

University of South Carolina
Time and Labor – MSS
Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders
on Behalf of Employee

How to enter or adjust time on a punch timesheet for multiple work orders:

This job aid outlines how a manager will enter or adjust time on a punch timesheet for multiple work orders on behalf of an employee. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

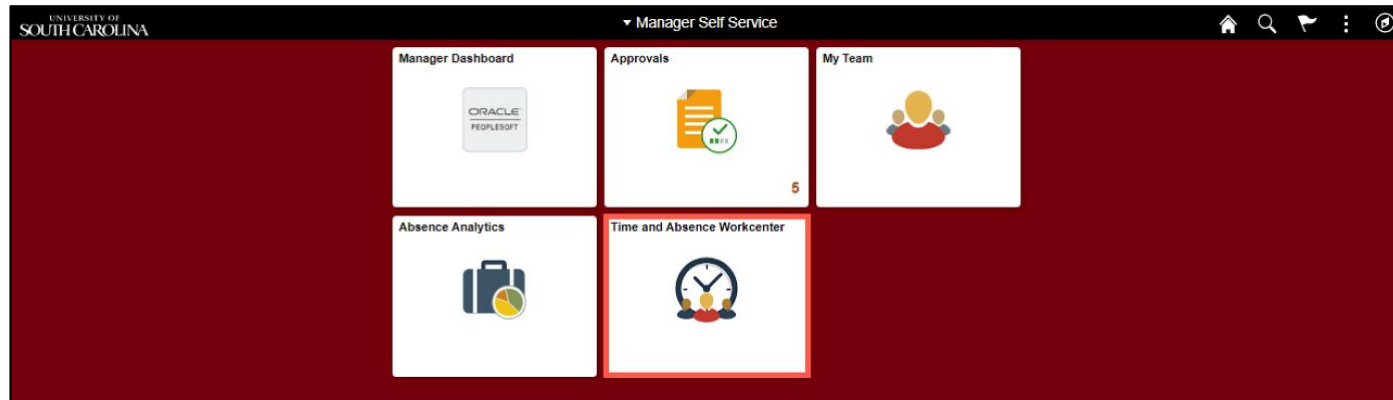
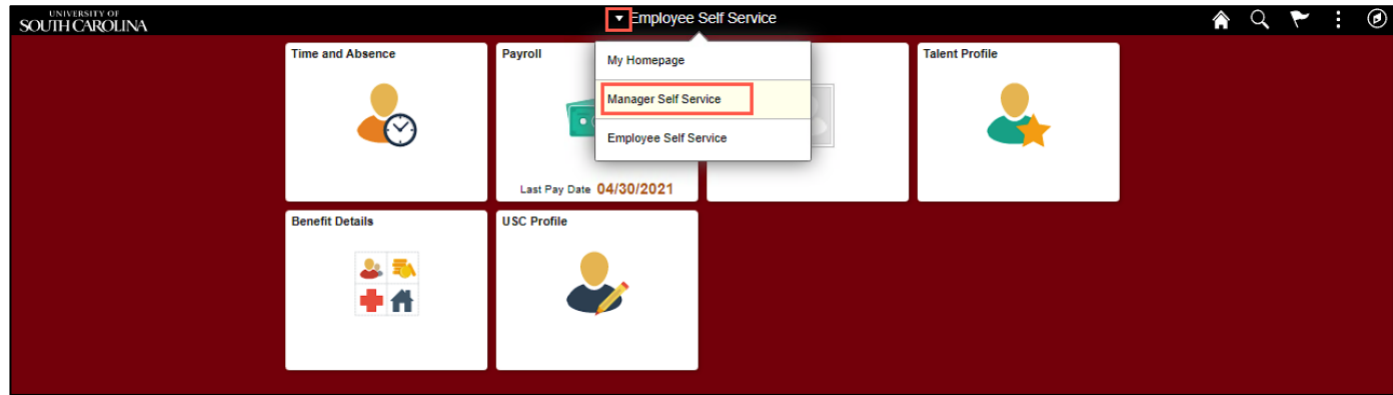
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

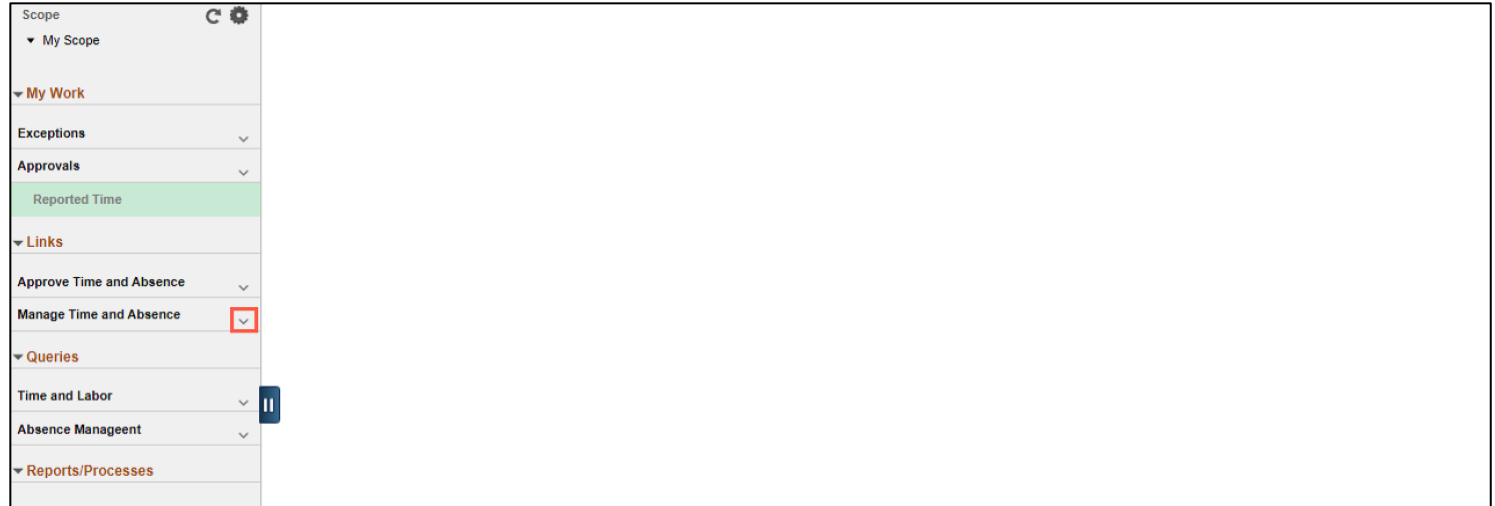


**University of South Carolina
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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

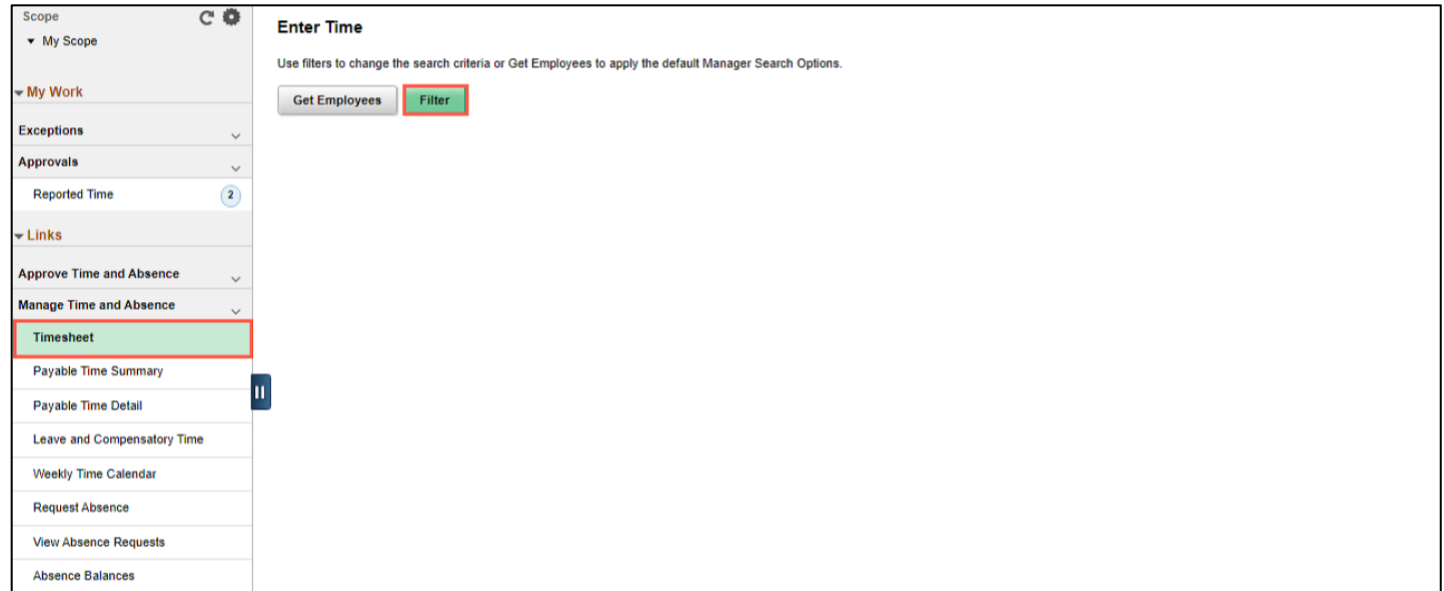
Step 3: Click the **Manage Time and Absence** drop-down arrow.



University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

Step 4: Click the **Timesheet** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.

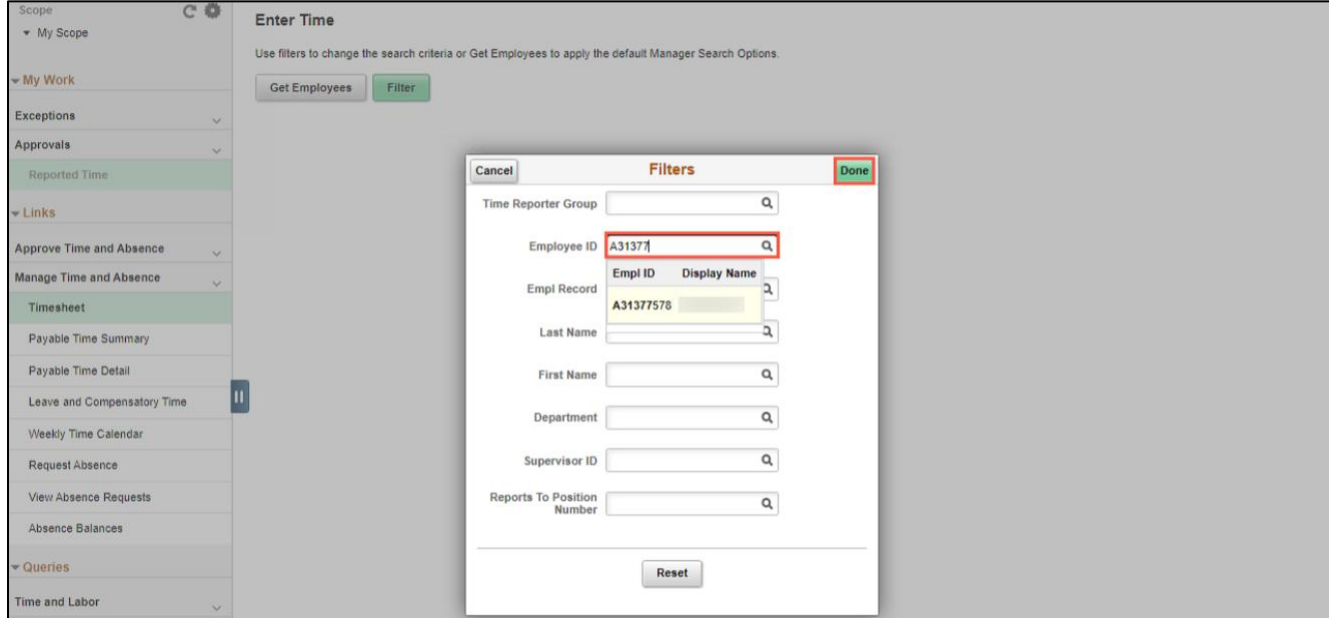


The screenshot displays the 'Enter Time' interface. On the left, a navigation sidebar lists various options: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted in green), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, and Absence Balances. The main content area is titled 'Enter Time' and includes the instruction: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction are two buttons: 'Get Employees' and 'Filter' (highlighted with a red border).

University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

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' interface. On the left is a navigation menu with categories: 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, Queries, and Time and Labor. The 'Timesheet' option is highlighted. The main area is titled 'Enter Time' and contains a search filter dialog box. The dialog box has a 'Cancel' button on the top left, a 'Done' button on the top right, and a 'Reset' button at the bottom. The search criteria include: Time Reporter Group, Employee ID (with 'A3137' entered and a dropdown showing 'A31377576'), Empl Record, Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. The 'Employee ID' field is highlighted with a red box.

**University of South Carolina
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Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' page in the MSS system. On the left is a navigation menu with options: My Scope, My Work, Exceptions, Approvals, Links, Approve Time and Absence, Manage Time and Absence, and Timesheet. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below this is a table with the following data:

Name/Tile	Exceptions	Hours to be Approved
 Trades Specialist IV		135.00

The 'Name/Tile' column of the table is highlighted with a red border, indicating it is the element to be clicked.

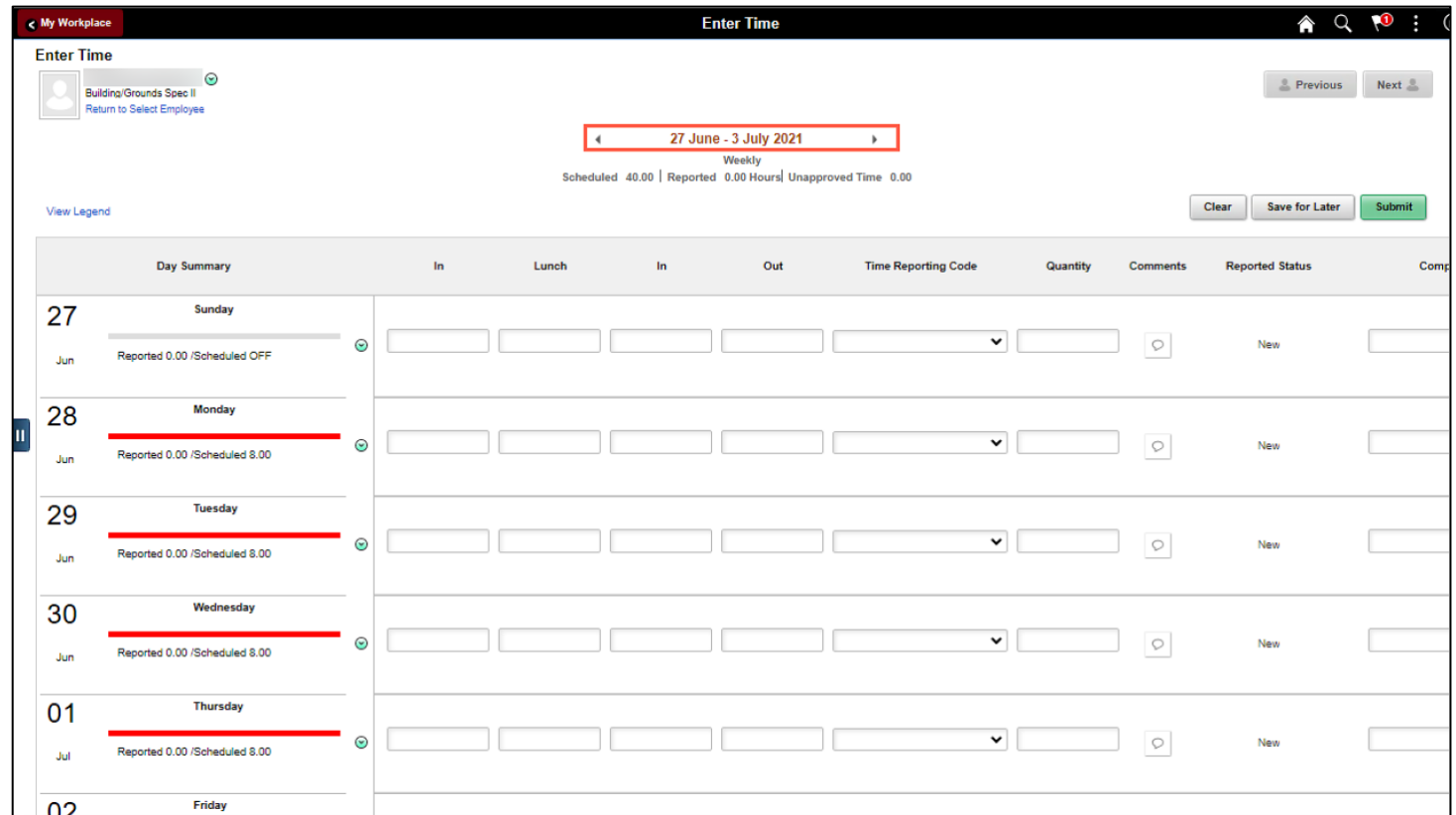
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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

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

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.



Enter Time

Building/Grounds Spec II
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
27 Sunday Jun Reported 0.00 / Scheduled OFF								New	
28 Monday Jun Reported 0.00 / Scheduled 8.00								New	
29 Tuesday Jun Reported 0.00 / Scheduled 8.00								New	
30 Wednesday Jun Reported 0.00 / Scheduled 8.00								New	
01 Thursday Jul Reported 0.00 / Scheduled 8.00								New	
02 Friday									

University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

For this example, the employee worked regularly scheduled hours the week of 6/27 to 7/3/21 but forgot to enter their time worked and the week has now passed. As the manager, you can enter time on behalf of your direct reports.

To add hours worked for multiple work orders, begin by adding the in and out times for the first line.

Step 10/Work Order Line #1: For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, enter 8:00am as the IN time and 10:00am in the OUT Time Entry field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 11: Click the **Time Reporting Code** drop-down arrow.

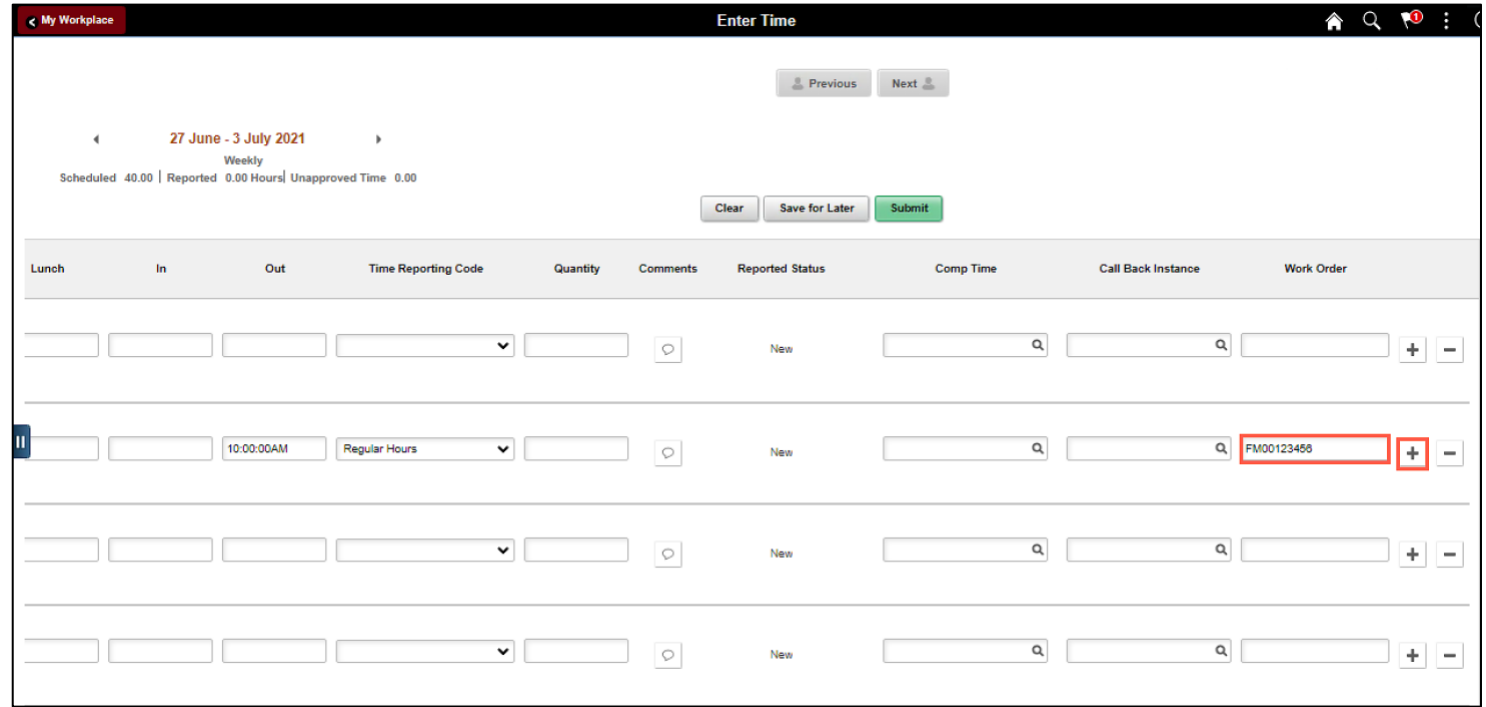
Step 12: Select **REGHR – Regular Hours**.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
27 Sunday Jun Reported 0.00 / Scheduled OFF								New	
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
29 Tuesday Jun Reported 0.00 / Scheduled 8.00								New	
30 Wednesday Jun Reported 0.00 / Scheduled 8.00								New	

University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

Step 13: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

Step 14: Click the + (plus) button to add an additional line for the second work order the employee worked that same day.



Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00123456
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>

University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

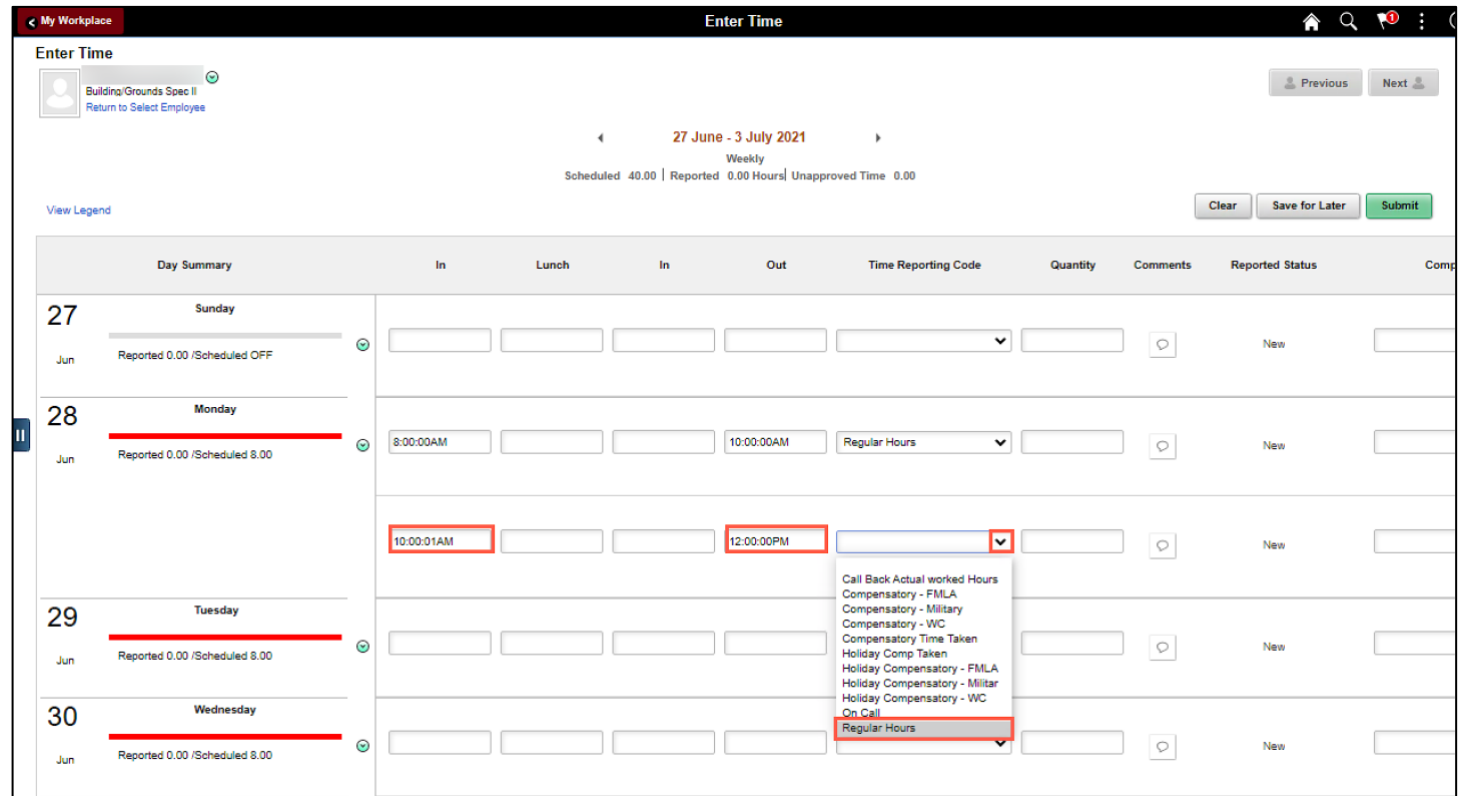
Step 15/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 16: Click the **Time Reporting Code** drop-down arrow.

Step 17: Select **REGHR – Regular Hours**.

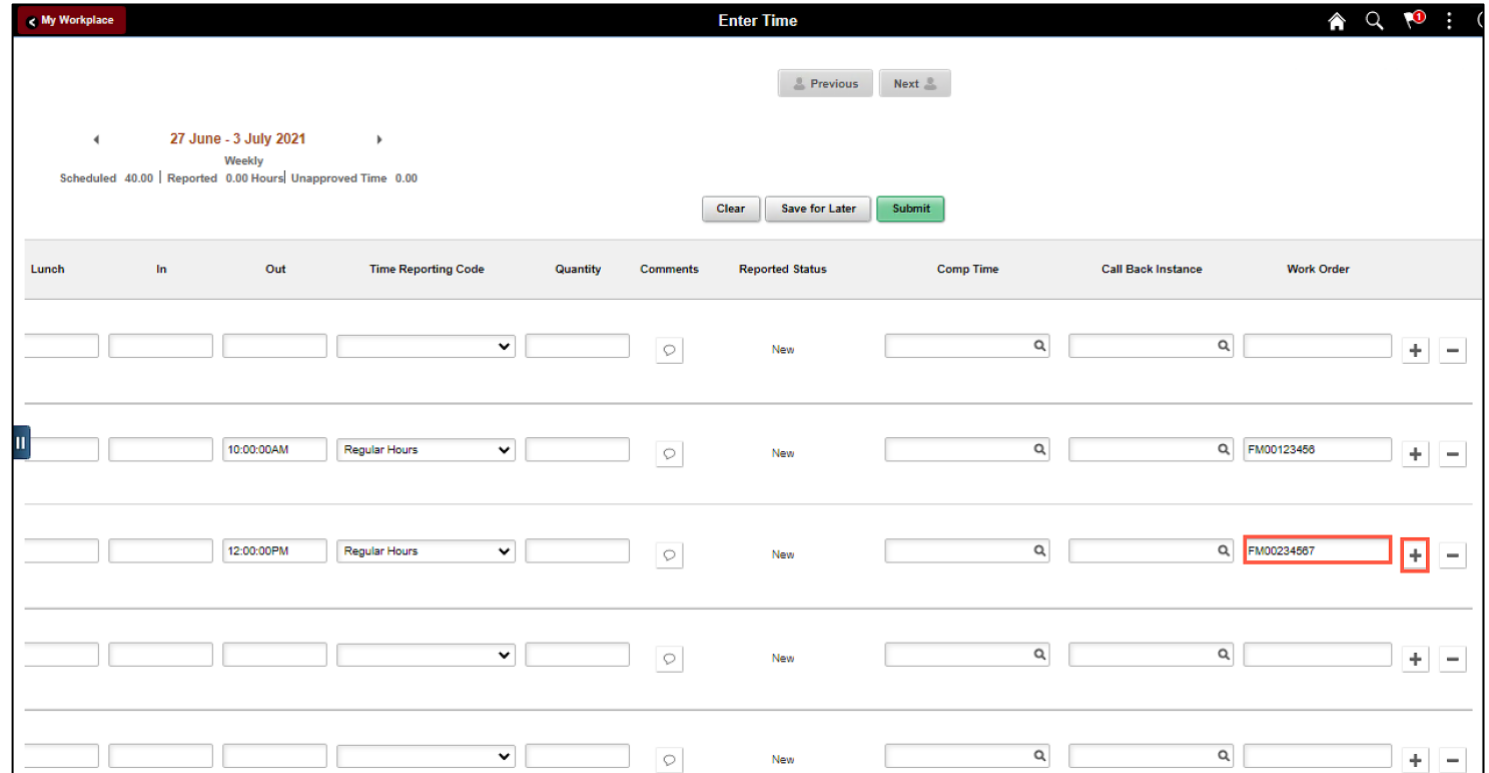


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
27 Sunday Jun Reported 0.00 /Scheduled OFF								New	
28 Monday Jun Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
	10:00:01AM			12:00:00PM	Regular Hours			New	
29 Tuesday Jun Reported 0.00 /Scheduled 8.00								New	
30 Wednesday Jun Reported 0.00 /Scheduled 8.00								New	

University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

Step 18: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

Step 19: Click the **+ (plus)** button to add an additional line for the second work order the employee worked that same day.



Enter Time

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
						New			
		10:00:00AM	Regular Hours			New			FM00123456
		12:00:00PM	Regular Hours			New			FM00234567
						New			
						New			

University of South Carolina Time and Labor – MSS

Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

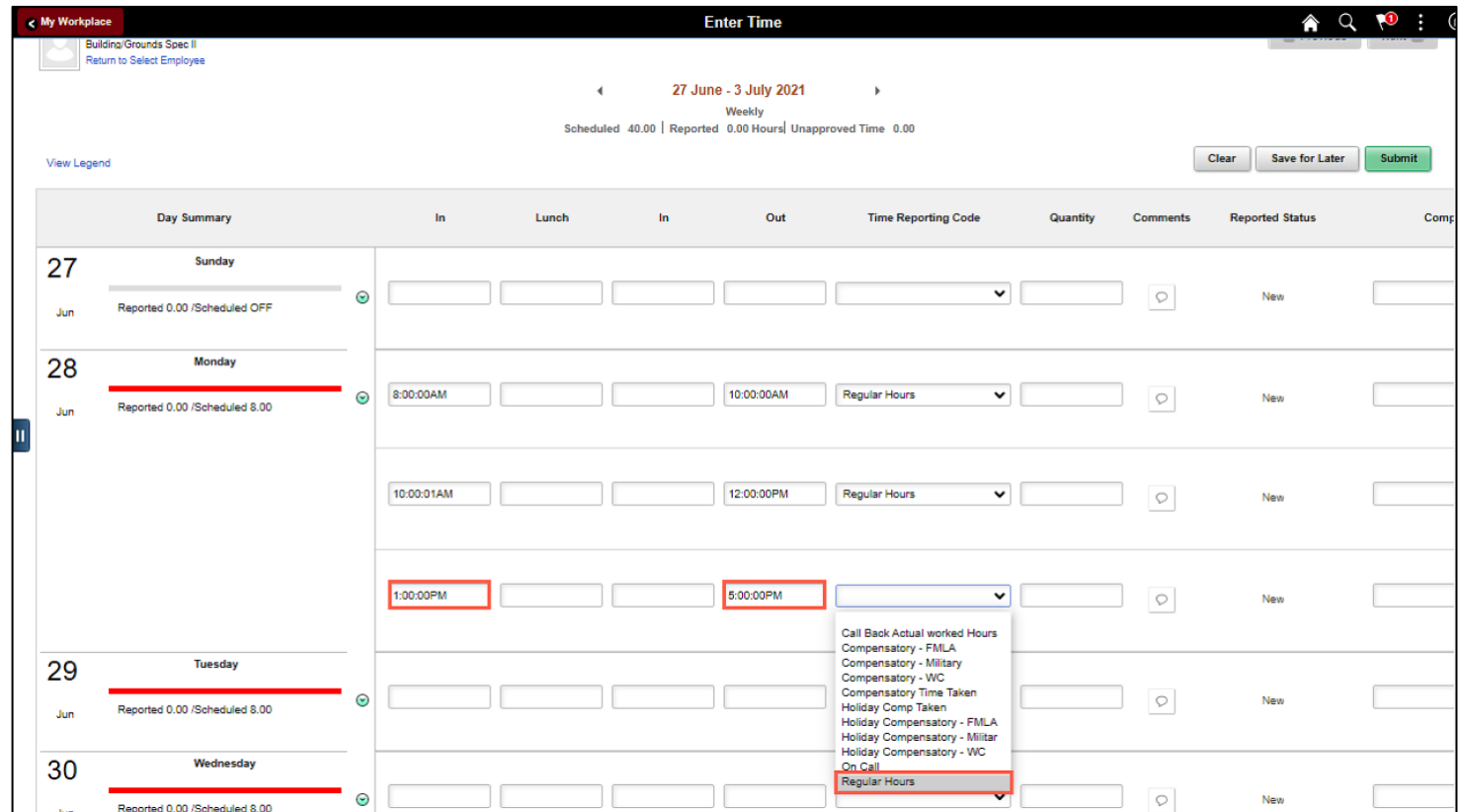
Step 20/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 21: Click the **Time Reporting Code** drop-down arrow.

Step 22: Select **REGHR – Regular Hours**.



Enter Time

Building/Grounds Spec II
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

Clear Save for Later Submit

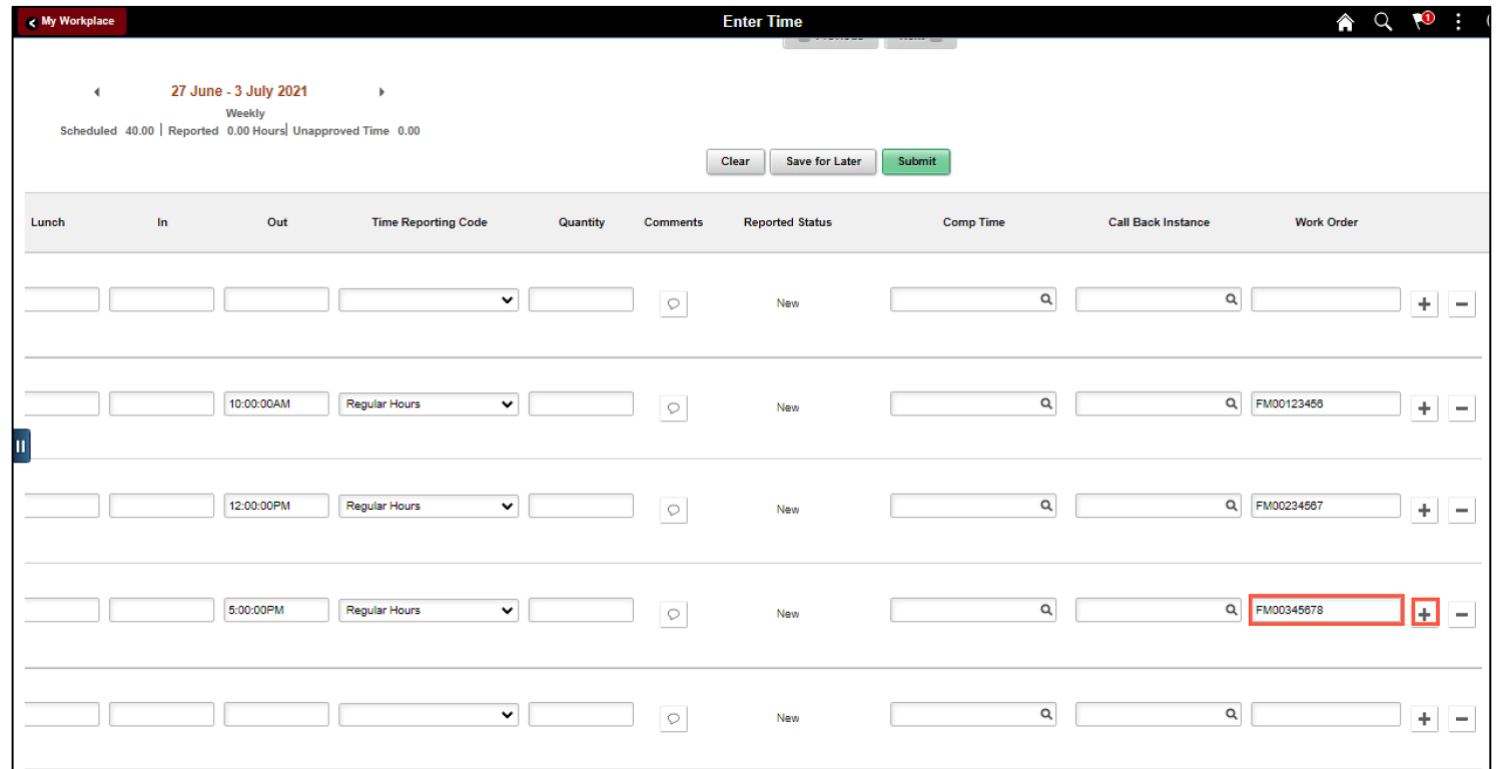
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
27 Sunday Jun Reported 0.00 / Scheduled OFF								New	
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
	10:00:01AM			12:00:00PM	Regular Hours			New	
	1:00:00PM			5:00:00PM	Regular Hours			New	
29 Tuesday Jun Reported 0.00 / Scheduled 8.00								New	
30 Wednesday Jun Reported 0.00 / Scheduled 8.00								New	

- Call Back Actual worked Hours
- Compensatory - FMLA
- Compensatory - Military
- Compensatory - WC
- Compensatory Time Taken
- Holiday Comp Taken
- Holiday Compensatory - FMLA
- Holiday Compensatory - Militar
- Holiday Compensatory - WC
- On Call
- Regular Hours

University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

Step 23: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the second line.

Use steps 15 through 19, if you need to add additional IN and OUT times because employee worked with additional work orders that day.



Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
						New			
		10:00:00AM	Regular Hours			New			FM00123456
		12:00:00PM	Regular Hours			New			FM00234567
		5:00:00PM	Regular Hours			New			FM00345078
						New			

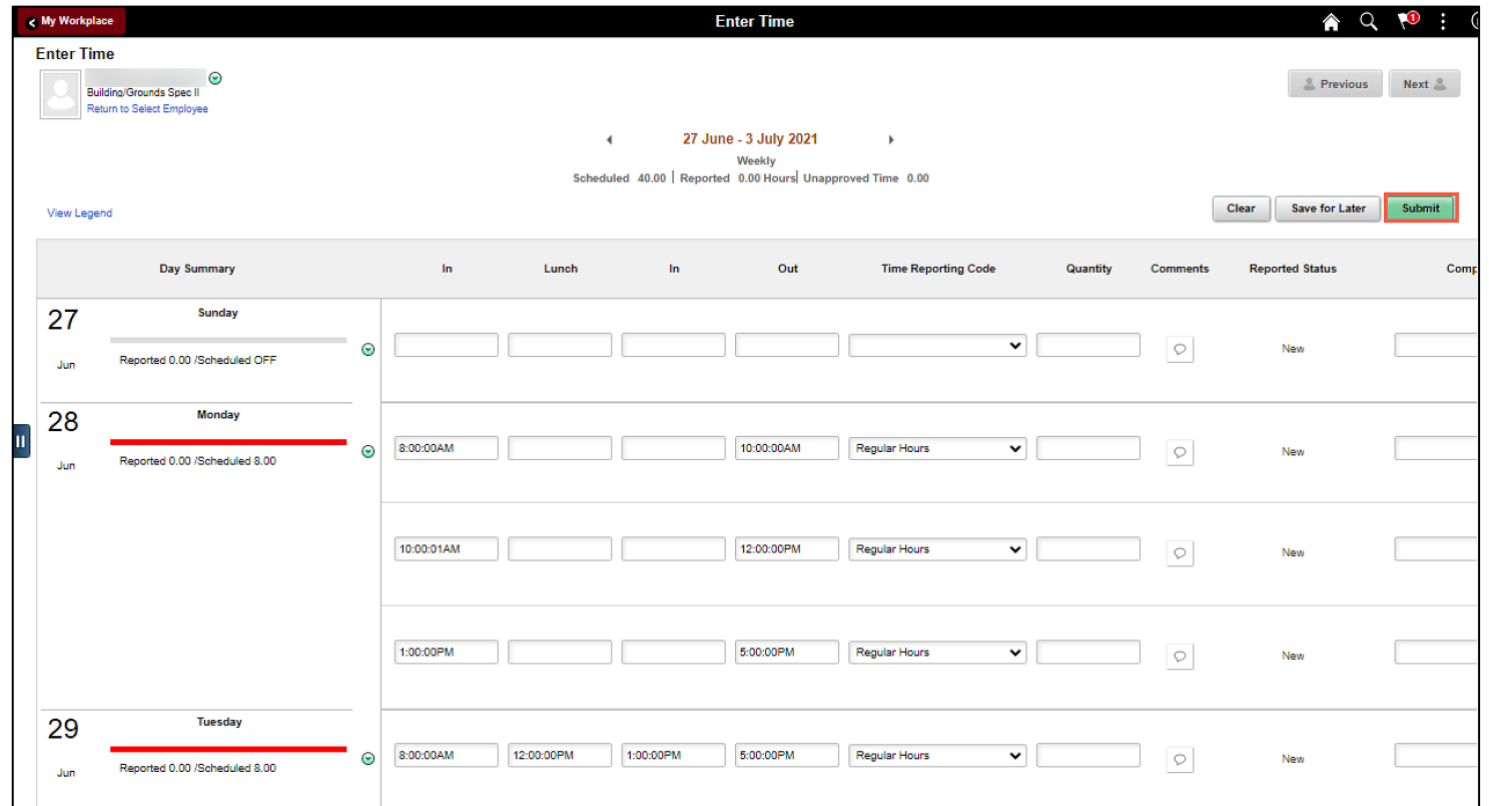
University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

Step 24: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.



Enter Time

Building/Grounds Spec II
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

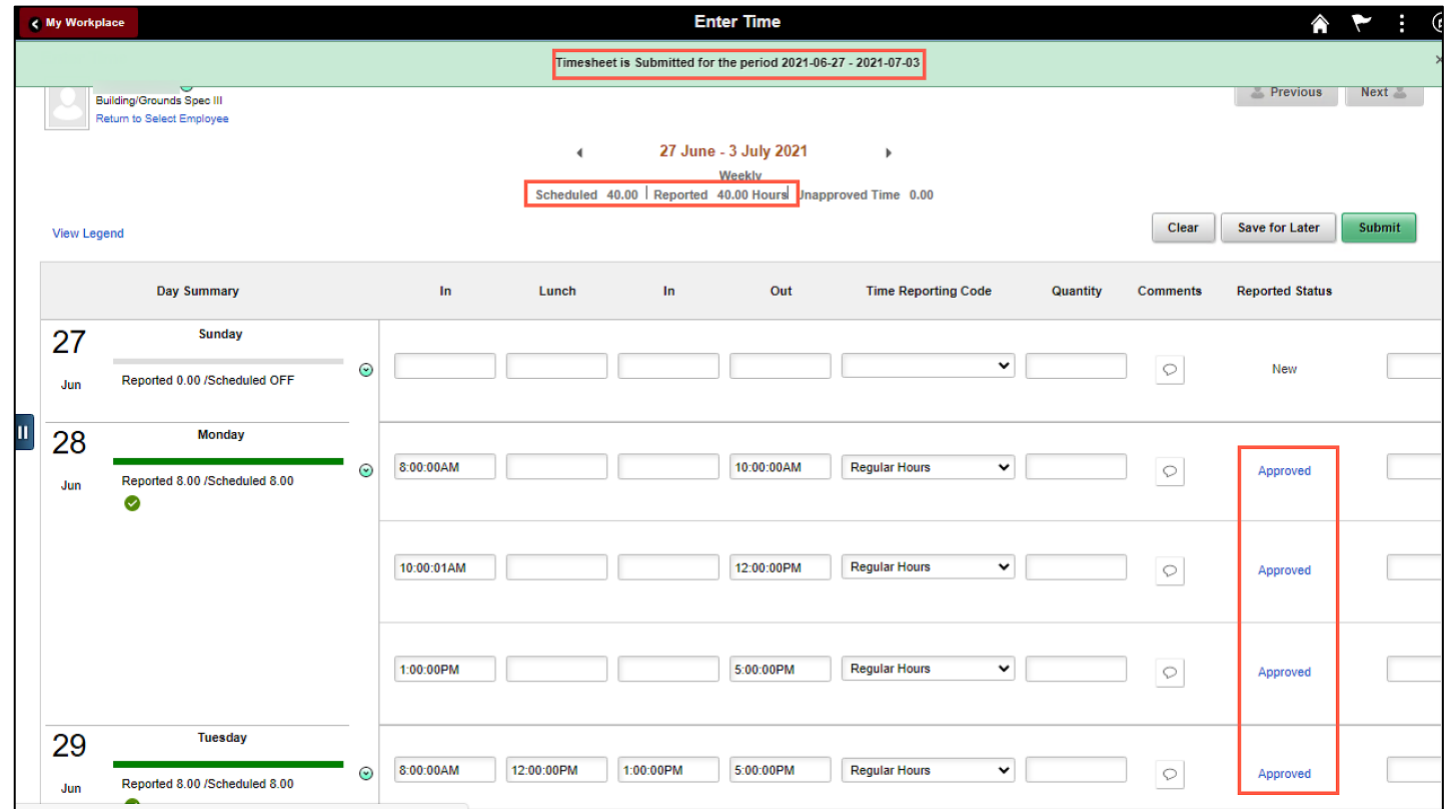
Clear Save for Later **Submit**

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp
27 Sunday Jun Reported 0.00 / Scheduled OFF								New	
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New	
	10:00:01AM			12:00:00PM	Regular Hours			New	
	1:00:00PM			5:00:00PM	Regular Hours			New	
29 Tuesday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	Regular Hours			New	

University of South Carolina Time and Labor – MSS Enter or Adjust Time on a Punch Timesheet for Multiple Work Orders on Behalf of Employee

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 25: Notice the time for each day is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.



Enter Time

Timesheet is Submitted for the period 2021-06-27 - 2021-07-03

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 40.00 Hours | Unapproved Time 0.00





Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 /Scheduled OFF								New
28 Monday Jun Reported 8.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			Approved
	10:00:01AM			12:00:00PM	Regular Hours			Approved
	1:00:00PM			5:00:00PM	Regular Hours			Approved
29 Tuesday Jun Reported 8.00 /Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	Regular Hours			Approved

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Step 26: 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 have successfully learned how to enter and/or adjust a punch timesheet with multiple work orders on an employee's behalf.

