

**University of South Carolina
Time and Labor – TL/ABS Approver
Adjust Time on a Timesheet on Behalf of
Salary Non-Exempt Employee**

How to adjust time on a timesheet on behalf of a salary non-exempt employee:

This job aid outlines how a TL/ABS Approver can adjust time on a timesheet on behalf of a salary non-exempt employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

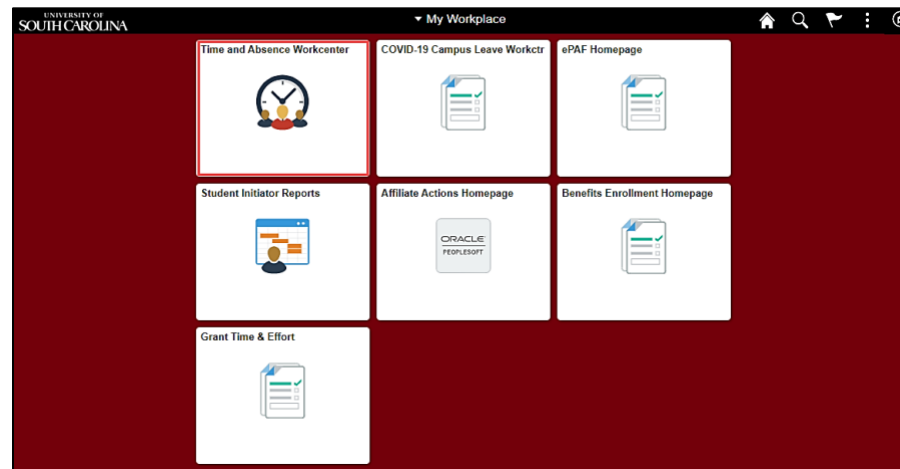
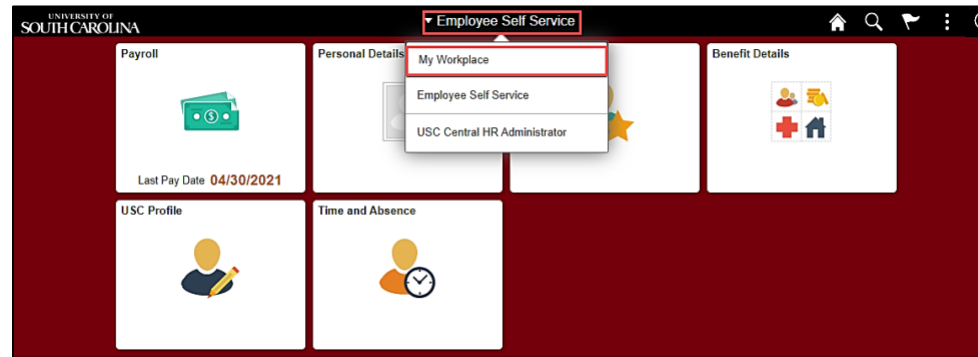
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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.

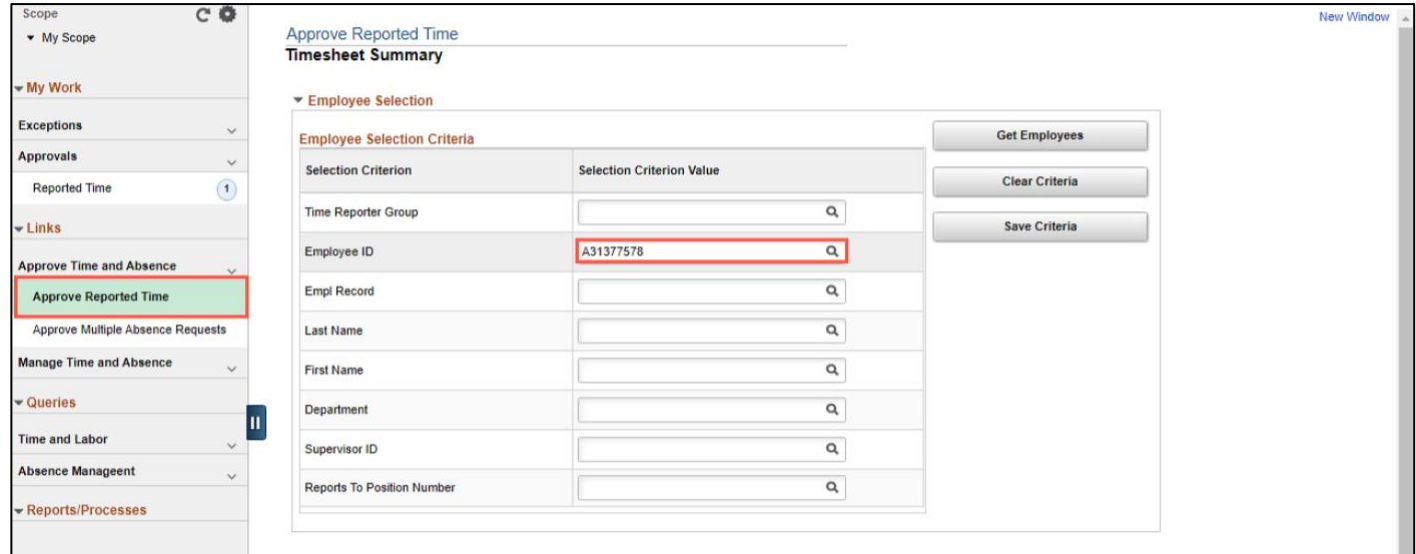
Step 3: Click the **Approve Time and Absence** drop-down arrow.



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

Step 5: To edit time for a specific employee, begin by clicking the **Employee ID** field and enter the employee's **USCID**.



Approve Reported Time
Timesheet Summary

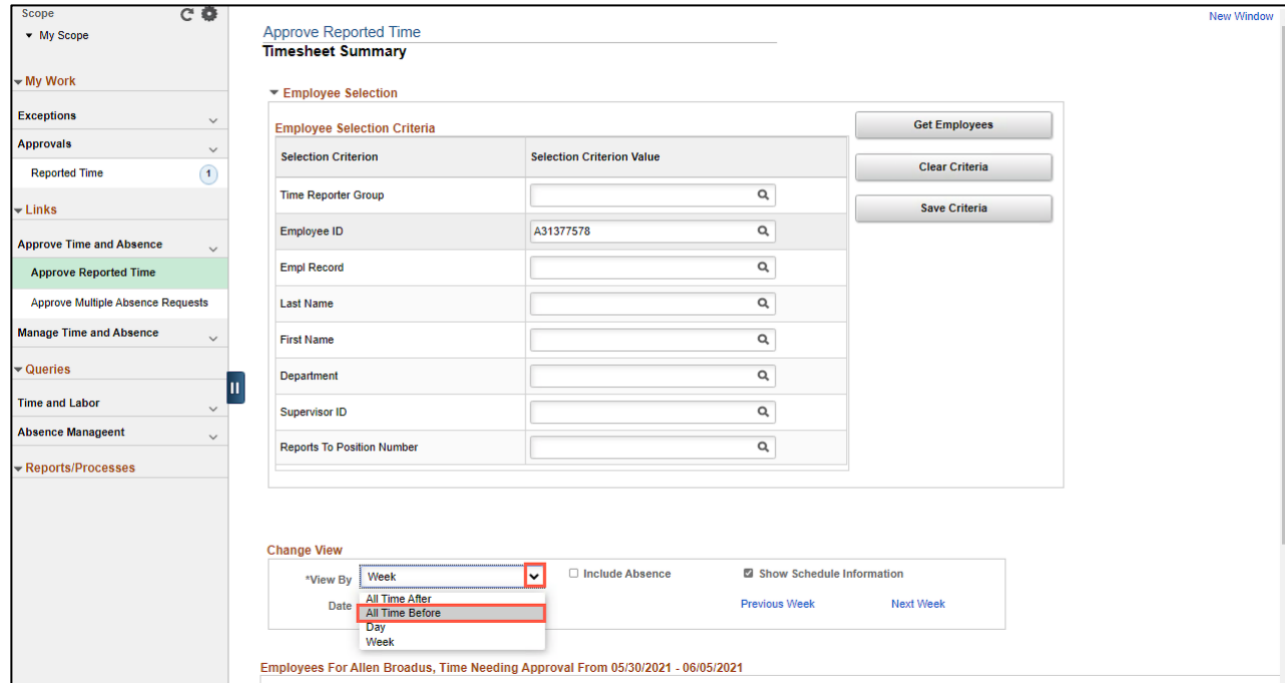
Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text" value="A31377578"/>
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"/>

Get Employees
Clear Criteria
Save Criteria

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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.



The screenshot shows the 'Approve Reported Time' interface. On the left is a navigation menu with categories like 'My Work', 'Approvals', 'Links', 'Queries', and 'Reports/Processes'. The 'Approve Reported Time' option is highlighted. The main content area is titled 'Approve Reported Time Timesheet Summary'. It features an 'Employee Selection' section with a table of criteria and search fields, and a 'Change View' section with a dropdown menu.

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	A31377578
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"/>

Change View

*View By: **Week** (dropdown menu open showing: All Time After, All Time Before, Day, Week)

Include Absence Show Schedule Information

Previous Week Next Week

Employees For Allen Broadus, Time Needing Approval From 05/30/2021 - 06/05/2021

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

Scope ⌵ ⚙️

- ▼ My Scope
- ▼ My Work
- Exceptions ⌵
- Approvals ⌵
- Reported Time 1
- ▼ Links
- Approve Time and Absence ⌵
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence ⌵
- ▼ Queries
- Time and Labor ⌵
- Absence Management ⌵
- ▼ Reports/Processes

Employee ID	<input type="text"/>
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"/>

Change View

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

Date: 06/04/2021 📅 ↻

Employees For Allen Broadus, Time Needing Approval Before 06/04/2021

1-1 of 1 ⌵

Time Summary
Demographics
⌵

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	[Redacted]	Bobbie	A31377578	0	40.00

Approval ?

Select All
Deselect All
Approve
Deny
Push Back

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You can go back and adjust timesheets 60 days prior to the current day on behalf of an employee.

In this scenario the salary non-exempt employee forgot to enter time worked on 5/20/21. As the TL/ABS Approver, you can update the hours accordingly.

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

Step 9: Notice the Scheduled Hours do not match the Reported Hours, indicating the timesheet may require an adjustment.

Step 10: The timesheet is missing hours for Thursday. You are not aware the employee was off that day, so the hours need to be added.

Scope ⌵ ⚙

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

Timesheet

Employee ID A31377578 Empl Record 0
Dept ID 661020
Earliest Change Date 05/02/2021

Administrative Assistant

Actions ⌵

Select Another Timesheet

*View By Calendar Period ⌵ Previous Period Next Period

*Date 05/16/2021 📅 🔄

Scheduled Hours 40.00 Reported Hours 32.00

From Sunday 05/16/2021 to Saturday 05/22/2021 ⓘ

Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Total	Time Reporting Code
<input type="text"/>	8.00	8.00	8.00	<input type="text"/>	8.00	<input type="text"/>	32.00	REGHR - Regular Hours

Save for Later Submit

Reported Time Status
 Summary
 Absence
 Exceptions
 Payable Time

Reported Time Status

1-4 of 4

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	05/17/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨
<input type="checkbox"/>	05/18/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨
<input type="checkbox"/>	05/19/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨
<input type="checkbox"/>	05/21/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨

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Step 11: Click in the **Time Entry** field and enter hours worked on the missing day.

Step 12: Click the **Submit** button to submit the adjusted timesheet.

Scope

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

Timesheet New Window

Administrative Assistant
Employee ID A31377578 Empl Record 0

Actions
Dept ID 661020

Earliest Change Date 05/02/2021

Select Another Timesheet

*View By

Calendar Period ▼

Previous Period
Next Period

*Date

05/16/2021

Scheduled Hours 40.00
Reported Hours 32.00

From Sunday 05/16/2021 to Saturday 05/22/2021

Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Total	Time Reporting Code
8.00	8.00	8.00	8.00	8	8.00	8.00	32.00	REGHR - Regular Hours

Save for Later

Submit

Reported Time Status

Summary

Absence

Exceptions

Payable Time

Reported Time Status 1-4 of 4

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	05/17/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/18/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/19/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/21/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	

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Step 13: This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.



The screenshot shows a software interface with a left-hand navigation menu and a main content area. The navigation menu includes sections like 'Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'. The 'Approve Reported Time' option is highlighted in green. The main content area displays a 'Submit Confirmation' dialog box with a green header and a close button (X). The message inside the dialog reads: 'The Submit was successful. Time for the Time Period of 2021-05-16 to 2021-05-22 is submitted'. Below the message is an 'OK' button, which is highlighted with a red rectangular box.

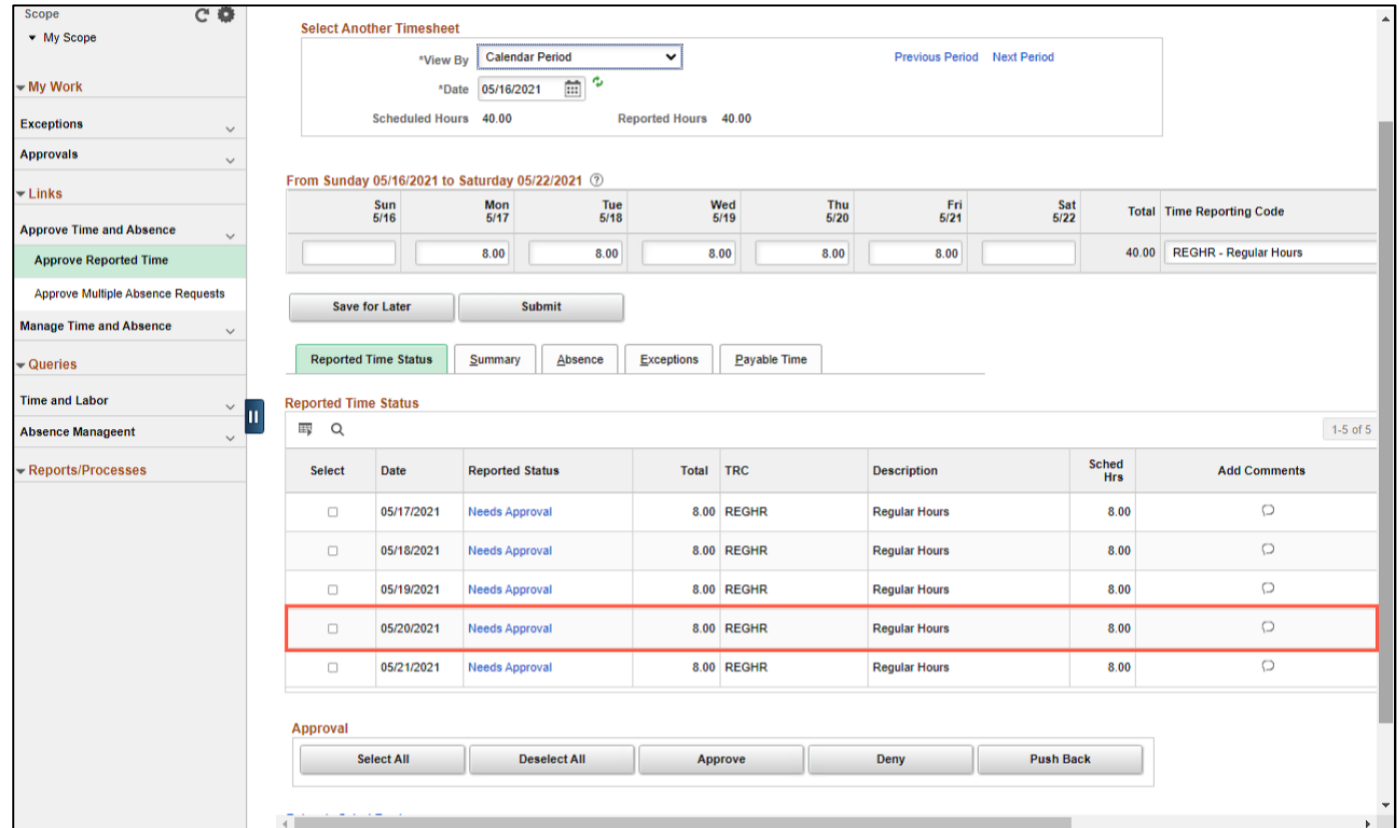
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Step 14: The adjustment is now ready for approval.

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

Note: As a TL/ABS Approver, you can go back to enter or adjust timesheets 60 days prior to the current day for a terminated employee within your departmental access.

You successfully learned how to adjust a timesheet on behalf of a salary non-exempt employee.



The screenshot displays the 'Approve Reported Time' interface. On the left is a navigation menu with categories like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'. The 'Approve Reported Time' option is highlighted in green.

The main content area shows a 'Select Another Timesheet' section with a 'View By' dropdown set to 'Calendar Period' and a date of '05/16/2021'. Below this, a summary table shows 'Scheduled Hours' and 'Reported Hours' both at 40.00.

The central part of the interface is a calendar grid for the period 'From Sunday 05/16/2021 to Saturday 05/22/2021'. The grid shows reported hours for each day: Sun 5/16 (0.00), Mon 5/17 (8.00), Tue 5/18 (8.00), Wed 5/19 (8.00), Thu 5/20 (8.00), Fri 5/21 (8.00), and Sat 5/22 (0.00). The total reported hours are 40.00, with a 'Time Reporting Code' of 'REGHR - Regular Hours'.

Below the calendar are buttons for 'Save for Later' and 'Submit'. There are also tabs for 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. The 'Reported Time Status' tab is active, showing a table of reported time entries:

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	05/17/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	<input type="text"/>
<input type="checkbox"/>	05/18/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	<input type="text"/>
<input type="checkbox"/>	05/19/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	<input type="text"/>
<input type="checkbox"/>	05/20/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	<input type="text"/>
<input type="checkbox"/>	05/21/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	<input type="text"/>

At the bottom, there is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'.