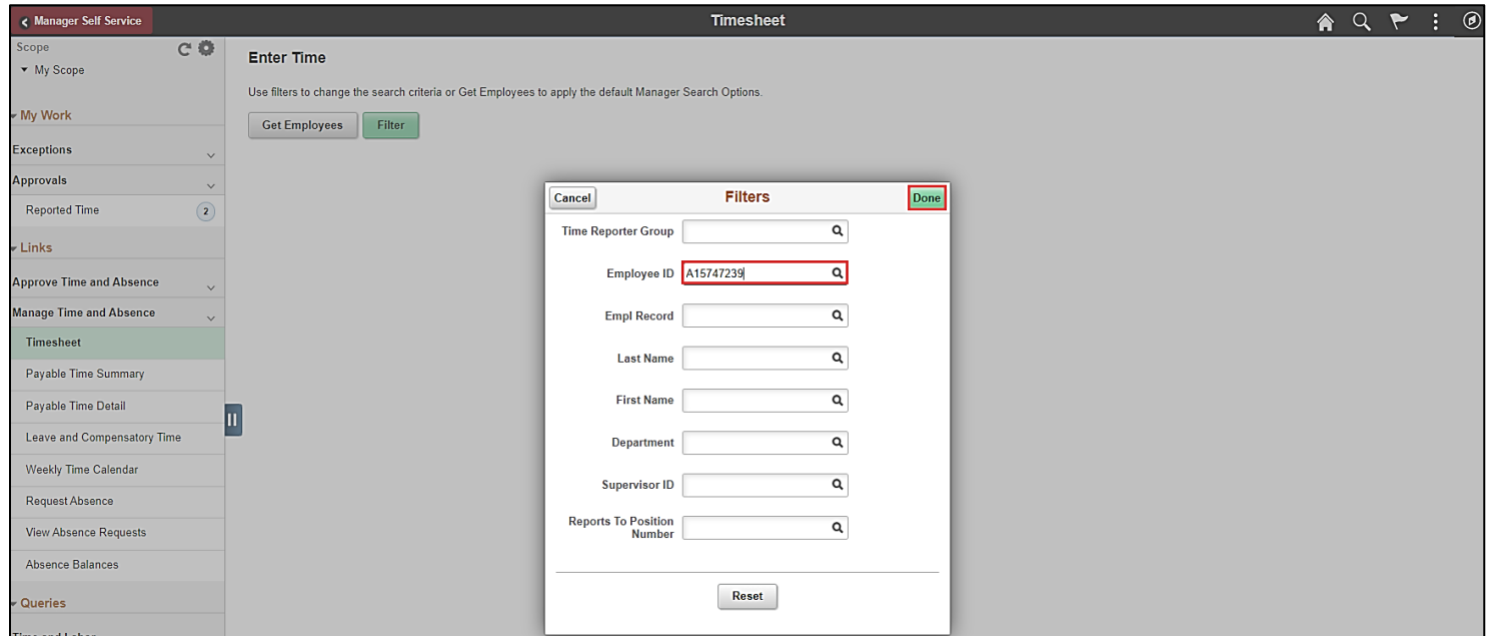


The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. The left sidebar contains a menu with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (4), Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted in green), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Leave Donations, and Extended Absences. The main area is titled 'Enter Time' and contains the text 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this text 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 'Manager Self Service' interface for 'Timesheet'. The left sidebar contains a navigation menu with options like 'My 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', and 'Queries'. The main area is titled 'Enter Time' and includes a prompt to use filters to change search criteria. A 'Filters' modal is open, displaying search fields for 'Time Reporter Group', 'Employee ID' (with 'A15747239' entered and highlighted), 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. The modal has 'Cancel', 'Done', and 'Reset' buttons.

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Step 8: Click the **Employee Name/Tile** 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 manager, you can enter time on behalf of your direct reports.

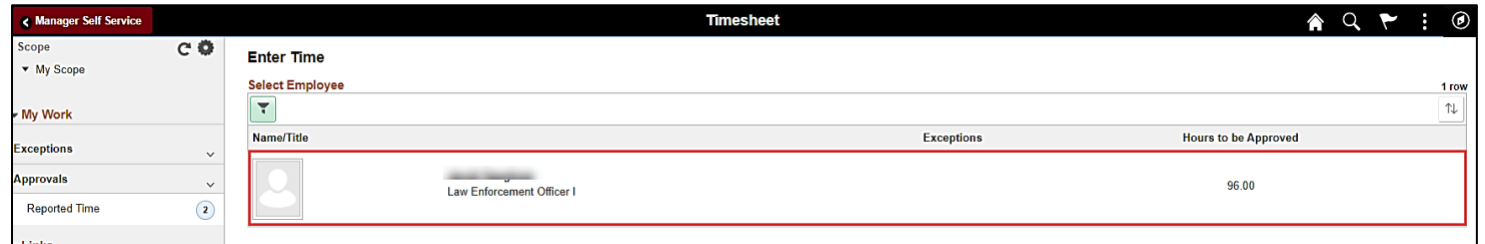
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet. Start with Week 1 of 4.

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

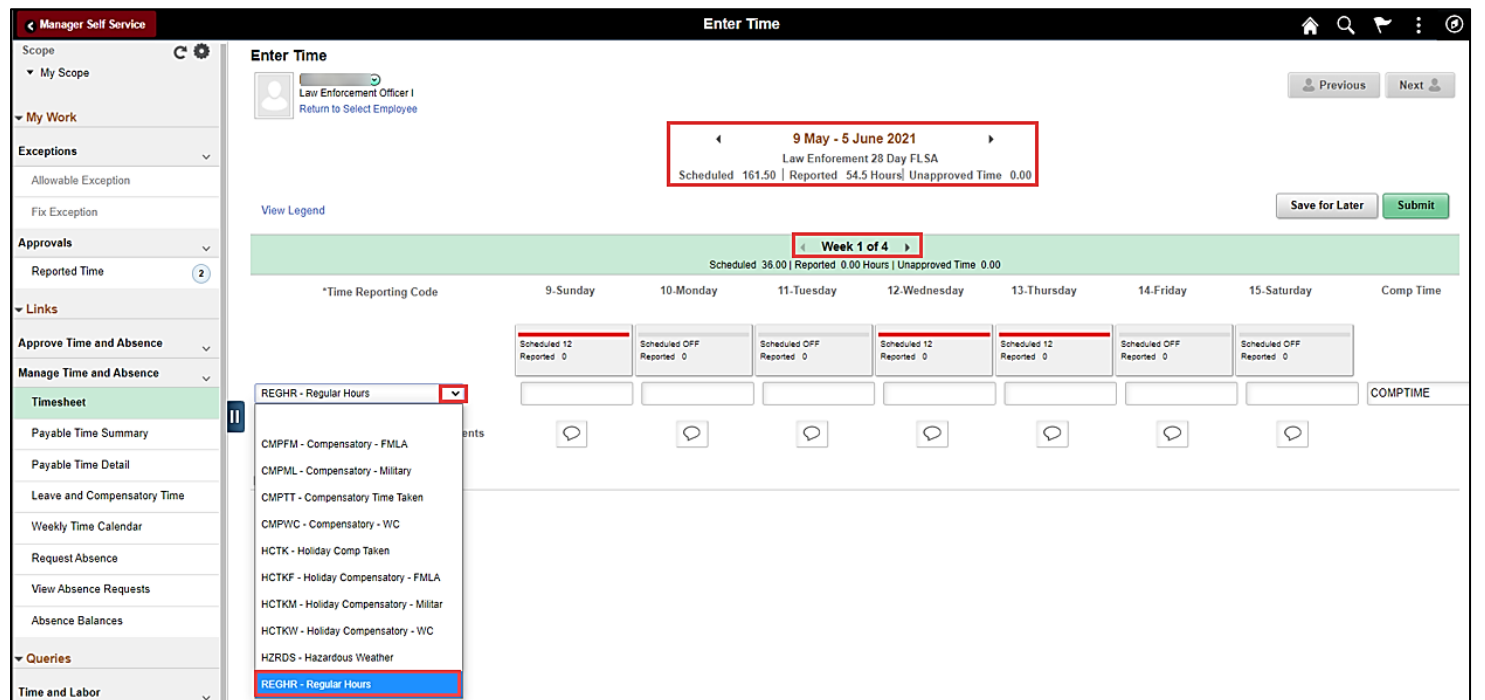
You can only have one TRC per line.

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

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



Name/Title	Exceptions	Hours to be Approved
Law Enforcement Officer I		96.00



9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 161.50 | Reported 54.5 Hours | Unapproved Time 0.00

Week 1 of 4

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled	12	0	0	12	12	0	0	
Reported	0	0	0	0	0	0	0	
Unapproved	0	0	0	0	0	0	0	

REGHR - Regular Hours

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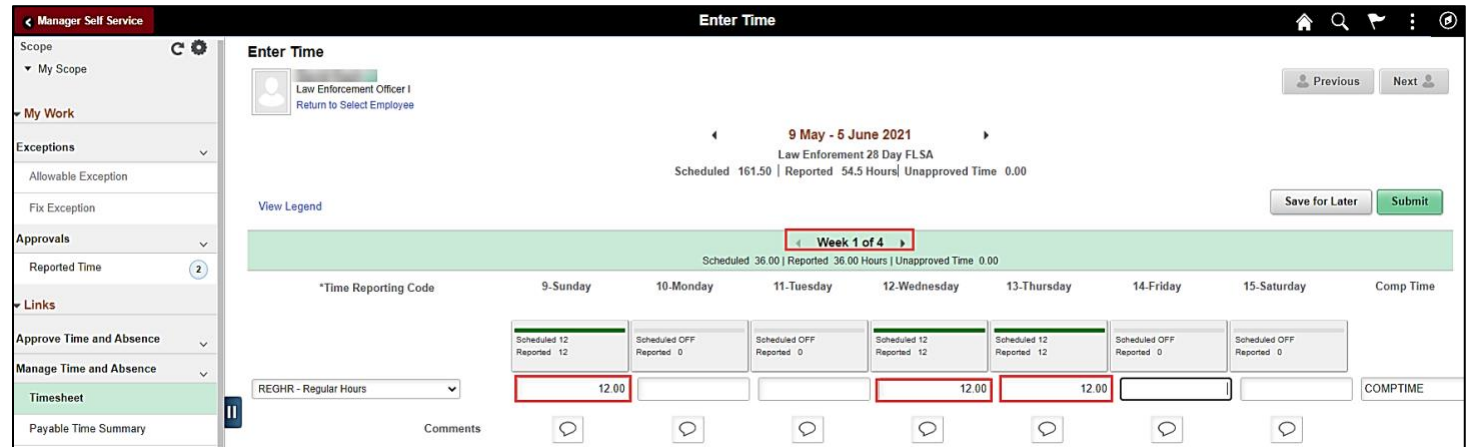
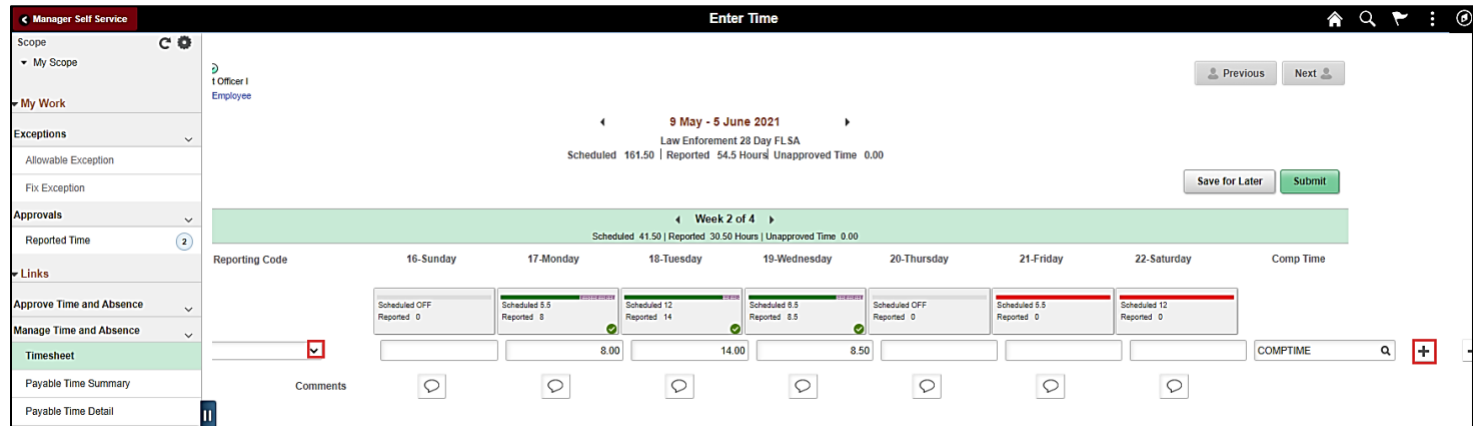
Step 12: Click in the **Time Entry** fields for 5/9/2021, 5/12/2021, and 5/13/2021 and enter hours worked matching the scheduled 12 hours each day.

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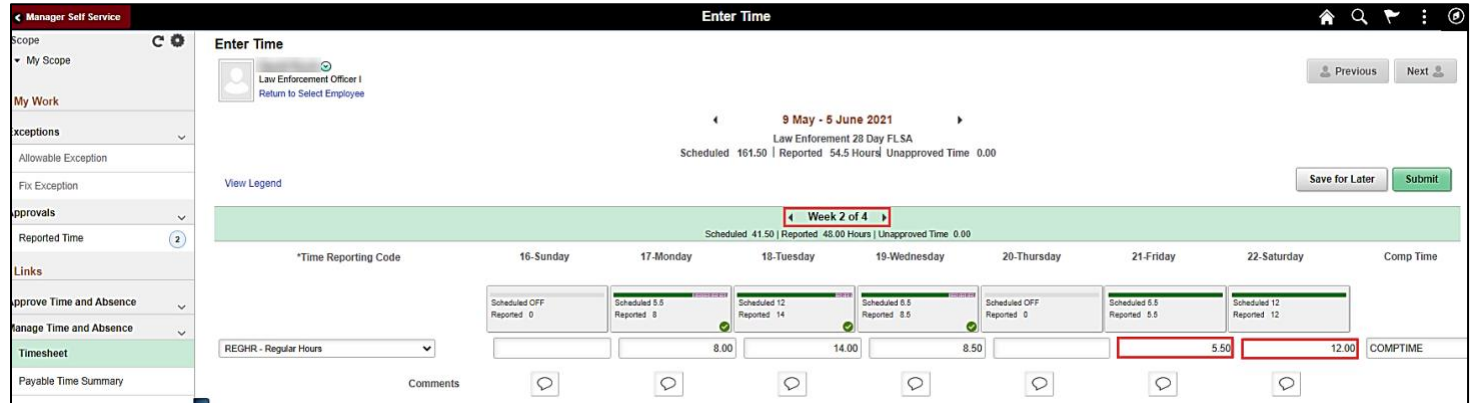
Step 16: Click in the Time Entry fields for 5/21/2021 and 5/22/2021, and enter hours worked matching the scheduled hours each day.

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

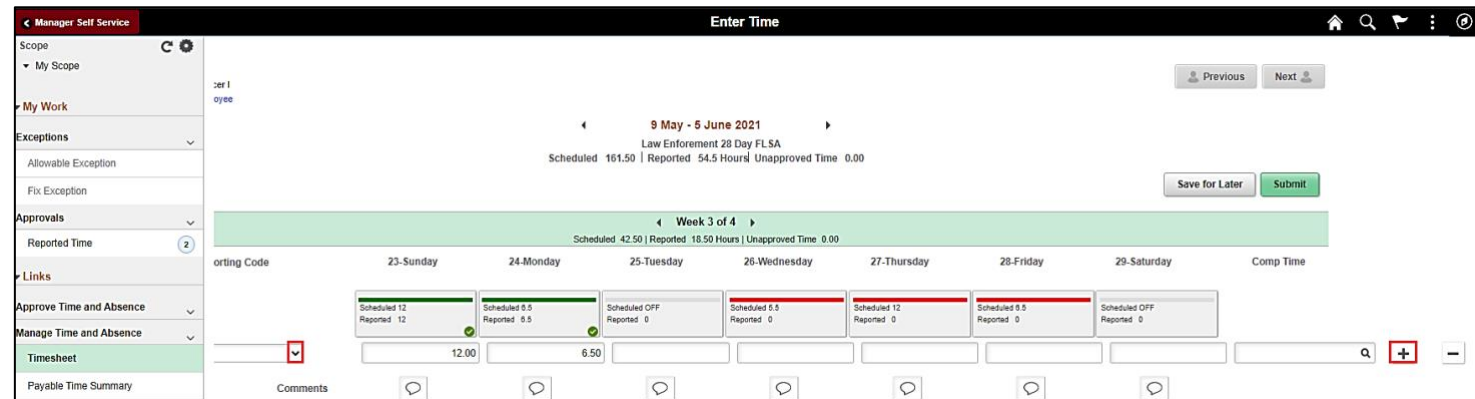
Step 18: Use the **Arrows** to navigate to the timesheet for week 3 of 4.

Note: Some days in week 3 have already been approved, but other days are showing zero hours reported. As the manager 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 5.5	Reported 8	Scheduled 12	Reported 14	Scheduled 6.5	Reported 8.5	Scheduled OFF
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 5.5	Reported 5.5	Scheduled OFF	Reported 0	Scheduled 5.5	Reported 0	Scheduled OFF
REGHR - Regular Hours	12.00	6.50						

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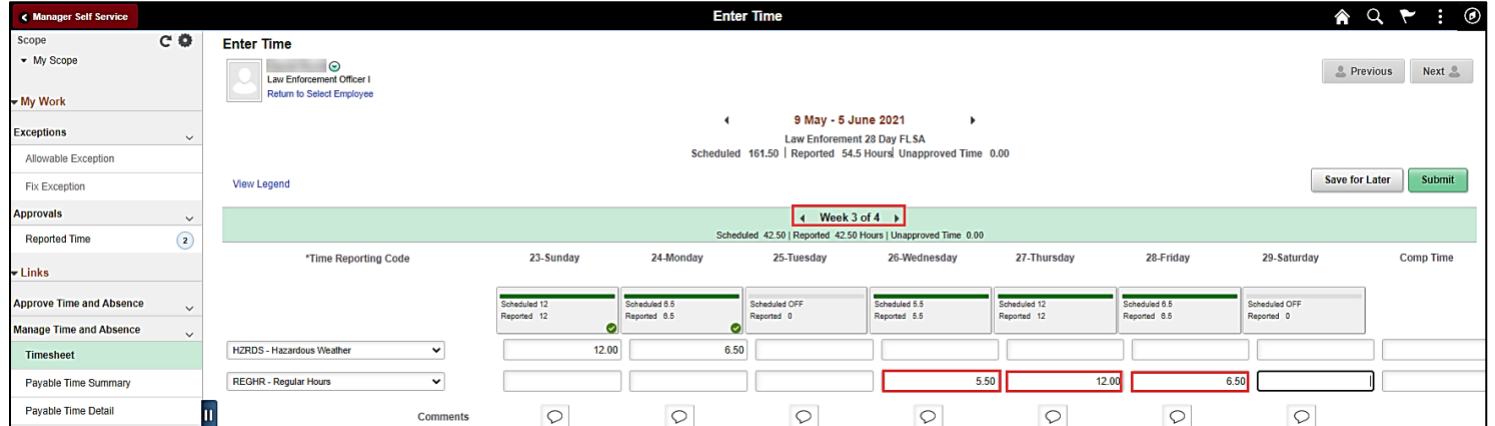
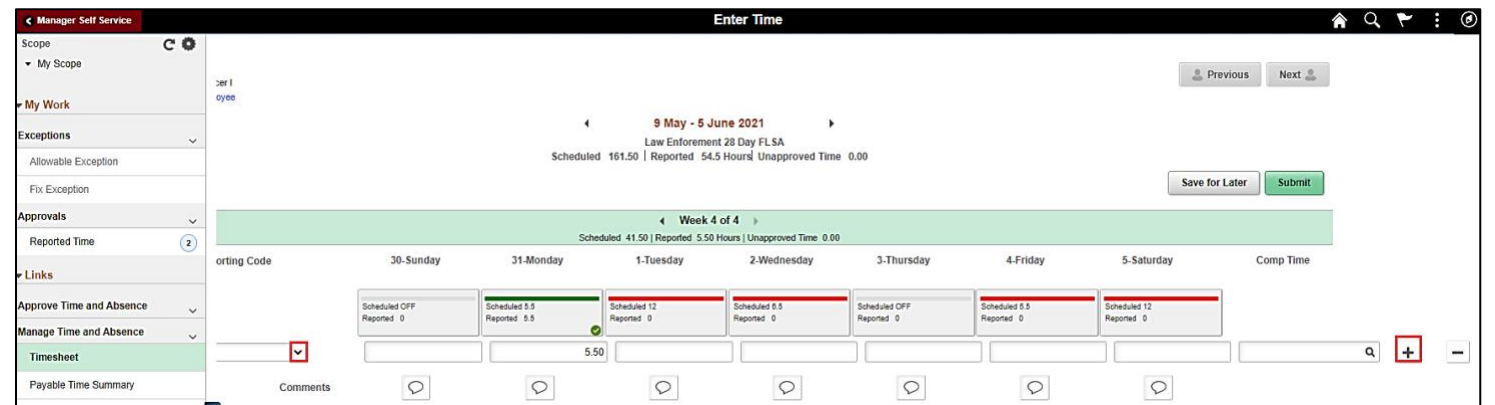
Step 19: Click in the Time Entry fields for 5/26 – 28/2021, and enter hours worked matching the scheduled hours each day.

Step 20/Optional: Click the **Comment** icon to add additional information.

Step 21: 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 manager you should add missing hours.

Step 22/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.

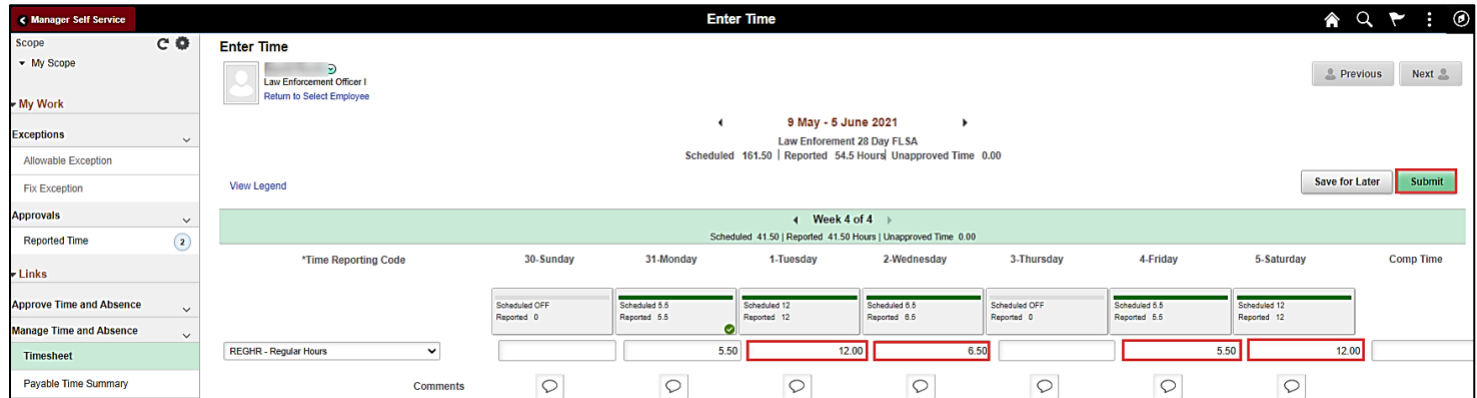
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Step 23: Click in the Time Entry fields for 6/1/2021, 6/2/2021, 6/4/2021 and 6/5/2021 and enter hours worked matching the scheduled hours each day.

Step 24/Optional: Click the **Comment** icon to add additional information.

Step 25: Click the **Submit** button to submit the full 28 day timesheet.

Step 26: 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.



Manager Self Service **Enter Time**

Scope: My Scope

My Work: Law Enforcement Officer I

Exceptions: Allowable Exception, Fix Exception

Approvals: Reported Time (2)

Links: Approve Time and Absence, Manage Time and Absence

Timesheet: REGHR - Regular Hours

Payable Time Summary

Enter Time

Law Enforcement Officer I

Return to Select Employee

9 May - 5 June 2021

Law Enforcement 28 Day FLSA

Scheduled 161.50 | Reported 54.5 Hours | Unapproved Time 0.00

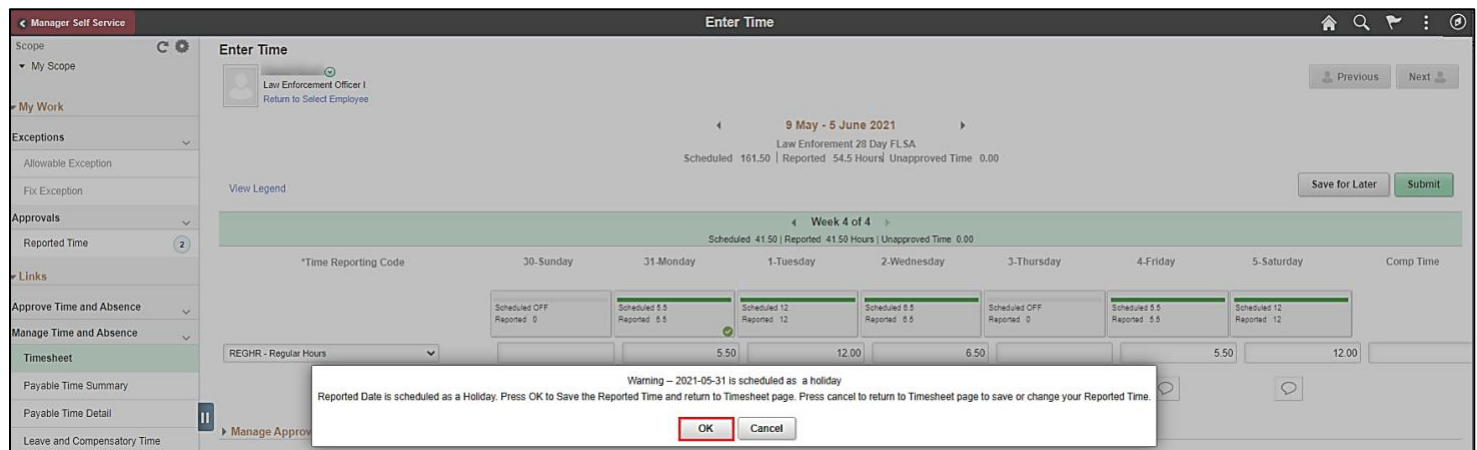
Save for Later **Submit**

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
Scheduled OFF	Scheduled 5.5	Scheduled 12	Scheduled 5.5	Scheduled OFF	Scheduled 5.5	Scheduled 12		
Reported 0	Reported 5.5	Reported 12	Reported 5.5	Reported 0	Reported 5.5	Reported 12		
REGHR - Regular Hours		5.50	12.00	6.50		5.50	12.00	

Comments



Manager Self Service **Enter Time**

Scope: My Scope

My Work: Law Enforcement Officer I

Exceptions: Allowable Exception, Fix Exception

Approvals: Reported Time (2)

Links: Approve Time and Absence, Manage Time and Absence

Timesheet: REGHR - Regular Hours

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Enter Time

Law Enforcement Officer I

Return to Select Employee

9 May - 5 June 2021

Law Enforcement 28 Day FLSA

Scheduled 161.50 | Reported 54.5 Hours | Unapproved Time 0.00

Save for Later **Submit**

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
Scheduled OFF	Scheduled 5.5	Scheduled 12	Scheduled 5.5	Scheduled OFF	Scheduled 5.5	Scheduled 12		
Reported 0	Reported 5.5	Reported 12	Reported 5.5	Reported 0	Reported 5.5	Reported 12		
REGHR - Regular Hours		5.50	12.00	6.50		5.50	12.00	

Warning - 2021-05-31 is scheduled as a holiday
Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

OK Cancel

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Step 27: 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 28: Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a manager on behalf of an employee, additional approval is not required.

Manager Self Service
Enter Time

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

Law Enforcement Officer I
Return to Select Employee

9 May - 5 June 2021
Law Enforcement 28 Day FL SA
Scheduled: 161.50 | Reported: 168.0 Hours | Unapproved Time: 0.00

Previous Next

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

View Legend

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
Scheduled OFF Reported: 0	Scheduled 5.5 Reported: 5.5	Scheduled 12 Reported: 12	Scheduled 8.5 Reported: 8.5	Scheduled OFF Reported: 0	Scheduled 5.5 Reported: 5.5	Scheduled 12 Reported: 12		
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 29: 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 full 28 day timesheet on behalf of a 28 day police employee.

