

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
Exempt Employee**

How to adjust a timesheet on behalf of an exempt employee:

This job aid outlines how a manager can adjust a timesheet on behalf of an exempt 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.

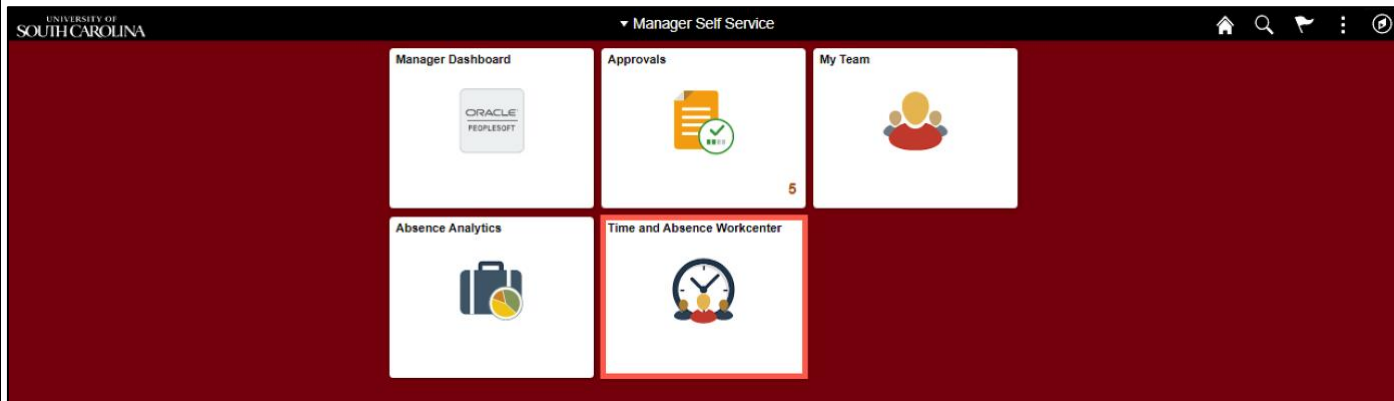
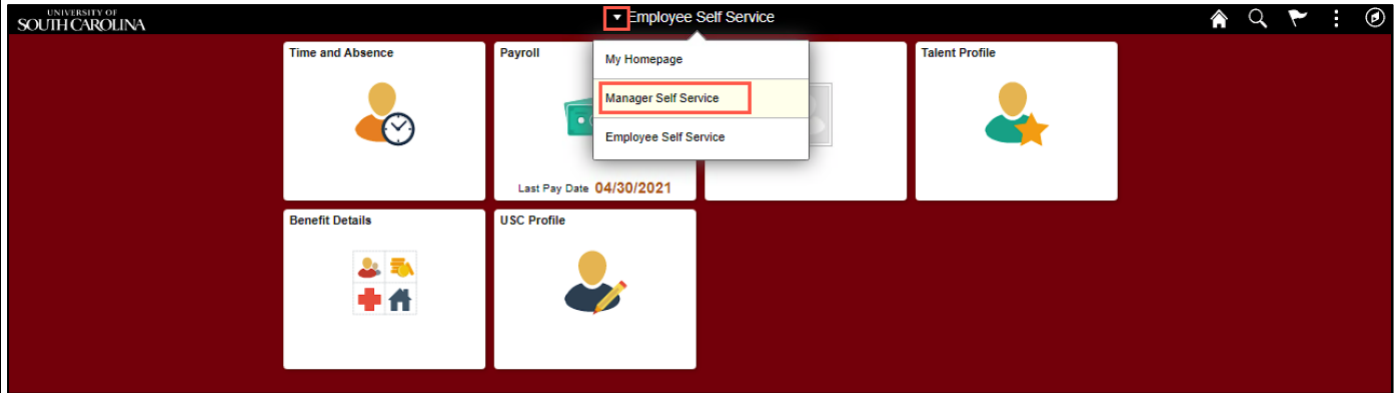
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

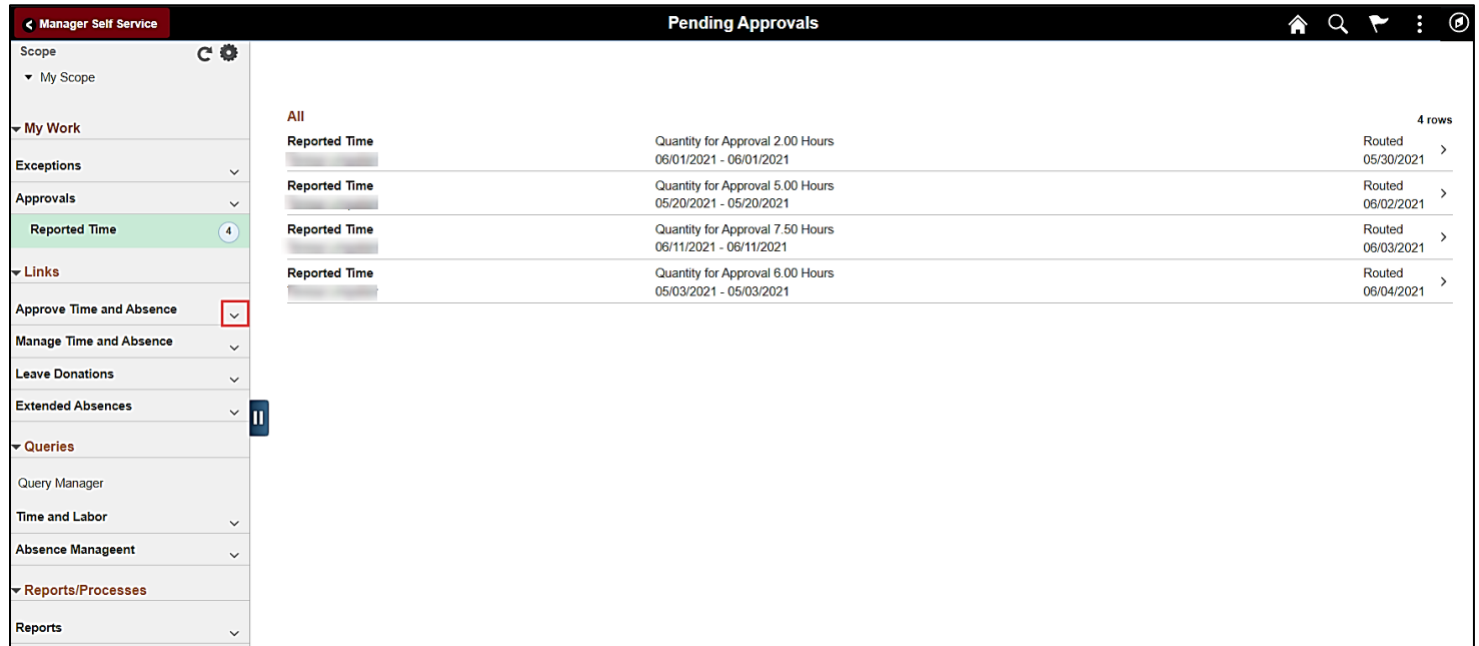


University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of Exempt Employee

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 **Approve Time and Absence** drop-down arrow.

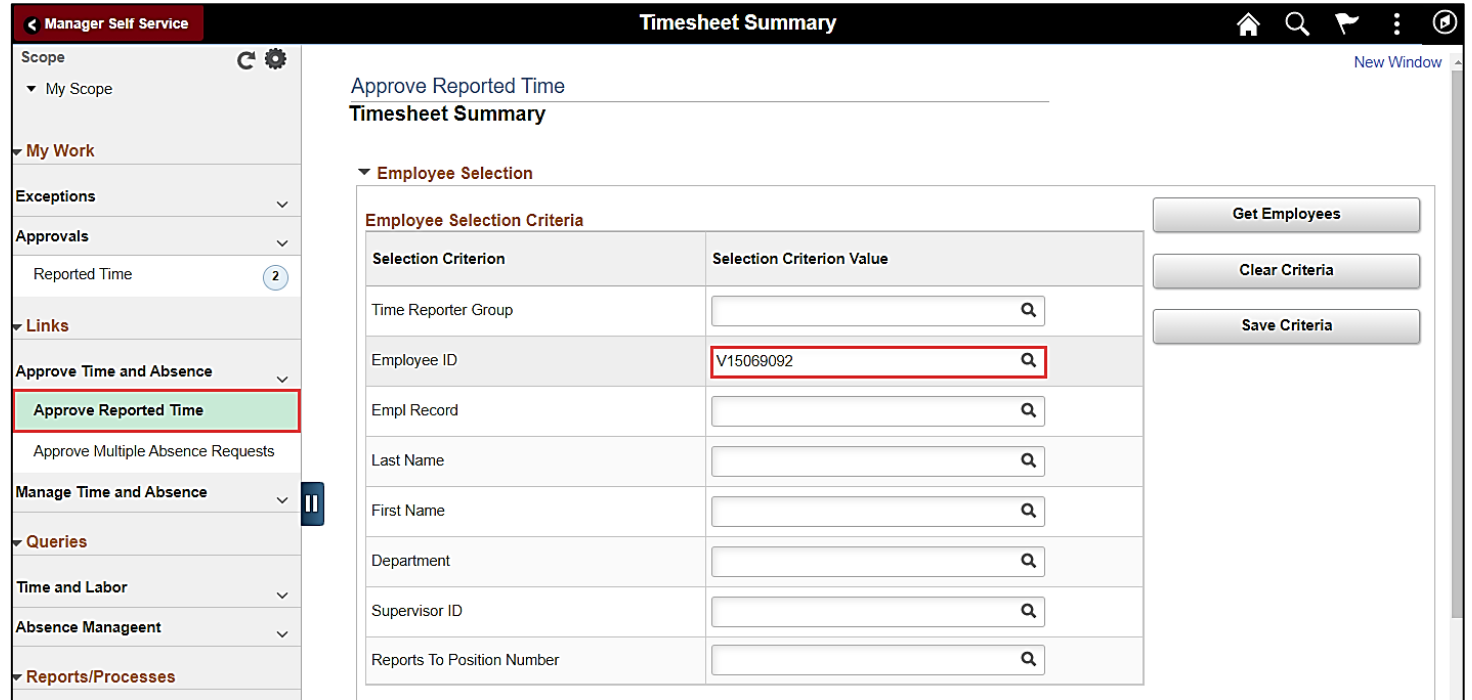


Pending Approvals			4 rows
Reported Time	Quantity for Approval 2.00 Hours 06/01/2021 - 06/01/2021	Routed	05/30/2021 >
Reported Time	Quantity for Approval 5.00 Hours 05/20/2021 - 05/20/2021	Routed	06/02/2021 >
Reported Time	Quantity for Approval 7.50 Hours 06/11/2021 - 06/11/2021	Routed	06/03/2021 >
Reported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

University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of Exempt Employee

Step 4: Click the **Approve Reported Time** option from the list.

Step 5: To edit leave of absence reported hours/days for a specific employee, begin by clicking the **Employee ID** field and enter the employee's **USCID**.



Manager Self Service Timesheet Summary

Scope ⌵ ⚙️

- My Scope
- My Work**
- Exceptions ⌵
- Approvals ⌵
- Reported Time 2
- Links**
- Approve Time and Absence ⌵
- Approve Reported Time**
- Approve Multiple Absence Requests
- Manage Time and Absence ⌵ ⏸️
- Queries**
- Time and Labor ⌵
- Absence Management ⌵
- Reports/Processes

Approve Reported Time

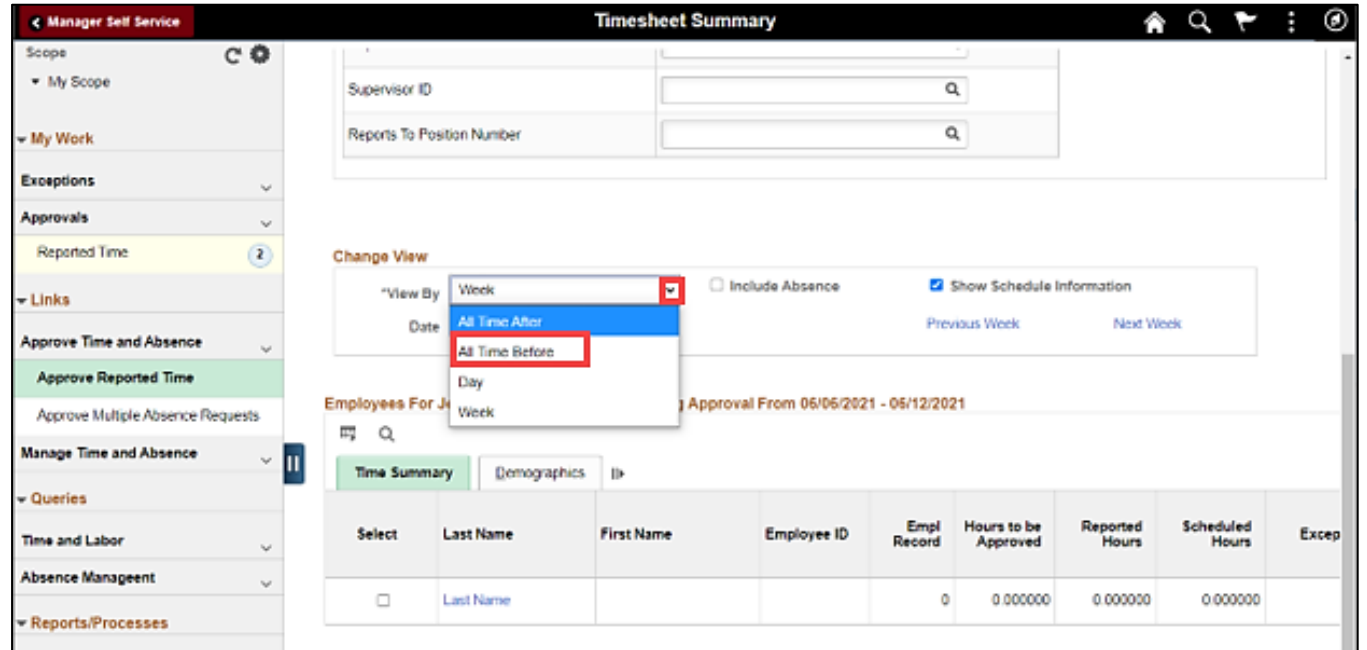
Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	V15069092
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
Exempt Employee**

Step 6: To view all timesheets before the current date, click the **View By** drop-down arrow and select **All Time Before** from the list.



Timesheet Summary

Supervisor ID:

Reports To Position Number:

Change View

View By: **Week** (dropdown menu open)

- All Time After
- All Time Before** (highlighted)
- Day
- Week

Include Absence:

Show Schedule Information:

Previous Week | Next Week

Employees For J... Approval From 05/06/2021 - 05/12/2021

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Excep
<input type="checkbox"/>	Last Name			0	0.000000	0.000000	0.000000	

University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of Exempt Employee

Step 7: Click the Employee's **Last Name** link to view the Timesheet page.

Manager Self Service
Timesheet Summary

🏠
🔍
🚩
⋮
🔄

- Scope ⌵ ⚙️
- My Scope
- My Work
- Exceptions ⌵
- Approvals ⌵
- Reported Time 4
- Links
- Approve Time and Absence ⌵
- Approve Reported Time
- Approve Multiple Absence Requests
- TL ABS Administrator Monitor Approvals 11
- Manage Time and Absence ⌵
- Leave Donations ⌵
- Extended Absences ⌵
- Queries
- Query Manager
- Time and Labor ⌵
- Absence Management ⌵
- Reports/Processes

First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Change View

*View By: All Time Before Include Absence Show Schedule Information

Date: 06/06/2021 📅 ↺

Employees For Belinda Ogorek, Time Needing Approval Before 06/06/2021

🔍 1-1 of 1

Time Summary Demographics ⌵

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	[Redacted]	[Redacted]	W63075233	0	11.00

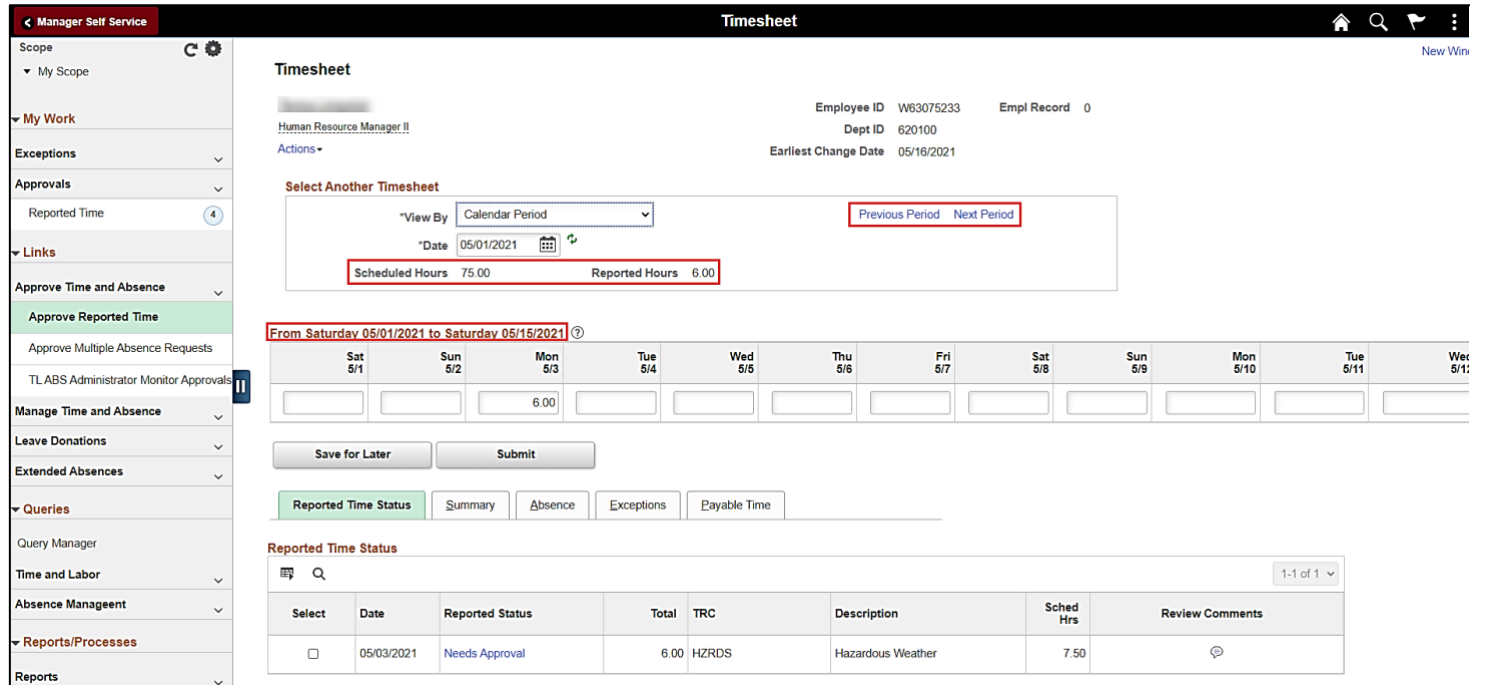
Approval ?

Select All
Deselect All
Approve
Deny
Push Back

University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of Exempt Employee

Step 8: To find the timesheet that requires an adjustment, click the **Previous Period** or **Next Period** links to select another timesheet.

Note: Exempt employees do not report hours worked except for those hours worked during a hazardous weather event or hours worked on a university holiday. Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Calendar period for exempt employees refers to the pay period 5/1/2021 – 5/15/2021. You can change the view to week or day by clicking the **View By** drop-down arrow.



Timesheet

Employee ID W63075233 Empl Record 0
Dept ID 620100
Earliest Change Date 05/16/2021

Select Another Timesheet

View By: Calendar Period
Date: 05/01/2021
Scheduled Hours: 75.00 Reported Hours: 6.00

From Saturday 05/01/2021 to Saturday 05/15/2021

Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12
		6.00									

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

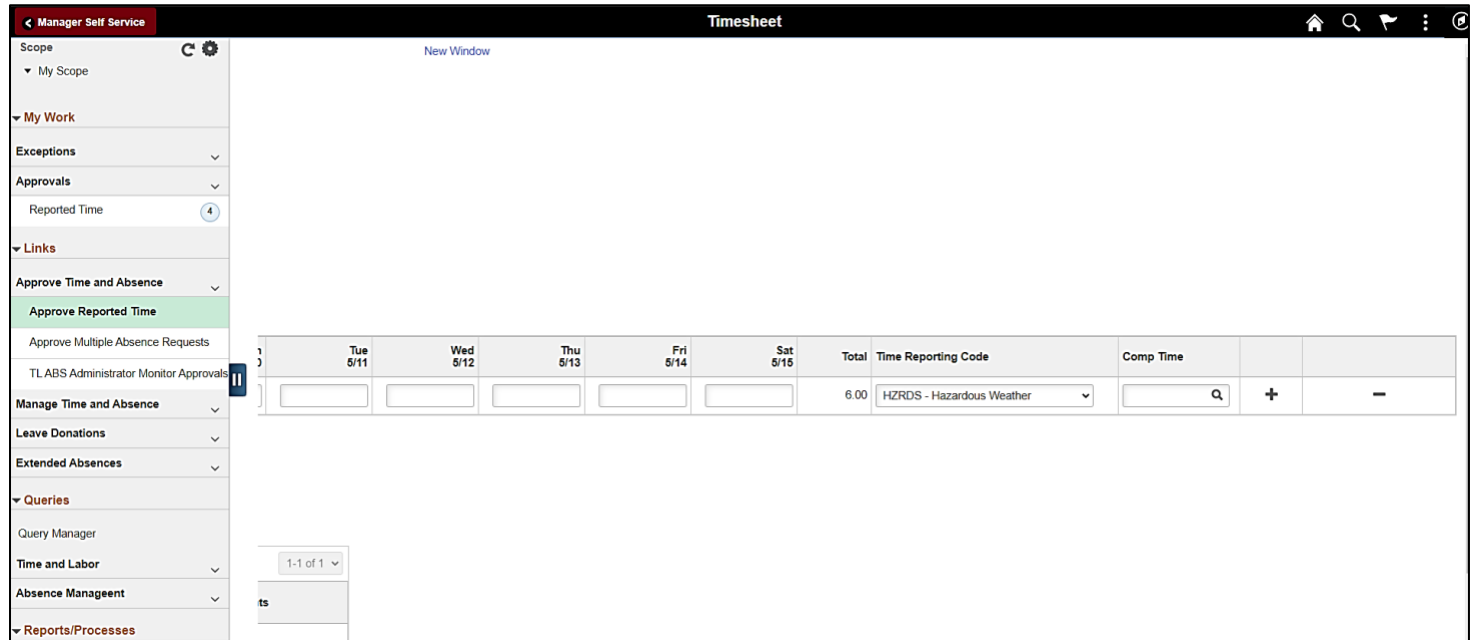
Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/03/2021	Needs Approval	6.00	HZRDS	Hazardous Weather	7.50	

University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of Exempt Employee

Step 9: To view the entire timesheet for the calendar period, scroll to the right.

In this scenario the employee had to work during an authorized hazardous weather event on 5/3/2021. The employee accidentally reported 6 hours, but the manager knows that the employee actually worked a full 7.5 hours that day. As the manager, you must update the hours accordingly.



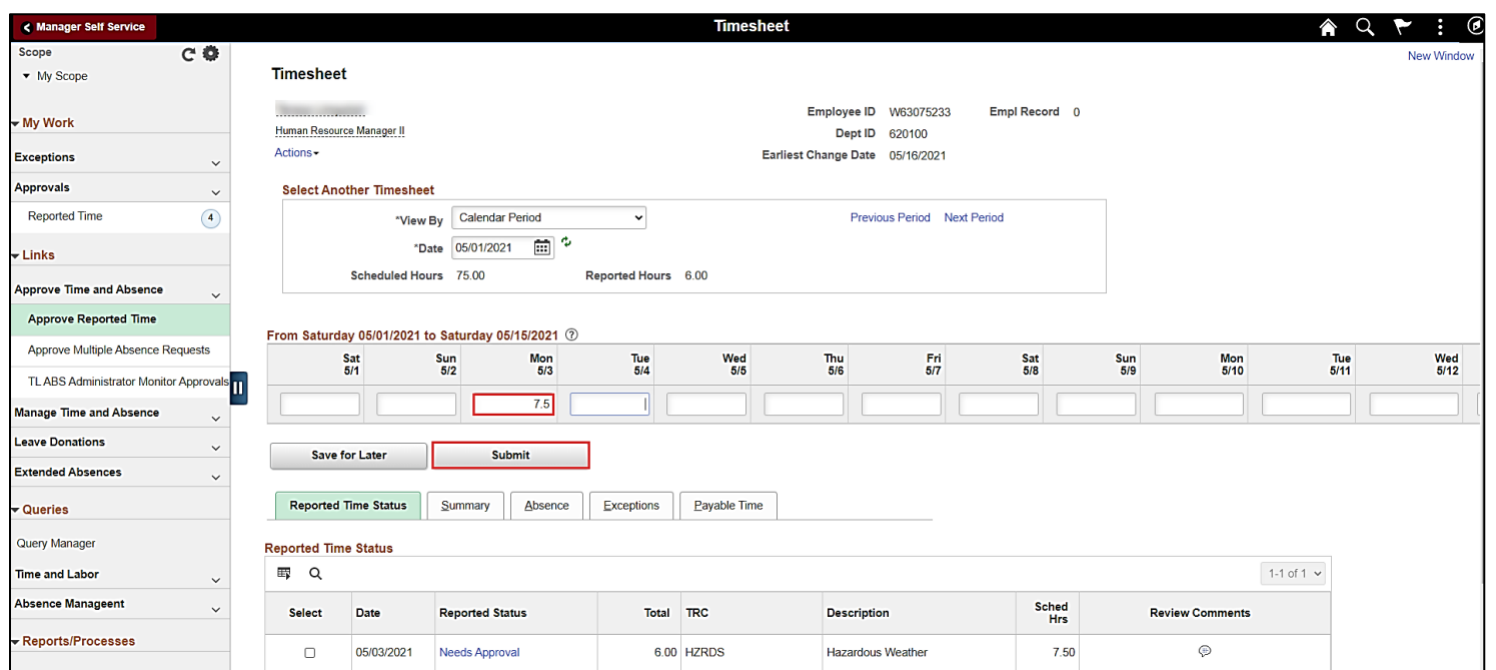
The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. The left sidebar contains a navigation menu with categories like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Leave Donations', 'Extended Absences', 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'. The main area displays a table with the following structure:

	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code	Comp Time		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.00	HZRDS - Hazardous Weather	<input type="text"/>	+	-

University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of Exempt Employee

Step 10: Click in the **Time Entry** field for 5/3/2021 and adjust hours as outlined in step 9.

Step 11: Click the **Submit** button to submit the adjusted timesheet.



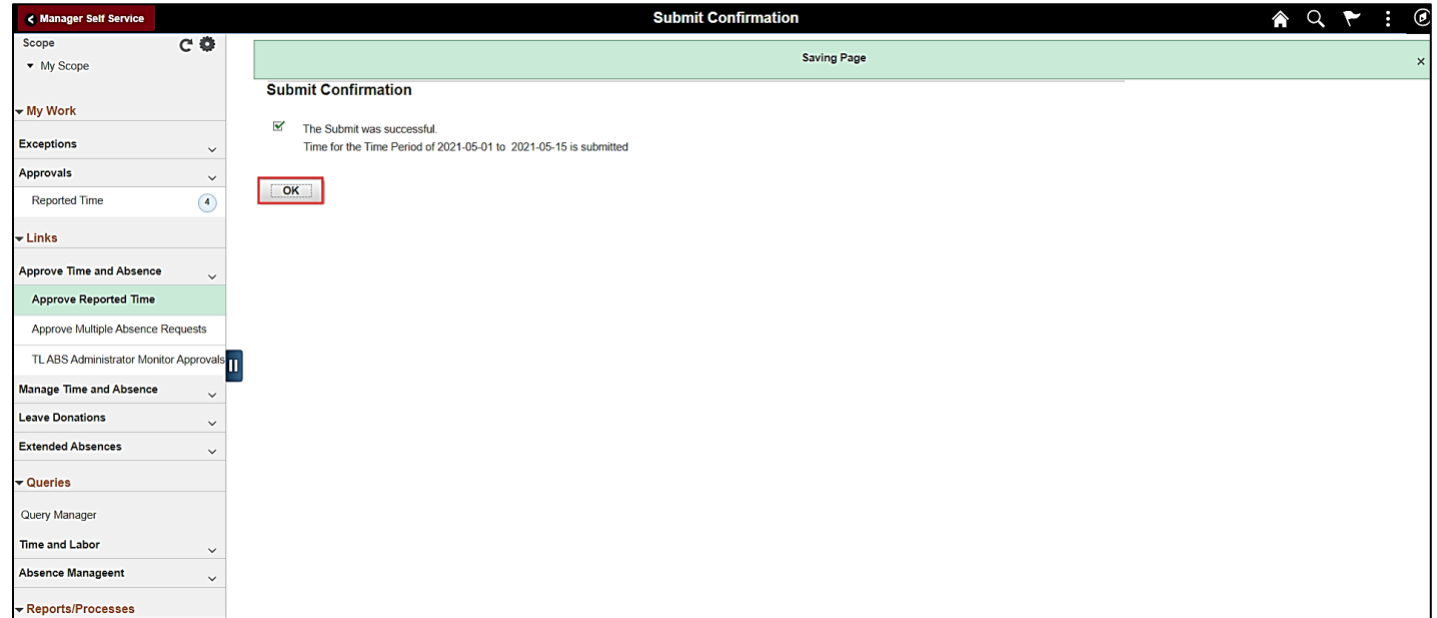
The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. The user is logged in as 'Human Resource Manager II' (Employee ID: W63075233, Dept ID: 620100). The interface displays a calendar view for the period 'From Saturday 05/01/2021 to Saturday 05/15/2021'. The 'Time Entry' field for Monday, 5/3/2021, is highlighted with a red box and contains the value '7.5'. Below the calendar, there are buttons for 'Save for Later' and 'Submit' (highlighted with a red box). The 'Reported Time Status' section shows a table with the following data:

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/03/2021	Needs Approval	6.00	HZRDS	Hazardous Weather	7.50	

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
Exempt Employee**

Step 12: This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.

Note: Steps 1-12 were for adjusting the timesheet on behalf of the employee. As the manager you must also approve the adjusted timesheet.

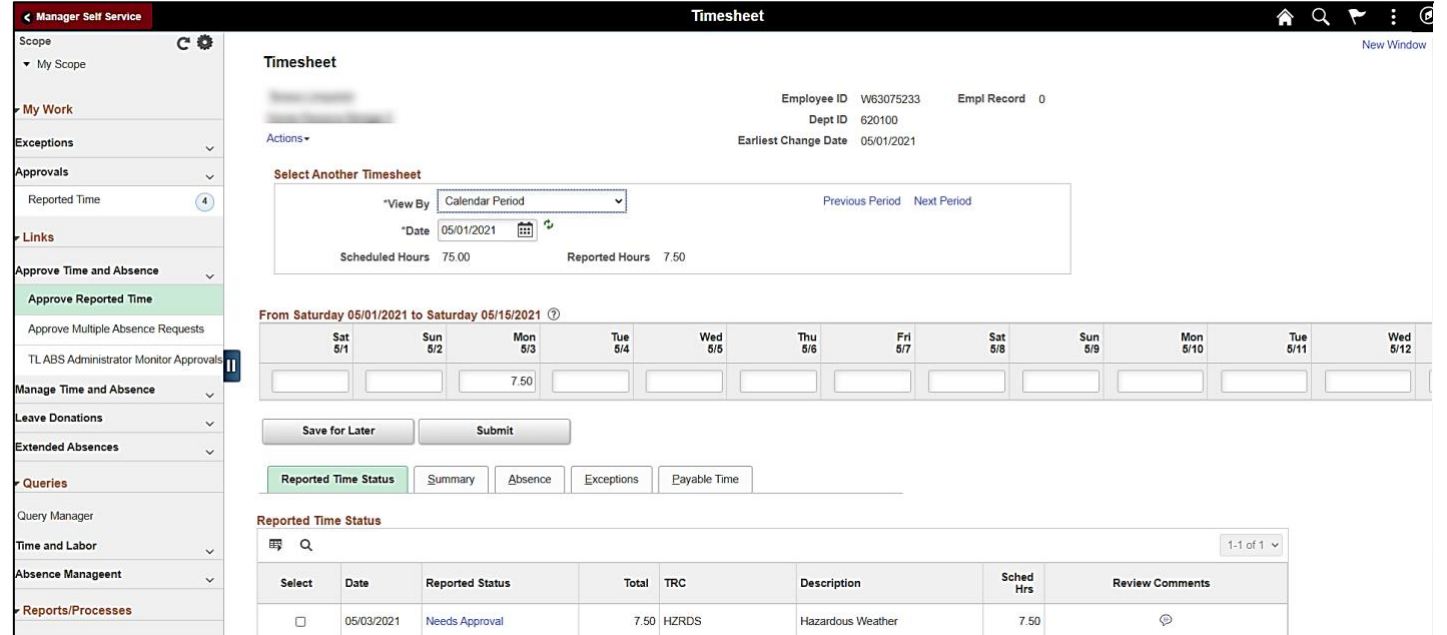


University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of Exempt Employee

Step 14: The adjustment is now ready for approval.

To learn how to approve timesheets, please view the job aid titled **Approve a Timesheet**.

You successfully learned how to adjust a timesheet on behalf of an exempt employee.



The screenshot shows the 'Manager Self Service' interface for adjusting a timesheet. The main area displays the 'Timesheet' for Employee ID W63075233, Dept ID 620100, and Earliest Change Date 05/01/2021. The 'Reported Time' is 7.50 hours, and the 'Scheduled Hours' are 75.00. The interface includes a calendar view for the period from Saturday 05/01/2021 to Saturday 05/15/2021, with a table showing reported hours for each day. The 'Reported Time Status' section shows a table with one entry: a report for 05/03/2021 with a status of 'Needs Approval', totaling 7.50 HZRDS hours for the description 'Hazardous Weather'.

Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12
		7.50									

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/03/2021	Needs Approval	7.50	HZRDS	Hazardous Weather	7.50	