

How to enter a time on a timesheet for a 28 day police employee:

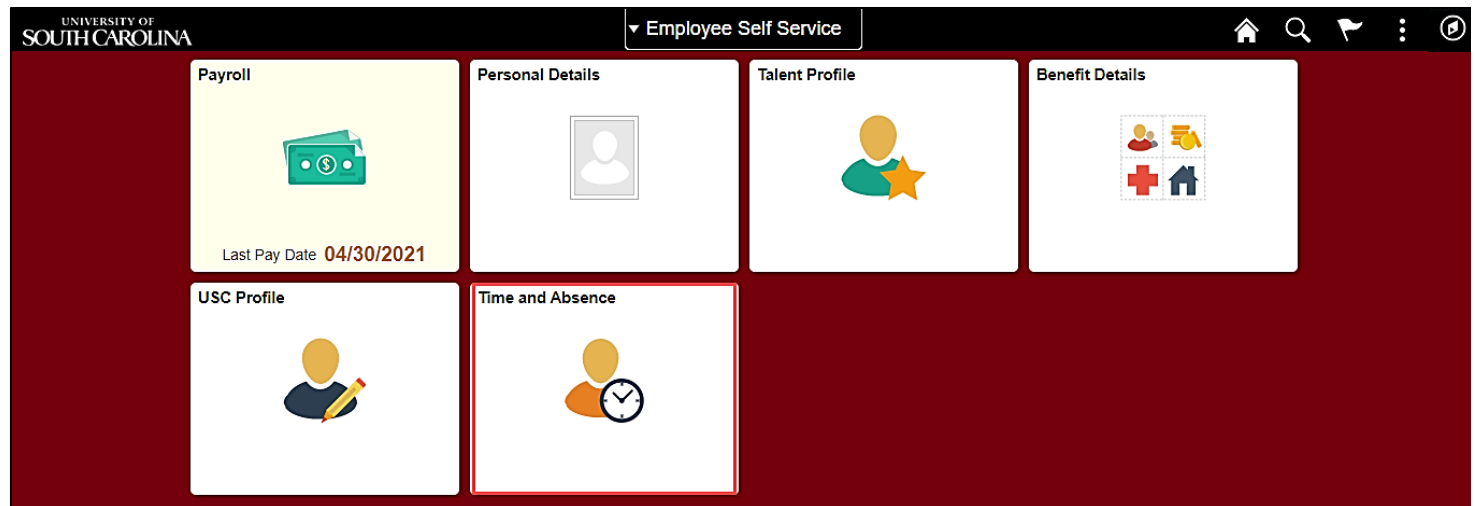
This job aid outlines how a 28 day police employee will enter time on a timesheet.

Navigation: Employee Self Service > Time and Absence > Enter Time

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screen Shots

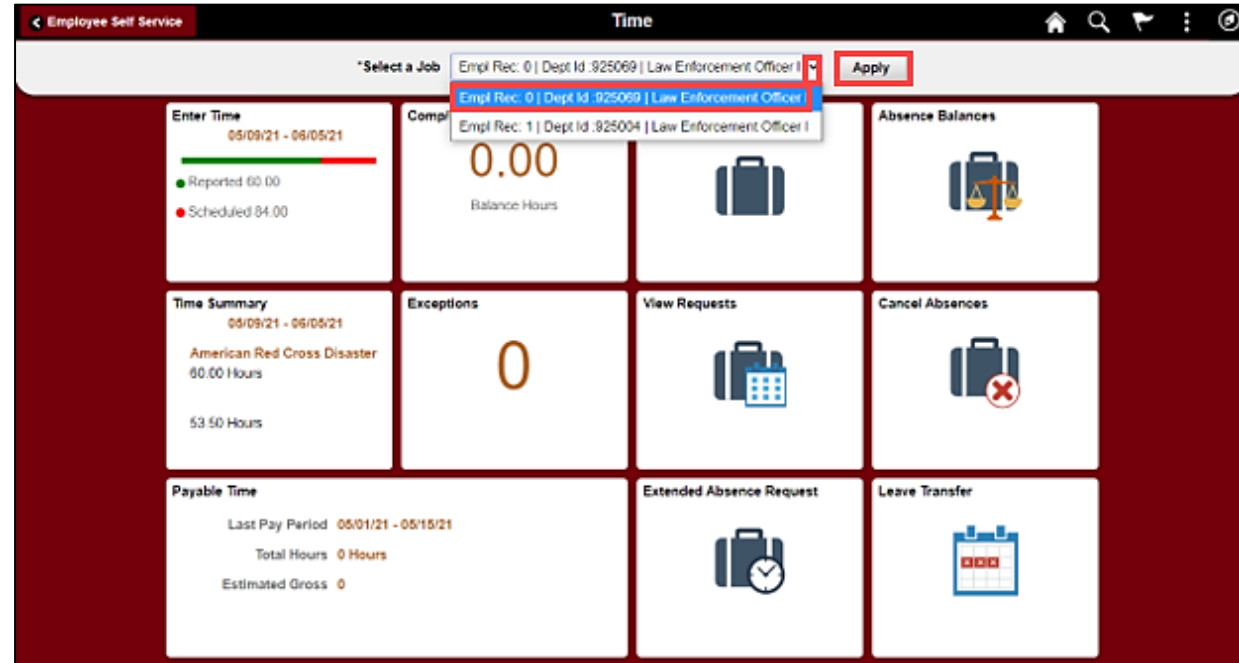


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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 2: Click the **Select a Job** drop-down arrow to select the applicable job for which you need to enter time on a timesheet.

Note: Many police officers have an FTE along with an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.

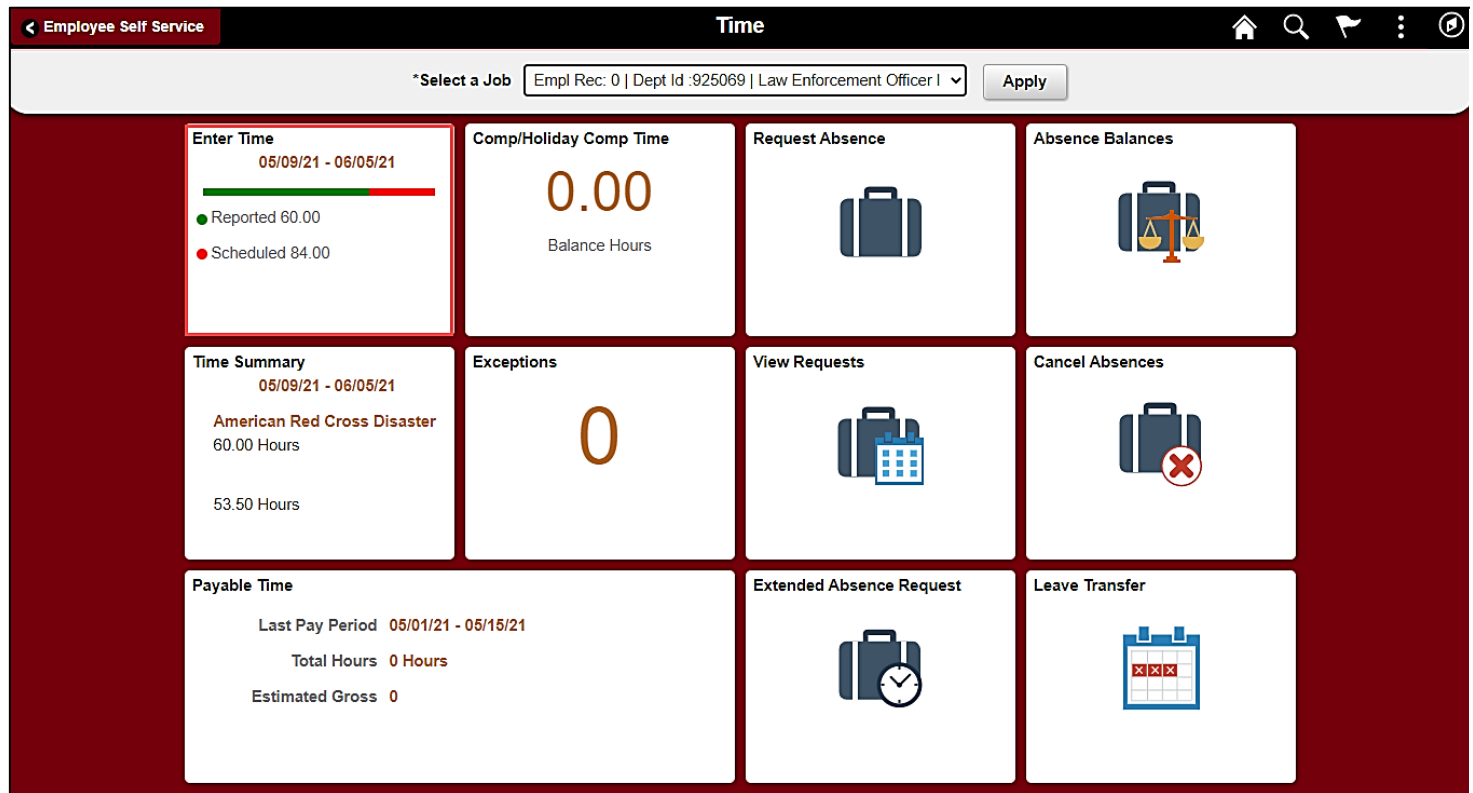







The screenshot displays the 'Employee Self Service' (ESS) interface for 'Time' management. At the top, there is a navigation bar with a home icon, search icon, and user profile icon. Below the navigation bar, a dropdown menu labeled '*Select a Job' is open, showing three options: 'Empl Rec: 0 | Dept Id :825069 | Law Enforcement Officer I', 'Empl Rec: 0 | Dept Id :825069 | Law Enforcement Officer I' (highlighted in blue), and 'Empl Rec: 1 | Dept Id :825004 | Law Enforcement Officer I'. To the right of the dropdown is an 'Apply' button. The main content area is divided into several sections: 'Enter Time' (showing a progress bar for 05/09/21 - 05/05/21 with 'Reported 60.00' and 'Scheduled 84.00'), 'Comp' (showing '0.00 Balance Hours'), 'Absence Balances' (showing a balance of 0.00), 'Time Summary' (showing 'American Red Cross Disaster' with '60.00 Hours' and '53.50 Hours'), 'Exceptions' (showing '0'), 'View Requests' (showing a calendar icon), 'Cancel Absences' (showing a calendar icon with a red X), 'Payable Time' (showing 'Last Pay Period 05/01/21 - 05/15/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'), 'Extended Absence Request' (showing a calendar icon), and 'Leave Transfer' (showing a calendar icon).

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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 3: Click the **Enter Time** tile to enter time on a timesheet.



Employee Self Service **Time**     

*Select a Job

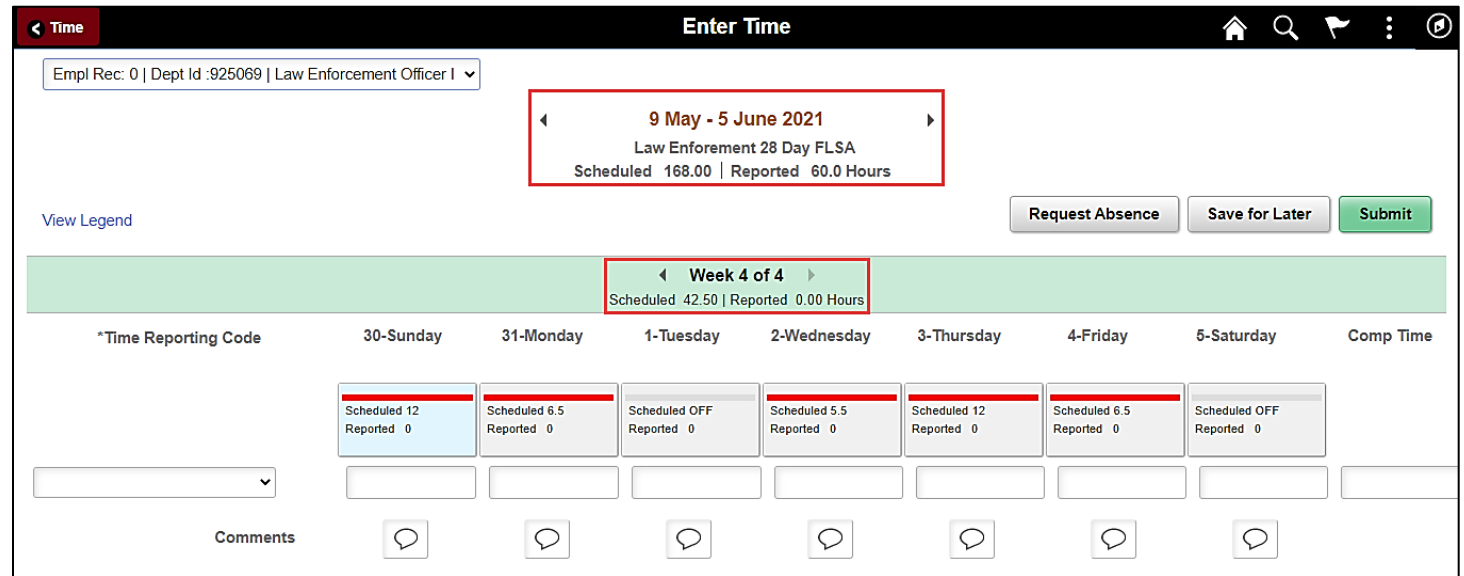
Enter Time 05/09/21 - 06/05/21  ● Reported 60.00 ● Scheduled 84.00	Comp/Holiday Comp Time 0.00 Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/09/21 - 06/05/21 American Red Cross Disaster 60.00 Hours 53.50 Hours	Exceptions 0	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/01/21 - 05/15/21 Total Hours 0 Hours Estimated Gross 0		Extended Absence Request 	Leave Transfer 

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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 4: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Note: 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Generally, you will enter your hours worked each week and click the **Save for Later** button. At the end of week 4 you will enter hours worked and click the **Submit** button to submit the entire 28 days' timesheet.



Enter Time

Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I

9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 60.0 Hours

[View Legend](#) [Request Absence](#) [Save for Later](#) [Submit](#)

Week 4 of 4
Scheduled 42.50 | Reported 0.00 Hours

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled 12 Reported 0	Scheduled 6.5 Reported 0	Scheduled OFF Reported 0	Scheduled 5.5 Reported 0	Scheduled 12 Reported 0	Scheduled 6.5 Reported 0	Scheduled OFF Reported 0	
Comments								

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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

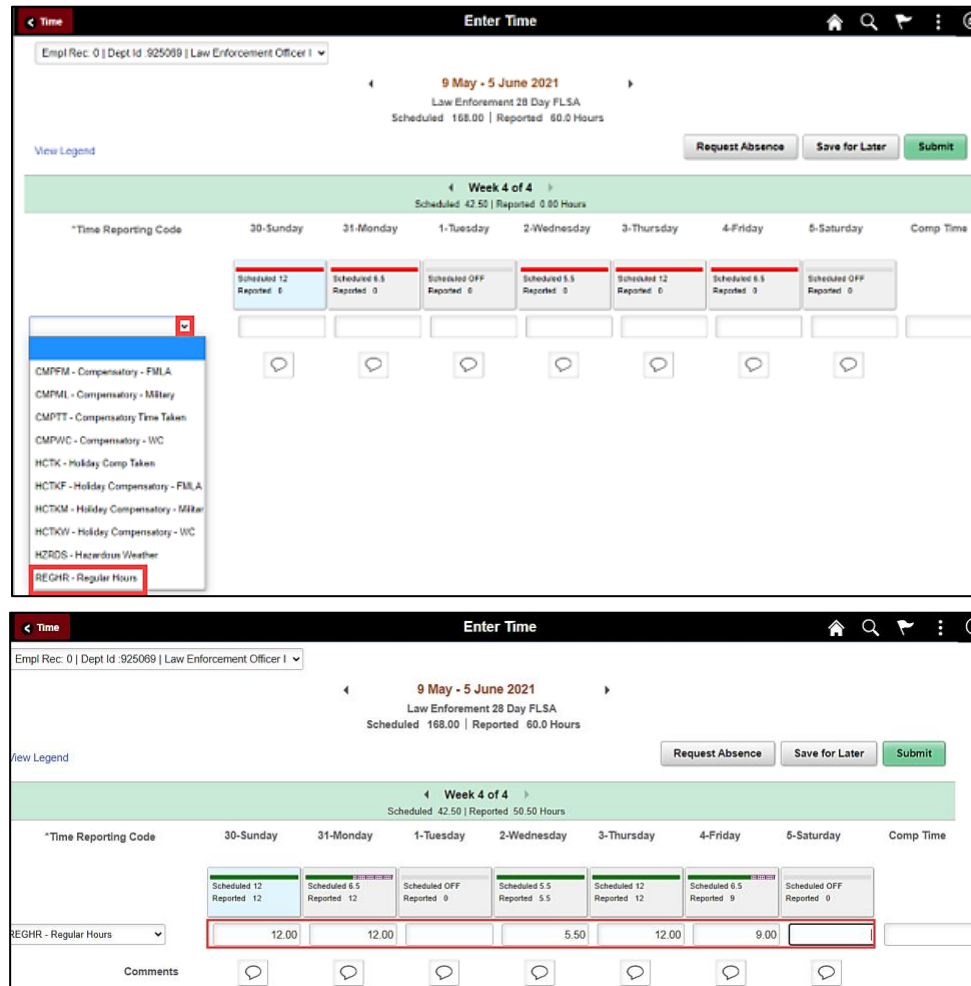
Step 5: Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 6: Click the **Time Reporting Code** drop-down arrow.

Step 7: Select **REGHR – Regular Hours**.

Step 8: Click in the **Time Entry** field and enter hours worked for each day. This week you were authorized to work overtime to assist due to unforeseen absence of a fellow officer.



The screenshot shows the 'Enter Time' interface for a user named 'Law Enforcement Officer I' with department ID '925099'. The interface displays a calendar for the week of May 9 to June 5, 2021, with a scheduled time of 168.00 hours and reported time of 60.0 hours. A dropdown menu for 'Time Reporting Code' is open, showing various codes including 'REGHR - Regular Hours' which is highlighted. Below the calendar, the 'REGHR - Regular Hours' section shows the entered hours for each day: Sunday (12.00), Monday (12.00), Tuesday (5.50), Wednesday (12.00), Thursday (9.00), and Friday (0.00). The total reported hours are 60.00.

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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 9: Click in the **Lookup** icon and select the Comp Time option.

Time

Enter Time

Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I

9 May - 5 June 2021

Law Enforcement 28 Day FLSA

Scheduled 168.00 | Reported 60.0 Hours

Request Absence

Save for Later

Submit

Week 4 of 4

Scheduled 42.50 | Reported 50.50 Hours

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
REGHR - Regular Hours	<div>Scheduled 12 Reported 12</div> <div>12.00</div>	<div>Scheduled 6.5 Reported 12</div> <div>12.00</div>	<div>Scheduled OFF Reported 0</div> <div></div>	<div>Scheduled 5.5 Reported 5.5</div> <div>5.50</div>	<div>Scheduled 12 Reported 12</div> <div>12.00</div>	<div>Scheduled 6.5 Reported 9</div> <div>9.00</div>	<div>Scheduled OFF Reported 0</div> <div></div>	
Comments								

Cancel

Lookup

Search for: Comp Time

Search Criteria

Search Results

1 row

Comp Time	Description
COMPTIME	Comp time

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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

You can enter comments about the time entries if you feel additional information is needed.

Step 10: Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

Step 11: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 12 Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 13: Click the **X** to close the Time Reporting Comments page.

Enter Time

Empl Rec: 0 | Dept Id: 925069 | Law Enforcement Officer I

9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled: 168.00 | Reported: 60.0 Hours

Request Absence Save for Later Submit

Week 4 of 4
Scheduled: 42.50 | Reported: 50.50 Hours

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled: 12 Reported: 12	Scheduled: 5.5 Reported: 12	Scheduled: OFF Reported: 0	Scheduled: 5.5 Reported: 5.5	Scheduled: 12 Reported: 12	Scheduled: 5.5 Reported: 9	Scheduled: OFF Reported: 0	
REGHR - Regular Hours	12.00	12.00		5.50	12.00	9.00		COMPTIME
Comments								

Time Reporting Comments

Comments related to Time entered for 05/31/2021

Comment once entered cannot be altered or removed.

Add a new Comment

Add Comment Clear

Entered on 05/30/2021 1:52 PM by [user]

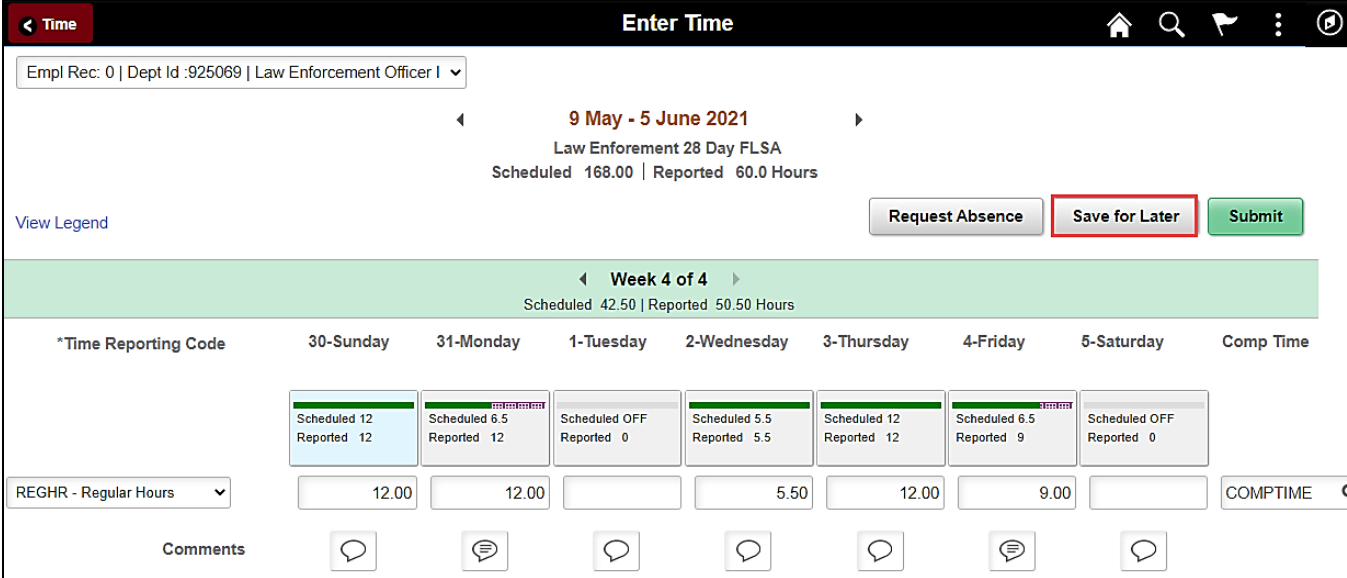
My Sgt asked me to work extra today to fill in due to absence of a bike officer.

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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

Step 14: You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.



Enter Time

Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I

9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 60.0 Hours

[View Legend](#) [Request Absence](#) [Save for Later](#) [Submit](#)

Week 4 of 4
Scheduled 42.50 | Reported 50.50 Hours


*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled 6.5 Reported 12	Scheduled OFF Reported 0	Scheduled 5.5 Reported 5.5	Scheduled 12 Reported 12	Scheduled 6.5 Reported 9	Scheduled OFF Reported 0	
REGHR - Regular Hours	12.00	12.00		5.50	12.00	9.00		COMPTIME
Comments								


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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)


Step 15: When Saved for Later, the **Saved** icon appears for the days' time is entered indicating the timesheet has been updated but not yet submitted for approval. 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.

Legend

	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day








Enter Time

Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I

9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 171.5 Hours

[View Legend](#) [Request Absence](#) [Save for Later](#) [Submit](#)

Week 4 of 4
Scheduled 42.50 | Reported 50.50 Hours

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled 8.5 Reported 12	Scheduled OFF Reported 0	Scheduled 5.5 Reported 5.5	Scheduled 12 Reported 12	Scheduled 8.5 Reported 9	Scheduled OFF Reported 0	
REGHR - Regular Hours	12.00	12.00		5.50	12.00	9.00		COMPTIME
Comments								

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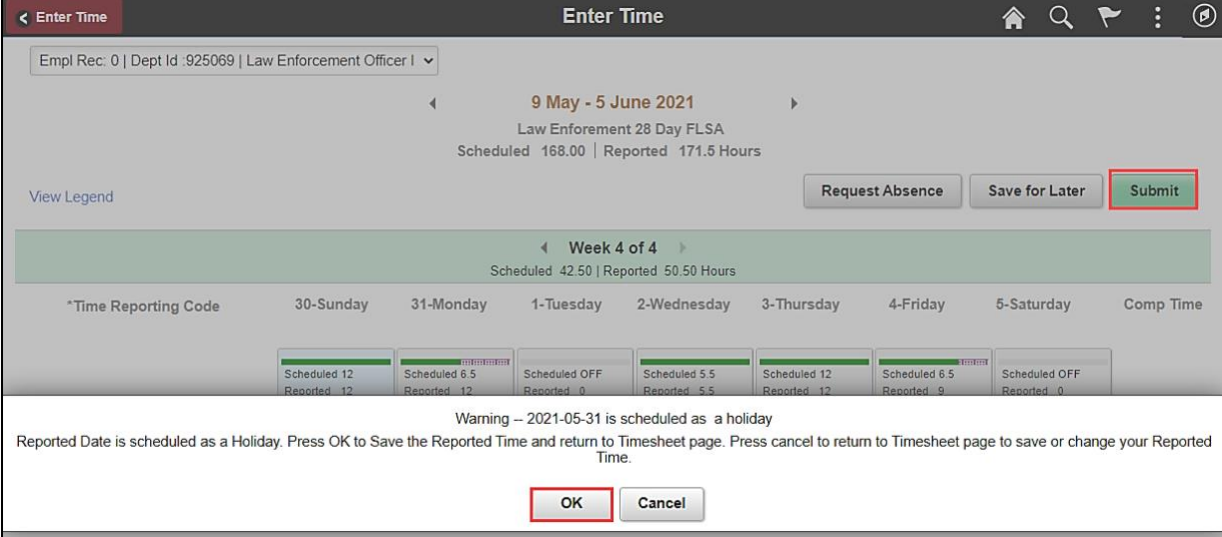
Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 16: You are ready to submit your timesheets for the 28 day cycle from May 9 – June 5, 2021. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours (including comp time hours) on May 31st which is a university holiday.

Step 17: Click the **OK** button to save your reported time, submit this 28 day timesheet, and return to the timesheet page.

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 you and your supervisor's inbox.

Note: 28 day police must submit reported time for weeks 1 – 4 separately. Click through the weeks to verify reported time and submit. The **Scheduled** and **Reported** hours should indicate if you have forgotten to submit one or more weeks.



Enter Time

Empl Rec: 0 | Dept Id :925069 | Law Enforcement Officer I

9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 171.5 Hours

View Legend

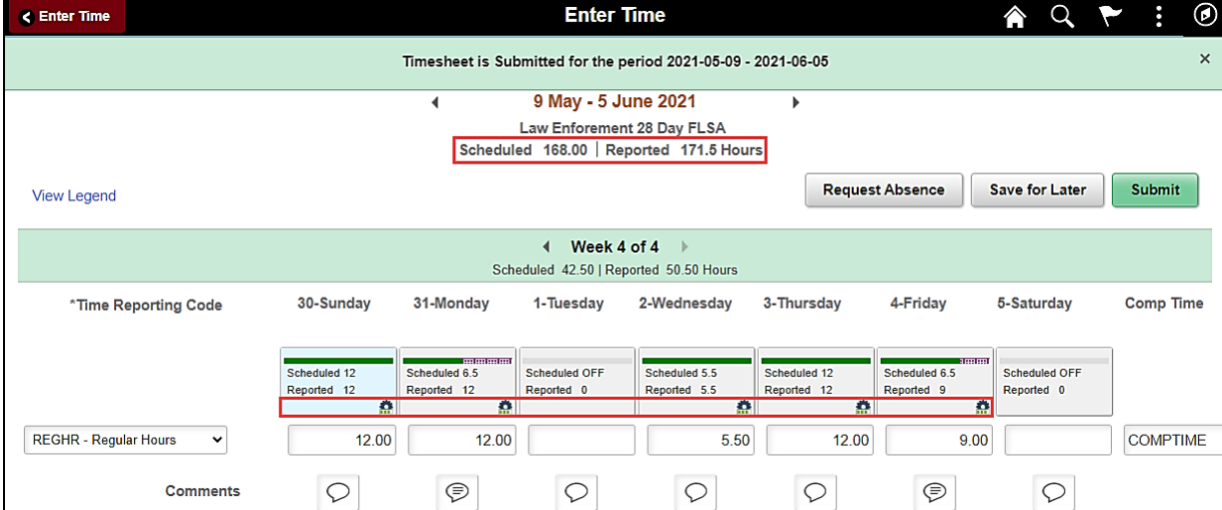
Request Absence Save for Later **Submit**

Week 4 of 4
Scheduled 42.50 | Reported 50.50 Hours

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled 6.5 Reported 12	Scheduled OFF Reported 0	Scheduled 5.5 Reported 5.5	Scheduled 12 Reported 12	Scheduled 6.5 Reported 9	Scheduled OFF Reported 0	

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



Enter Time

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

9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 171.5 Hours

View Legend

Request Absence Save for Later **Submit**

Week 4 of 4
Scheduled 42.50 | Reported 50.50 Hours

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
	Scheduled 12 Reported 12	Scheduled 6.5 Reported 12	Scheduled OFF Reported 0	Scheduled 5.5 Reported 5.5	Scheduled 12 Reported 12	Scheduled 6.5 Reported 9	Scheduled OFF Reported 0	

REGHR - Regular Hours

12.00 12.00 5.50 12.00 9.00 COMPTIME


Comments


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Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)


Step 18: When submitted, the **Pending Approvals** icon appear for the days' time entered indicating the timesheet is waiting for approval. 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.

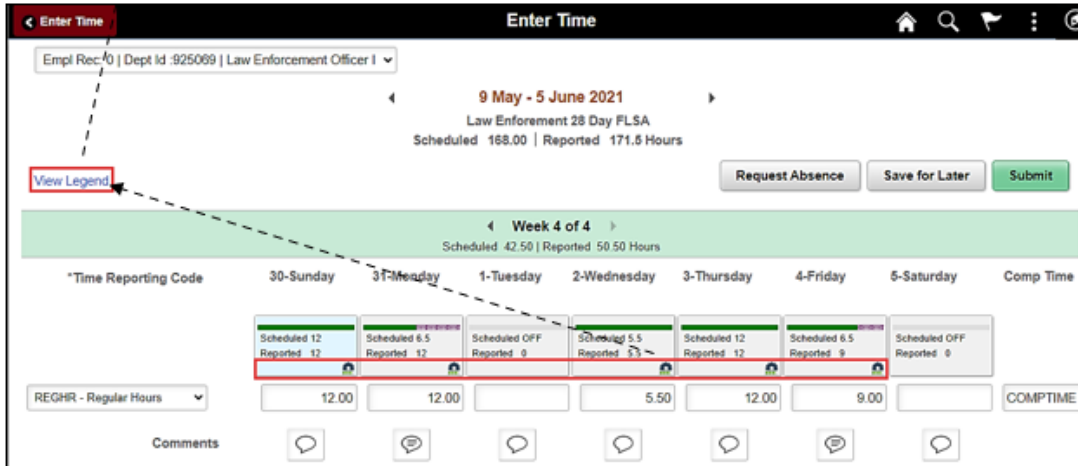
 The timesheet has been saved for later.

 The time entered has been submitted and is pending approval.

 The entered time has been approved.

You successfully learned how to enter time on a timesheet as a 28 day police employee.

Legend	
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day



Enter Time

Empl Rec: 0 | Dept Id: 925009 | Law Enforcement Officer I

9 May - 5 June 2021
Law Enforcement 28 Day FLSA
Scheduled 168.00 | Reported 171.5 Hours

[View Legend](#) [Request Absence](#) [Save for Later](#) [Submit](#)

Week 4 of 4
Scheduled 42.50 | Reported 50.50 Hours

*Time Reporting Code	30-Sunday	31-Monday	1-Tuesday	2-Wednesday	3-Thursday	4-Friday	5-Saturday	Comp Time
Scheduled 12 Reported 12	Scheduled 6.5 Reported 12	Scheduled OFF Reported 0	Scheduled 5.5 Reported 5.5	Scheduled 12 Reported 12	Scheduled 6.5 Reported 9	Scheduled OFF Reported 0		
REGHR - Regular Hours	12.00	12.00		5.50	12.00	9.00	COMPTIME	
Comments								