

University of South Carolina
Time and Labor - MSS
Enter Time Worked on a Holiday on Behalf of
Exempt Employee

How to enter time worked on a holiday on behalf of an exempt employee:

This job aid outlines how a manager can enter time worked on a holiday 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.

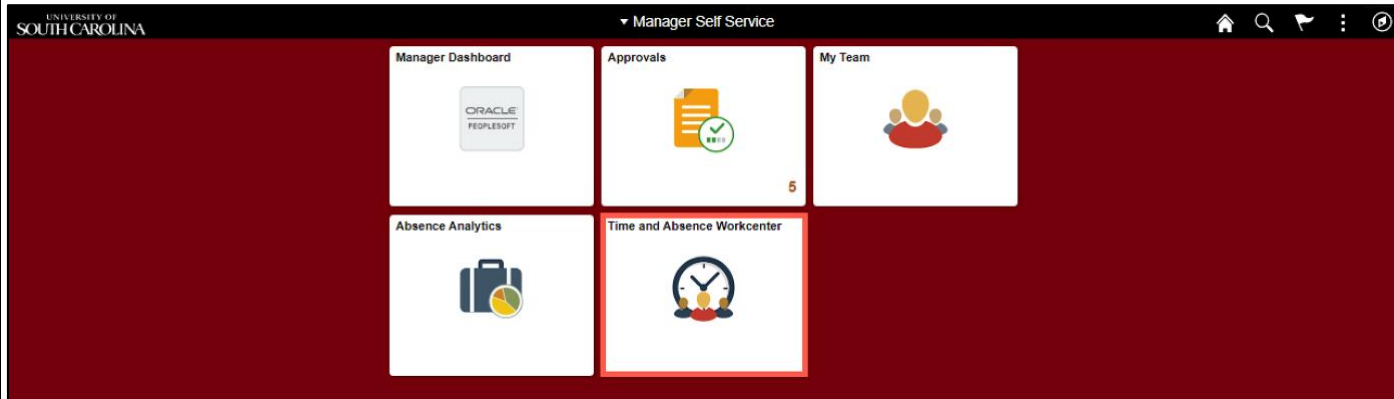
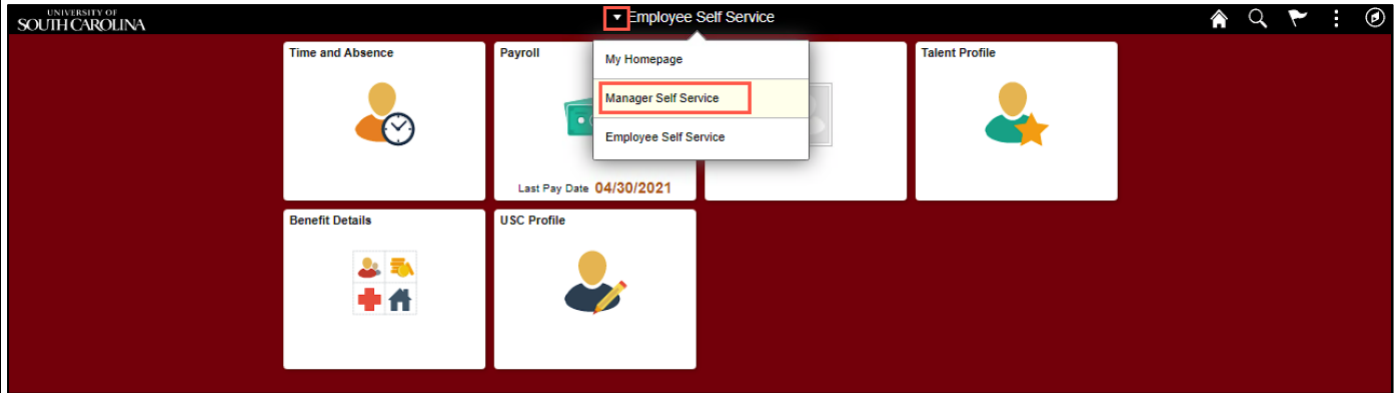
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

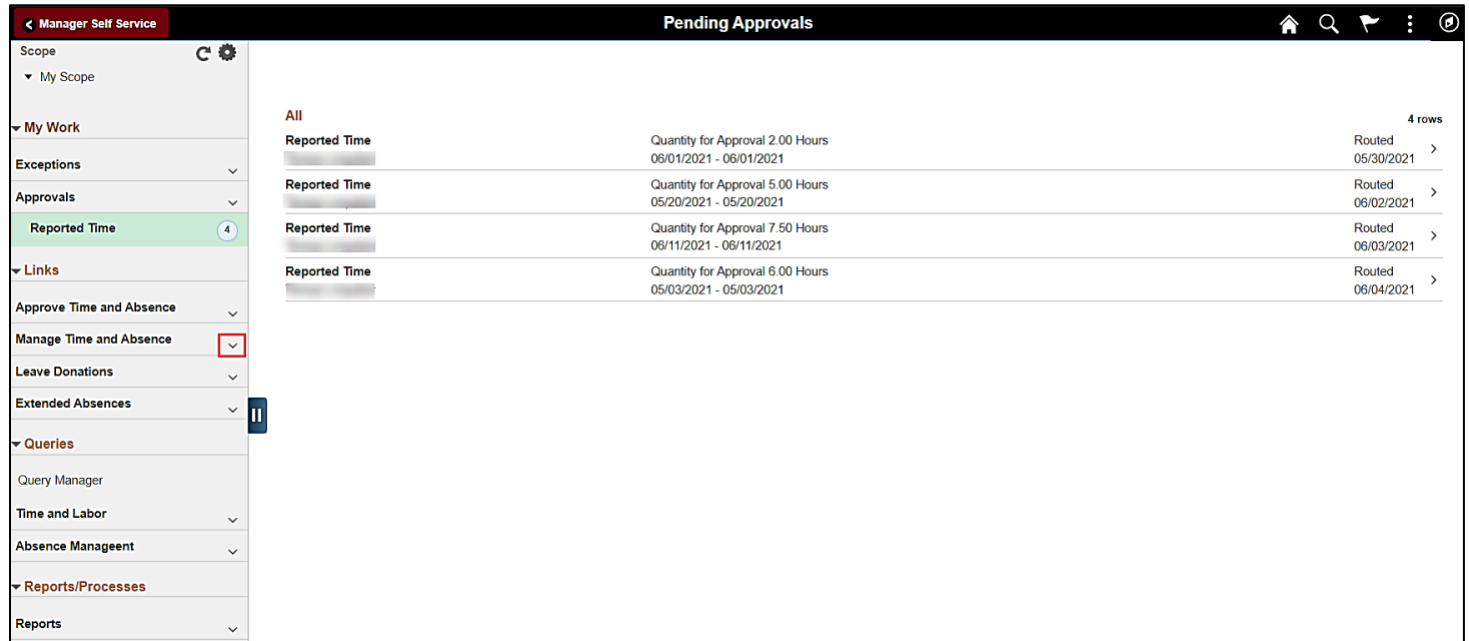


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.

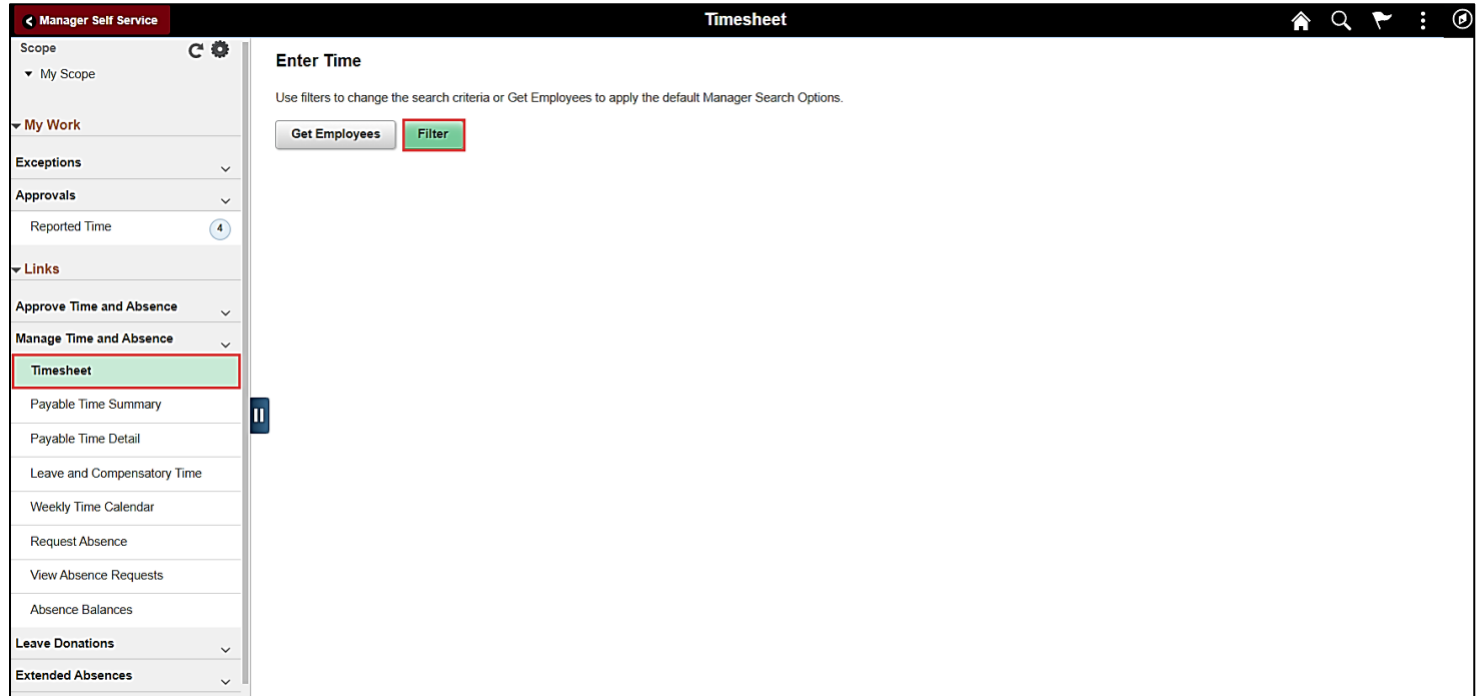


Pending Approvals			4 rows
Reported Time	Quantity for Approval 2.00 Hours 06/01/2021 - 06/01/2021	Routed	05/30/2021 >
Reported Time	Quantity for Approval 5.00 Hours 05/20/2021 - 05/20/2021	Routed	06/02/2021 >
Reported Time	Quantity for Approval 7.50 Hours 06/11/2021 - 06/11/2021	Routed	06/03/2021 >
Reported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

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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.

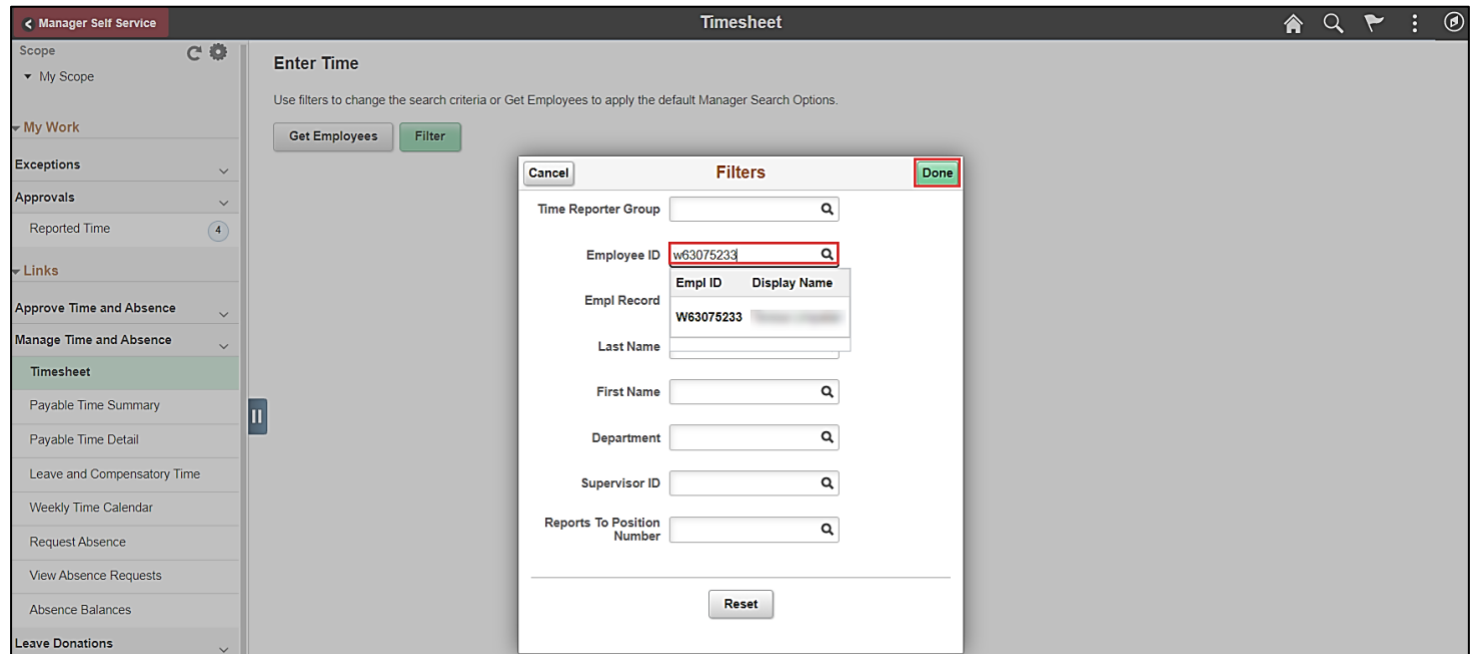


The screenshot shows the 'Manager Self Service' interface for 'Timesheet'. On the left, a navigation menu includes sections like 'Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet' (which is highlighted with a green border). Below these are '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 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' (the latter is highlighted with a red border).

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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 main area is titled 'Enter Time' and includes a 'Get Employees' button and a 'Filter' button. A 'Filters' modal is open, allowing for search criteria. The 'Employee ID' field is filled with 'w63075233' and is highlighted with a red box. Below this field, a table shows the search results:

Empl ID	Display Name
W63075233	[Redacted]

Other fields in the modal include 'Time Reporter Group', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is at the bottom of the modal. The 'Done' button in the top right corner of the modal is highlighted with a red box.

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

In this scenario the employee worked regularly scheduled hours on the university holiday 7/5/2021 for the 4th of July observed. Since this was an observed holiday and exempt employees do not enter regular work hours on their timesheet, the employee forgot to enter their time worked on 7/5/2021. As the manager, you can enter time on behalf of your direct reports.

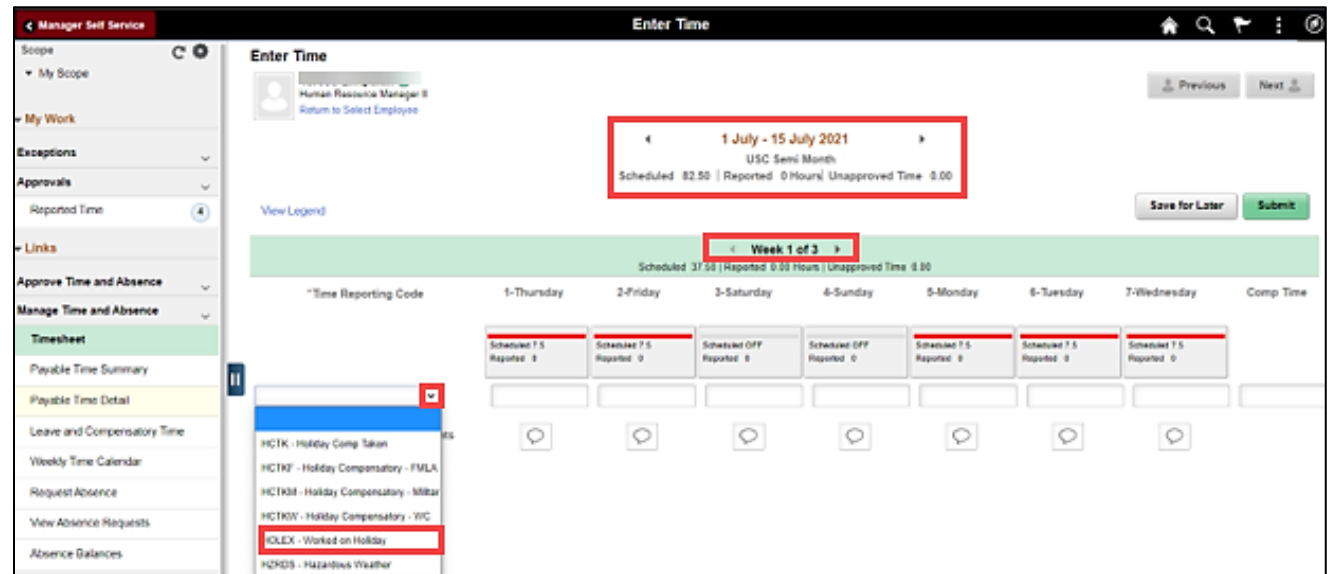
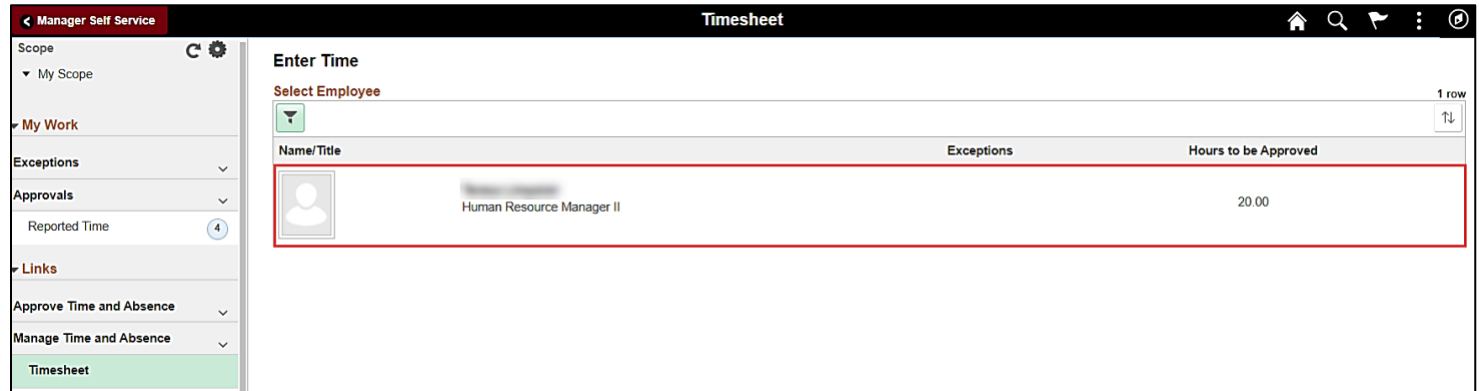
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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 **HOLEX – Worked on Holiday**.



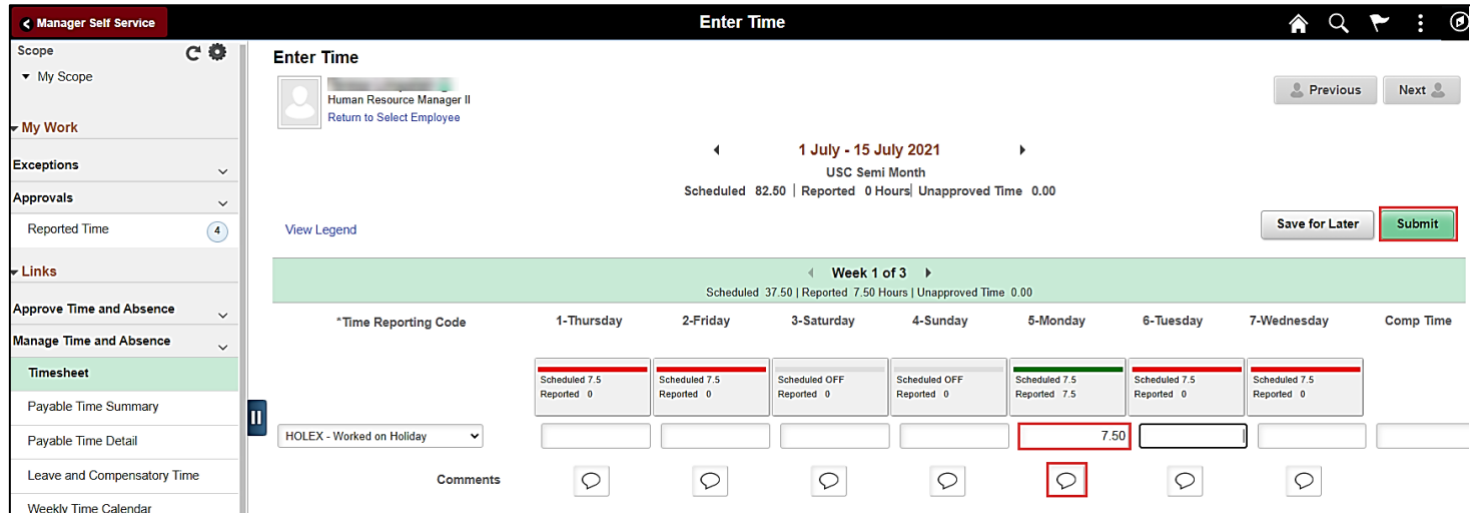
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Step 12: Click in the **Time Entry** field for 7/5/2021 and enter the hours worked on the university holiday.

Step 13/Optional: Click the **Comment** icon to add additional information.

Step 14: Click the **Submit** button to submit the timesheet for approval.

Step 15: Upon clicking submit a warning message appears since the time reported was on a university holiday. Click the **OK** button to save the time as reported.



Manager Self Service | **Enter Time**

Scope: My Scope

My Work

Exceptions

Approvals

Reported Time: 4

Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

Enter Time

Human Resource Manager II
Return to Select Employee

1 July - 15 July 2021
USC Semi Month
Scheduled 82.50 | Reported 0 Hours | Unapproved Time 0.00

Save for Later | **Submit**

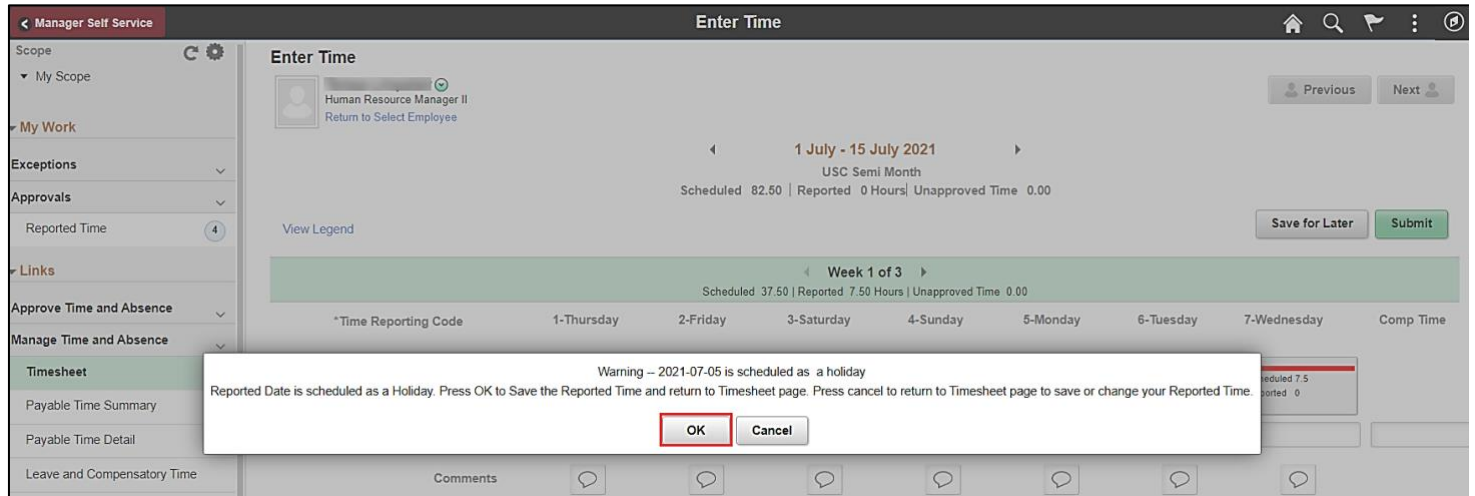
View Legend

Week 1 of 3
Scheduled 37.50 | Reported 7.50 Hours | Unapproved Time 0.00

*Time Reporting Code	1-Thursday	2-Friday	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	
					7.50			

HOLEX - Worked on Holiday

Comments



Manager Self Service | **Enter Time**

Scope: My Scope

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View Legend

Week 1 of 3
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*Time Reporting Code	1-Thursday	2-Friday	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	Comp Time
	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	
					7.50			

HOLEX - Worked on Holiday

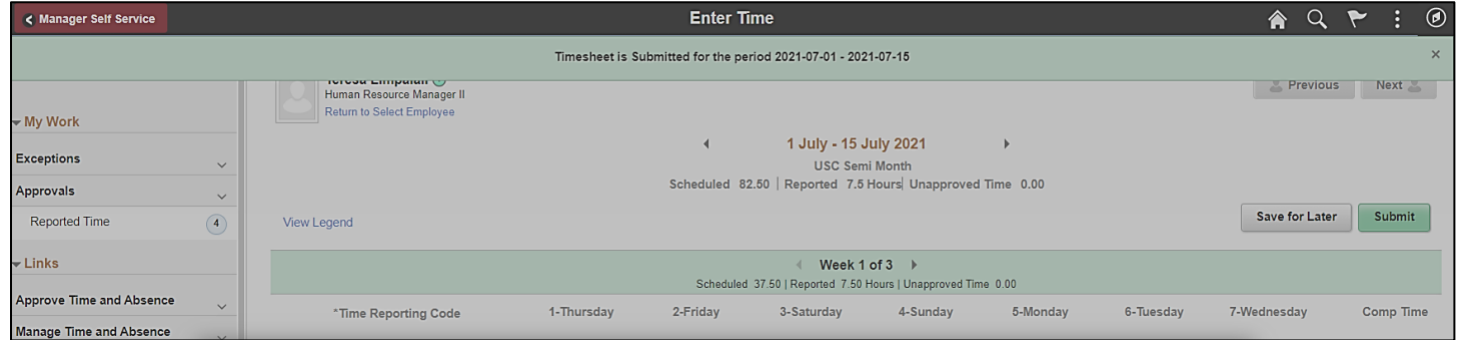
Comments

Warning -- 2021-07-05 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.

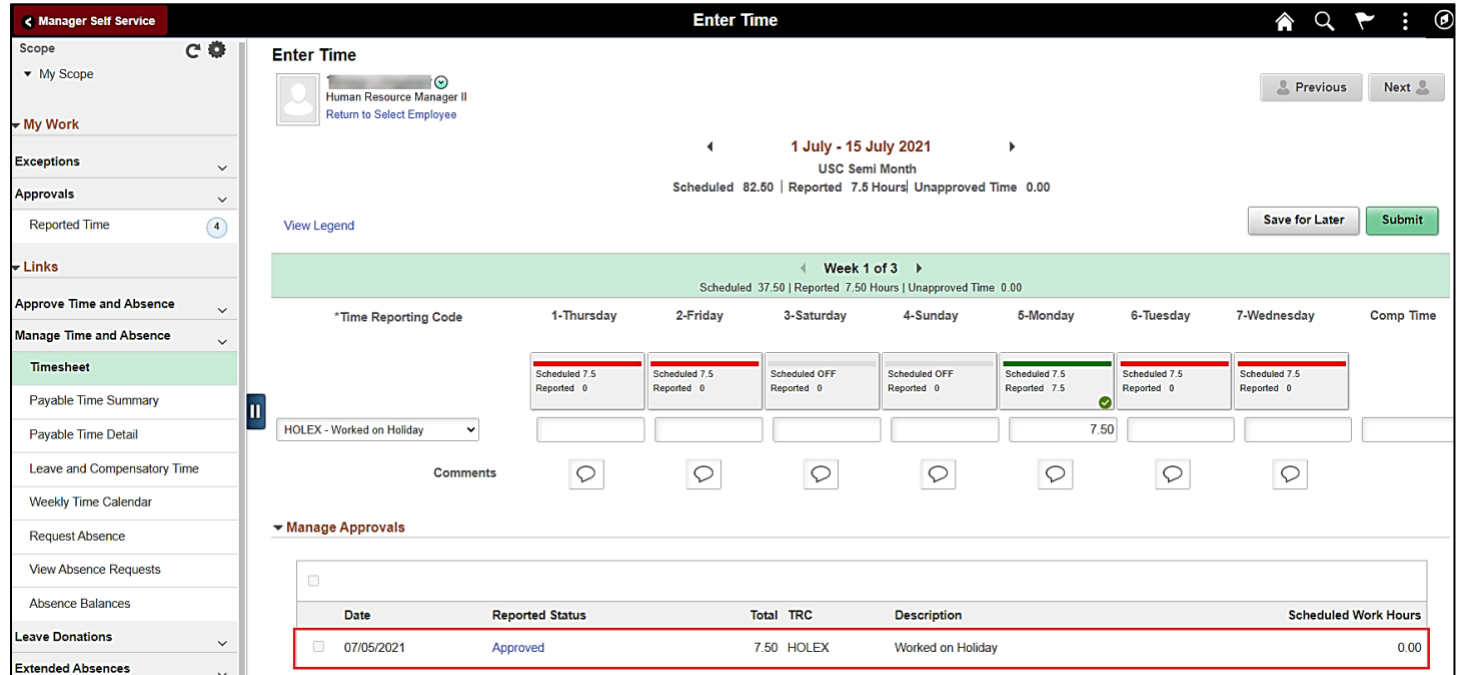
OK | Cancel

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Step 16: 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 17: Notice the time for 7/5/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.





Date	Reported Status	Total TRC	Description	Scheduled Work Hours
07/05/2021	Approved	7.50	HOLEX - Worked on Holiday	0.00


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Step 18: 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:

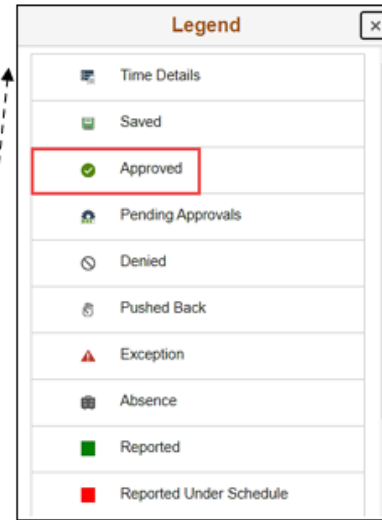
 The user has an exception that needs to be fixed before submitting the timesheet.

 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 hazardous weather on a timesheet on behalf of a salary non-exempt employee.



Enter Time

1 July - 15 July 2021
USC Semi Month
Scheduled: 82.00 | Reported: 7.50 Hours | Unapproved Time: 0.00

View Legend

*Time Reporting Code	1-Thursday	2-Friday	3-Saturday	4-Sunday	5-Monday	6-Tuesday	7-Wednesday	Comp Time
Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	
HOLEX - Worked on Holiday					7.50			

Manage Approvals

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
07/05/2021	Approved	7.50	HOLEX - Worked on Holiday	0.00