

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police Employee**

How to adjust timesheet on behalf of a 28 day police temporary employee:

This job aid outlines how a manager can adjust timesheet on behalf of a 28 day police 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.

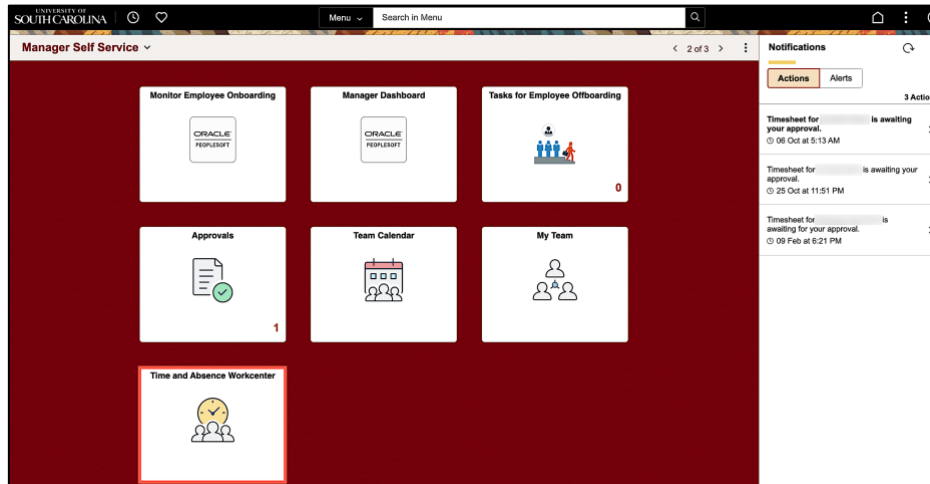
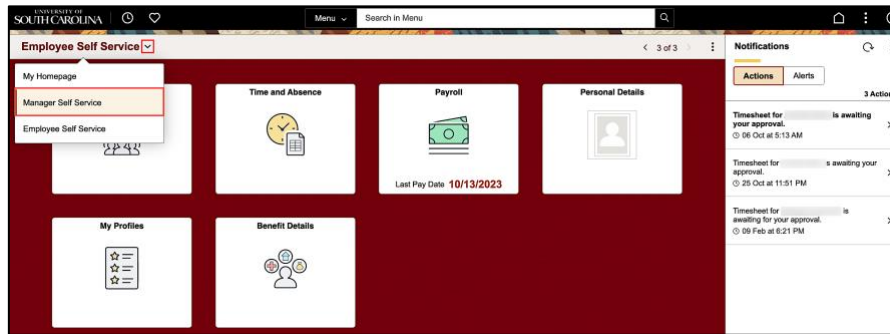
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

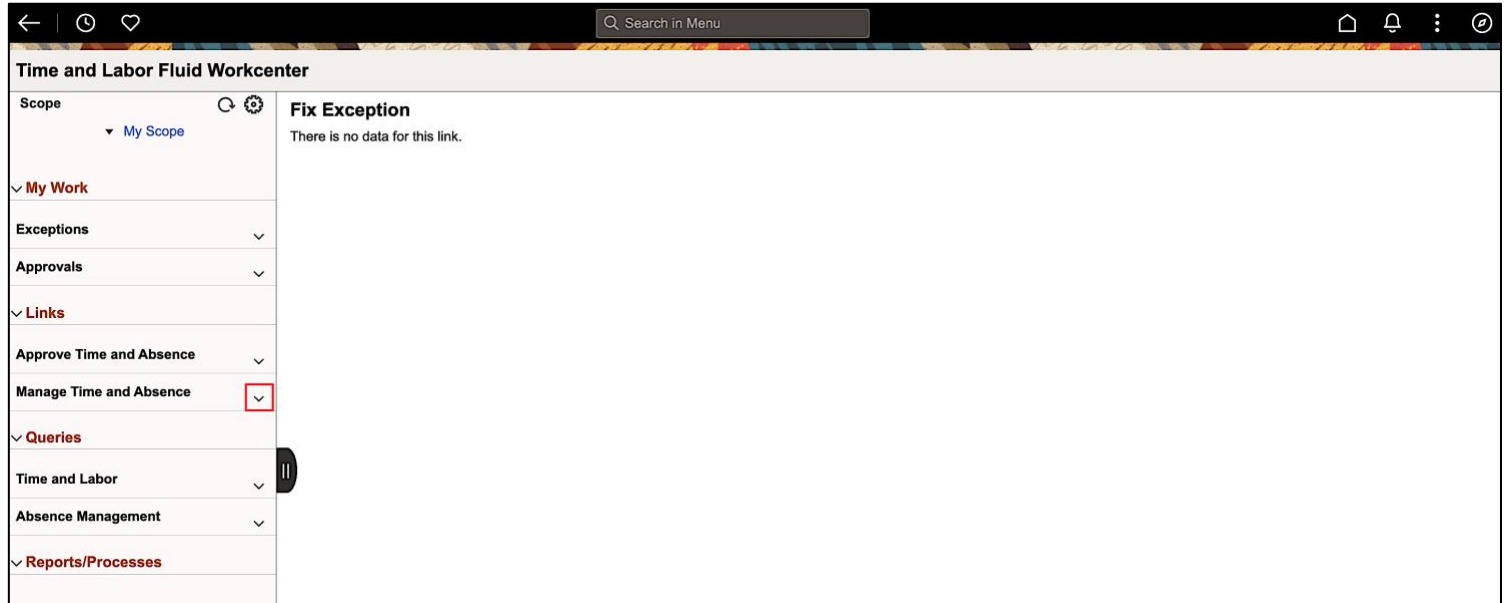


**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police Employee**

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.

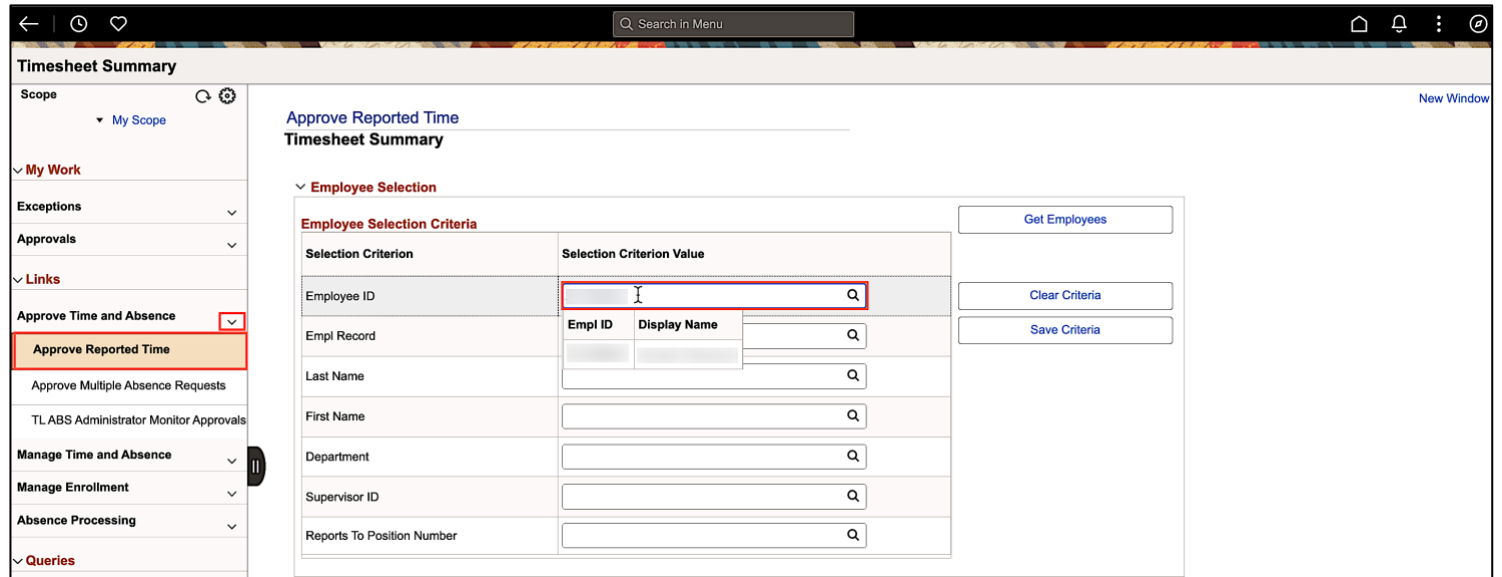
Step 3: Click the **Approve Time and Absence** drop-down arrow.



University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

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

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



Timesheet Summary

Scope My Scope

- My Work
- Exceptions
- Approvals
- Links
- Approve Time and Absence
 - Approve Reported Time**
 - Approve Multiple Absence Requests
 - TL ABS Administrator Monitor Approvals
- Manage Time and Absence
- Manage Enrollment
- Absence Processing
- Queries

Approve Reported Time

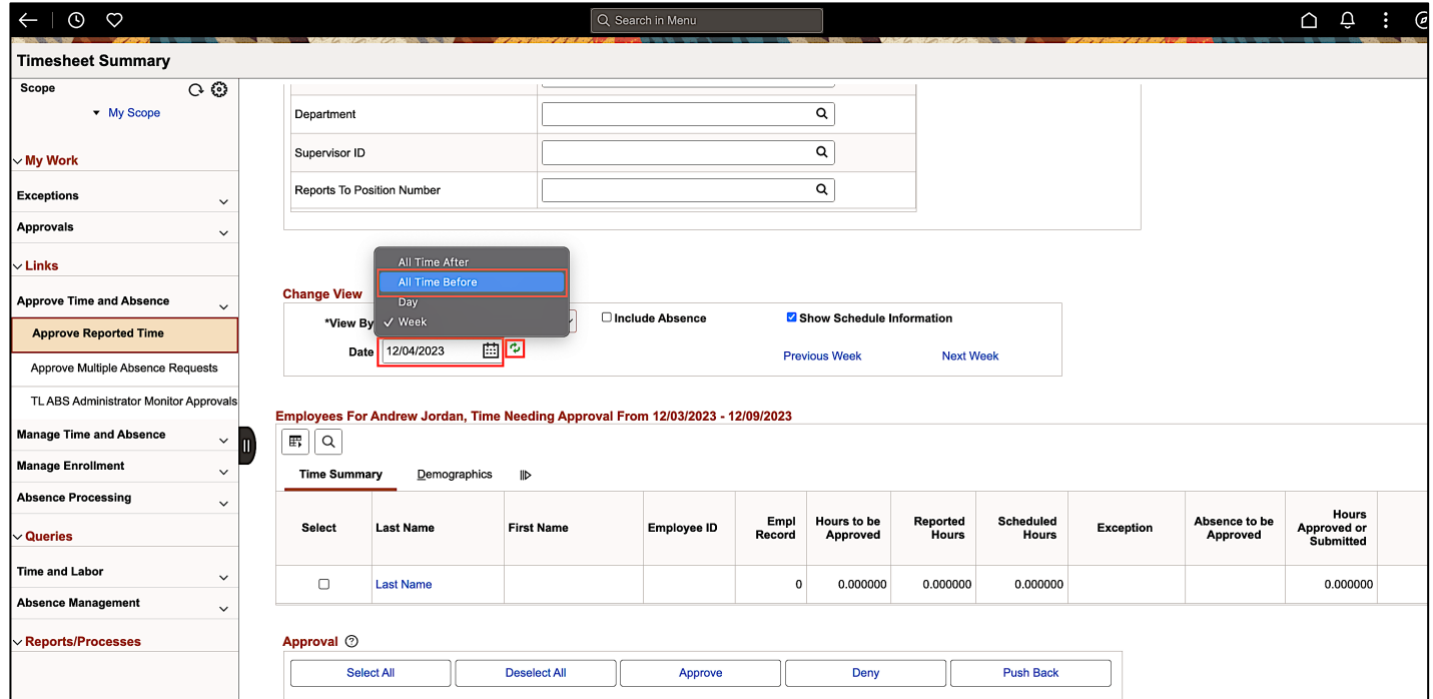
Employee Selection

Selection Criterion	Selection Criterion Value
Employee ID	<input type="text" value=""/>
Empl Record	Empl ID <input type="text" value=""/>
	Display Name <input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Department	<input type="text" value=""/>
Supervisor ID	<input type="text" value=""/>
Reports To Position Number	<input type="text" value=""/>

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police 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.

Note: If you change the date, be sure to click the **Refresh** icon.



Timesheet Summary

Scope: My Scope

Department: [Search]
Supervisor ID: [Search]
Reports To Position Number: [Search]

Change View

- All Time After
- All Time Before
- Day
- Week

*View By: Week
Date: 12/04/2023 [Calendar Icon] [Refresh Icon]

Include Absence Show Schedule Information

Previous Week Next Week

Employees For Andrew Jordan, Time Needing Approval From 12/03/2023 - 12/09/2023

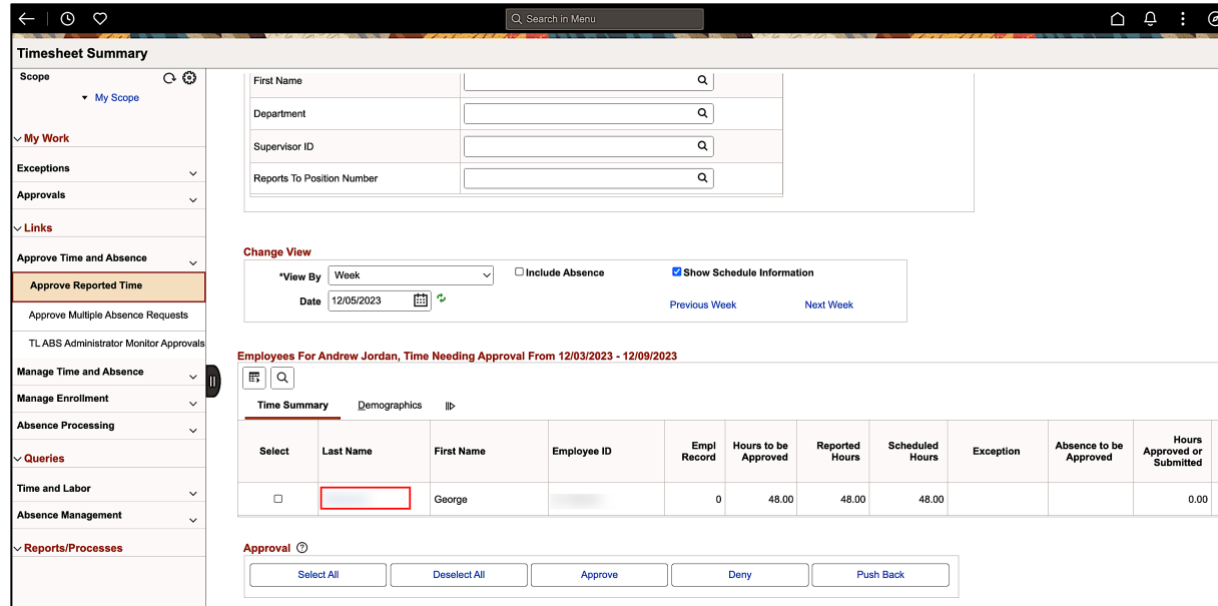
Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted
<input type="checkbox"/>	Last Name				0	0.000000	0.000000			0.000000

Approval

Select All Deselect All Approve Deny Push Back

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police Employee**

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



The screenshot displays the 'Timesheet Summary' page in the MSS system. The left sidebar contains a navigation menu with options like 'My Work', 'Approvals', and 'Approve Reported Time', which is currently selected. The main content area shows search filters for First Name, Department, Supervisor ID, and Reports To Position Number. Below these are 'Change View' options, including a dropdown for 'View By' (set to 'Week') and a date selector (set to '12/05/2023').

The main section is titled 'Employees For Andrew Jordan, Time Needing Approval From 12/03/2023 - 12/09/2023'. It features a table with the following data:

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted
<input type="checkbox"/>	George	George		0	48.00	48.00	48.00			0.00

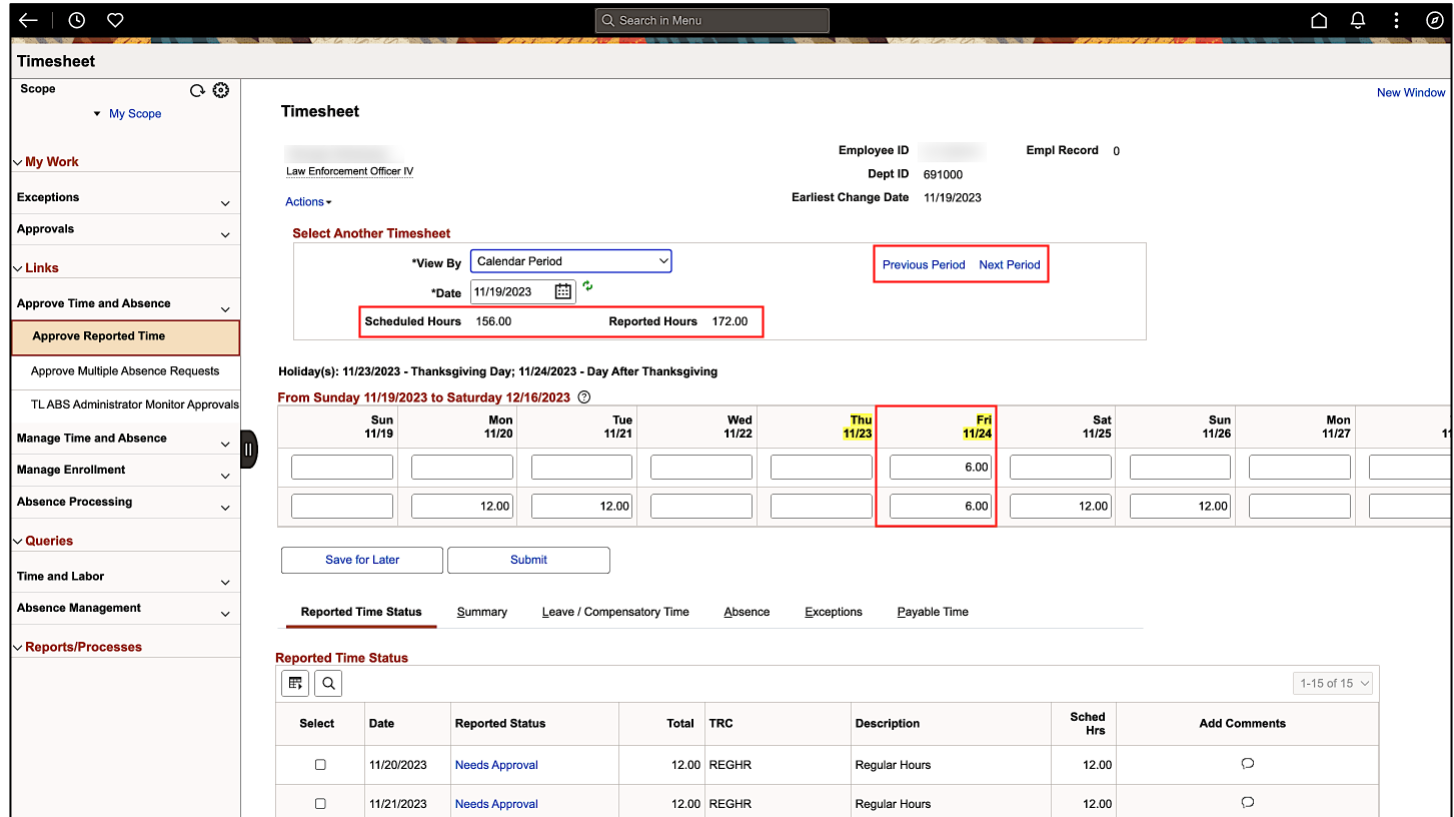
At the bottom of the table, there is an 'Approval' section with buttons for 'Select All', 'Deselect All', 'Approve', 'Deny', and 'Push Back'.

University of South Carolina Time and Labor - MSS Adjust Timesheet on Behalf of 28 Day Police Employee

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

In this scenario the officer had planned to take earned holiday comp time on 11/24/2023, a university holiday. After the time was entered on the timesheet, a fellow officer on the same team experienced a family emergency and needed to be away from work for a week. Graciously, this employee offered to cancel the use of holiday comp time to cover the shift for his colleague. As the manager, you can update the hours accordingly.

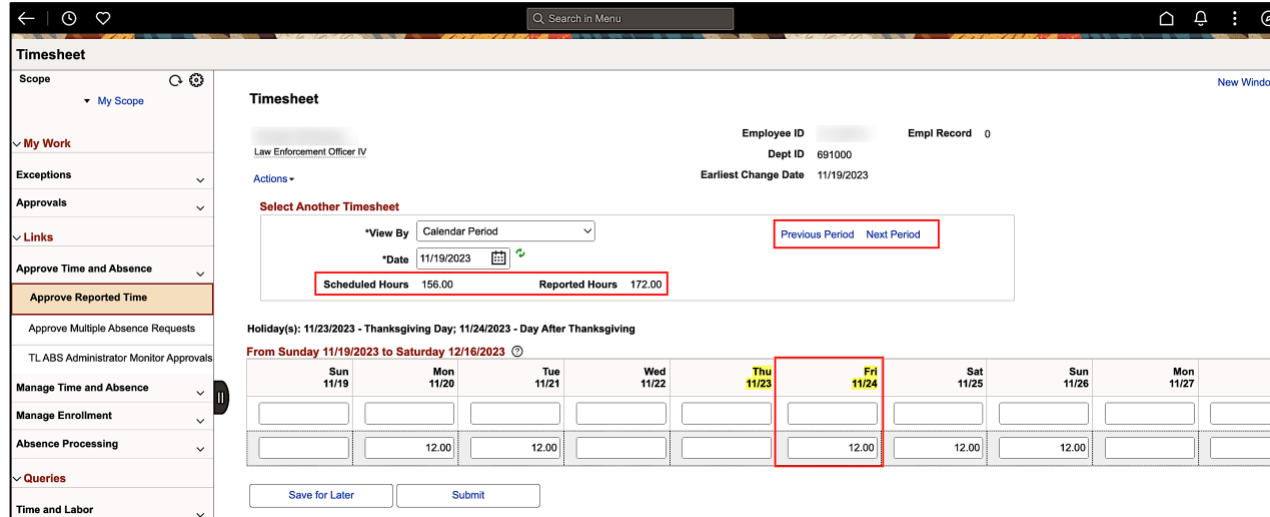
Note: Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Reported hours shows the hours the employee has entered on the timesheet for this Calendar period. Calendar period default for 28 day police employees 28 day cycle.



Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	11/20/2023	Needs Approval	12.00	REGHR	Regular Hours	12.00	
<input type="checkbox"/>	11/21/2023	Needs Approval	12.00	REGHR	Regular Hours	12.00	

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police Employee**

Step 10: Click in the **Time Entry** field on 11/24/2023 in the row for REGHR - Regular Hours and enter 12.00. Be sure to clear the prior entry of 6.00 in the HCTK – Holiday Comp Taken row.



Timesheet

Scope: My Scope

Employee ID: [Redacted] Empl Record: 0
Dept ID: 691000
Earliest Change Date: 11/19/2023

Law Enforcement Officer IV

Actions: Select Another Timesheet

*View By: Calendar Period [Previous Period Next Period]

*Date: 11/19/2023

Scheduled Hours: 156.00 Reported Hours: 172.00

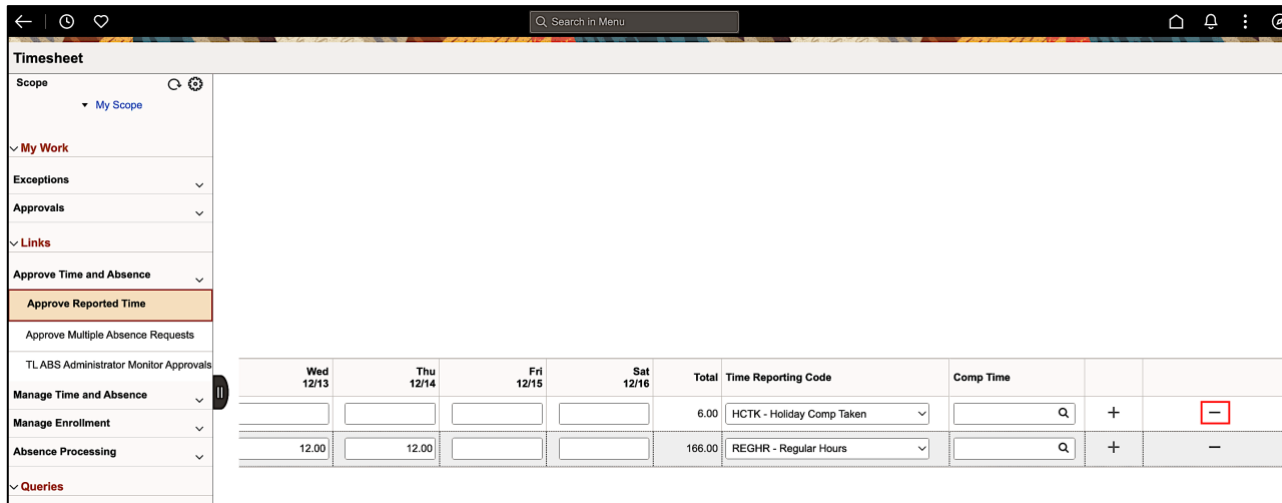
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

From Sunday 11/19/2023 to Saturday 12/16/2023

Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25	Sun 11/26	Mon 11/27
					12.00	12.00	12.00	

Buttons: Save for Later, Submit

Step 11: Now that the HCTK – Holiday Comp Taken row is empty, click the **Delete a Row** icon to remove that time reporting code from the timesheet.



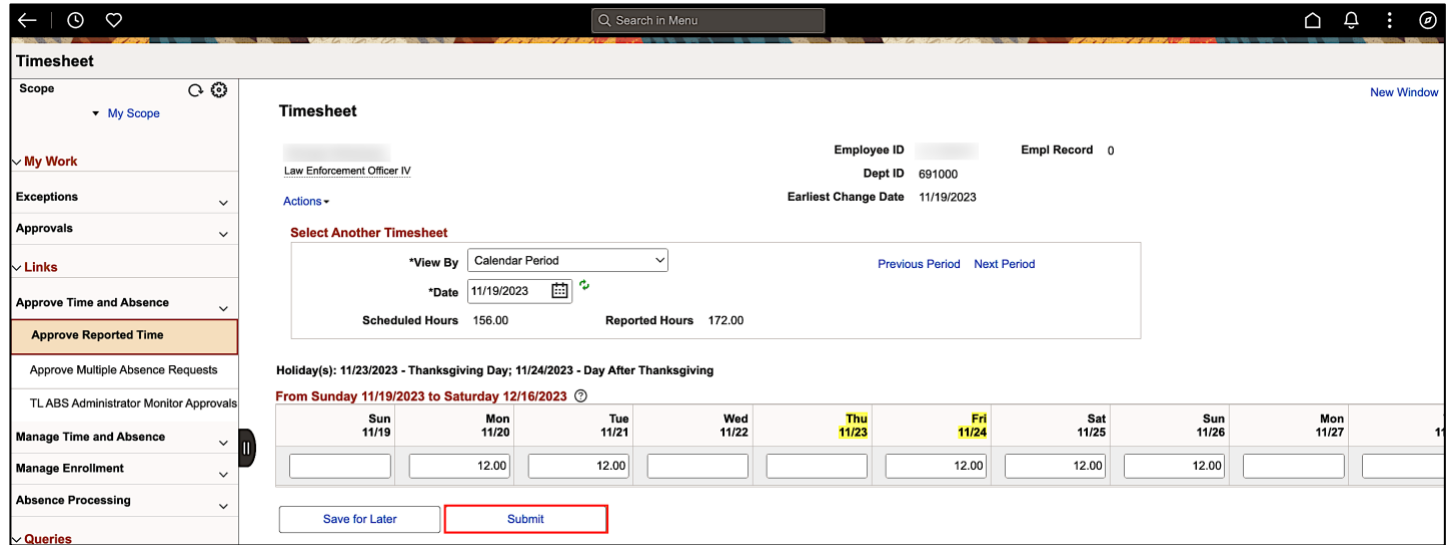
Timesheet

Scope: My Scope

Wed 12/13	Thu 12/14	Fri 12/15	Sat 12/16	Total	Time Reporting Code	Comp Time		
				6.00	HCTK - Holiday Comp Taken		+	-
12.00	12.00			166.00	REGHR - Regular Hours		+	-

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police Employee**

Step 12: Upon clicking the minus button in step 11, a delete confirmation appears. Click the **Yes – Delete** button to remove that time reporting code from the timesheet.



Timesheet

Scope: My Scope

Employee ID: [Redacted] Empl Record: 0
Dept ID: 691000
Earliest Change Date: 11/19/2023

Select Another Timesheet

*View By: Calendar Period
*Date: 11/19/2023
Scheduled Hours: 156.00 Reported Hours: 172.00

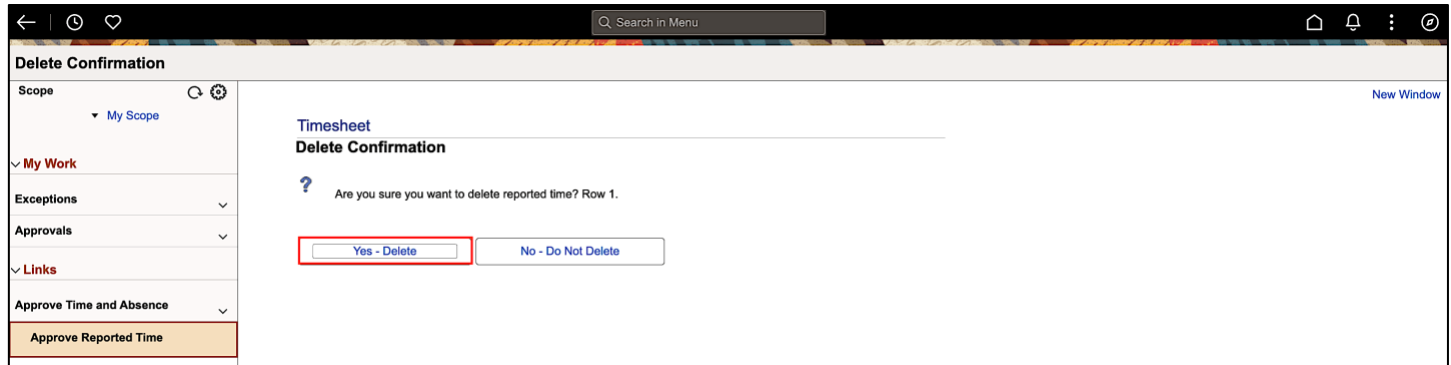
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

From Sunday 11/19/2023 to Saturday 12/16/2023

Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25	Sun 11/26	Mon 11/27
	12.00	12.00			12.00	12.00	12.00	

Buttons: Save for Later, **Submit**

Step 13: Click the **Submit** button to submit the adjusted timesheet.



Delete Confirmation

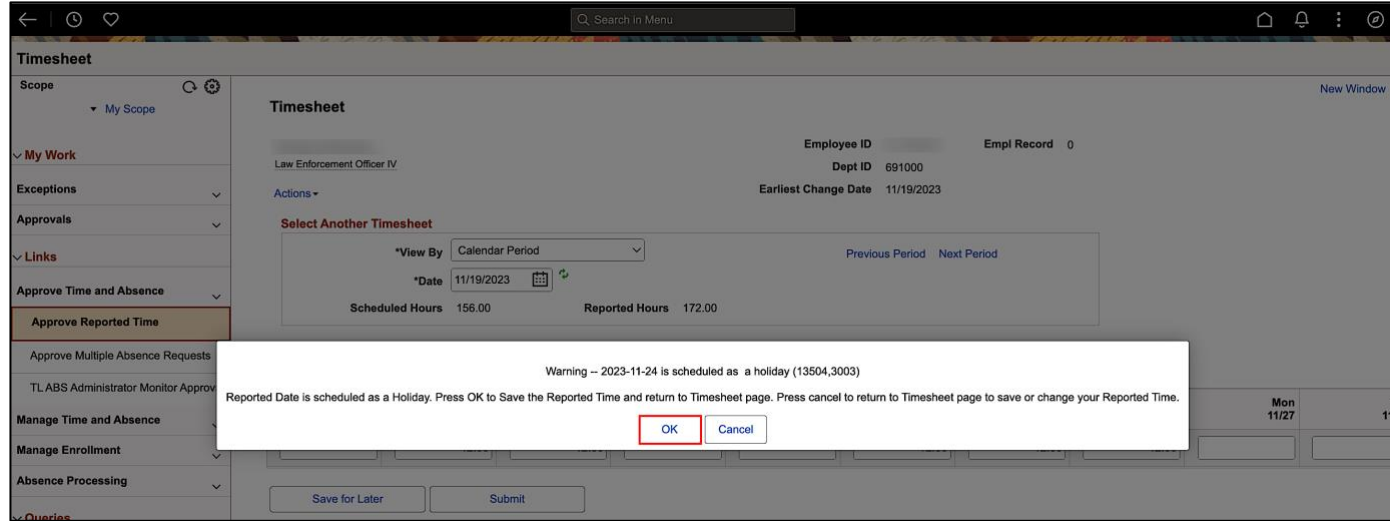
Timesheet
Delete Confirmation

Are you sure you want to delete reported time? Row 1.

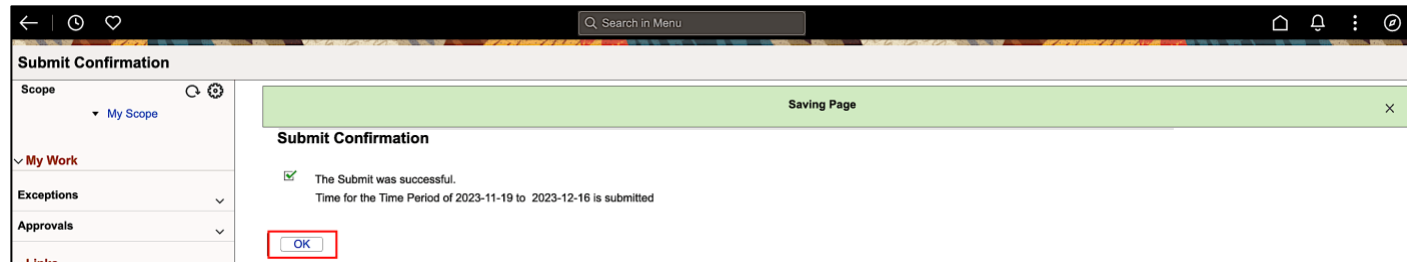
Buttons: **Yes - Delete**, No - Do Not Delete

**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police Employee**

Step 14: A warning message appears to advise that you reported regular working hours (including comp time hours) on 11/24/23 which are university holidays. Click the **OK** button to save the reported time.



Step 15: This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.



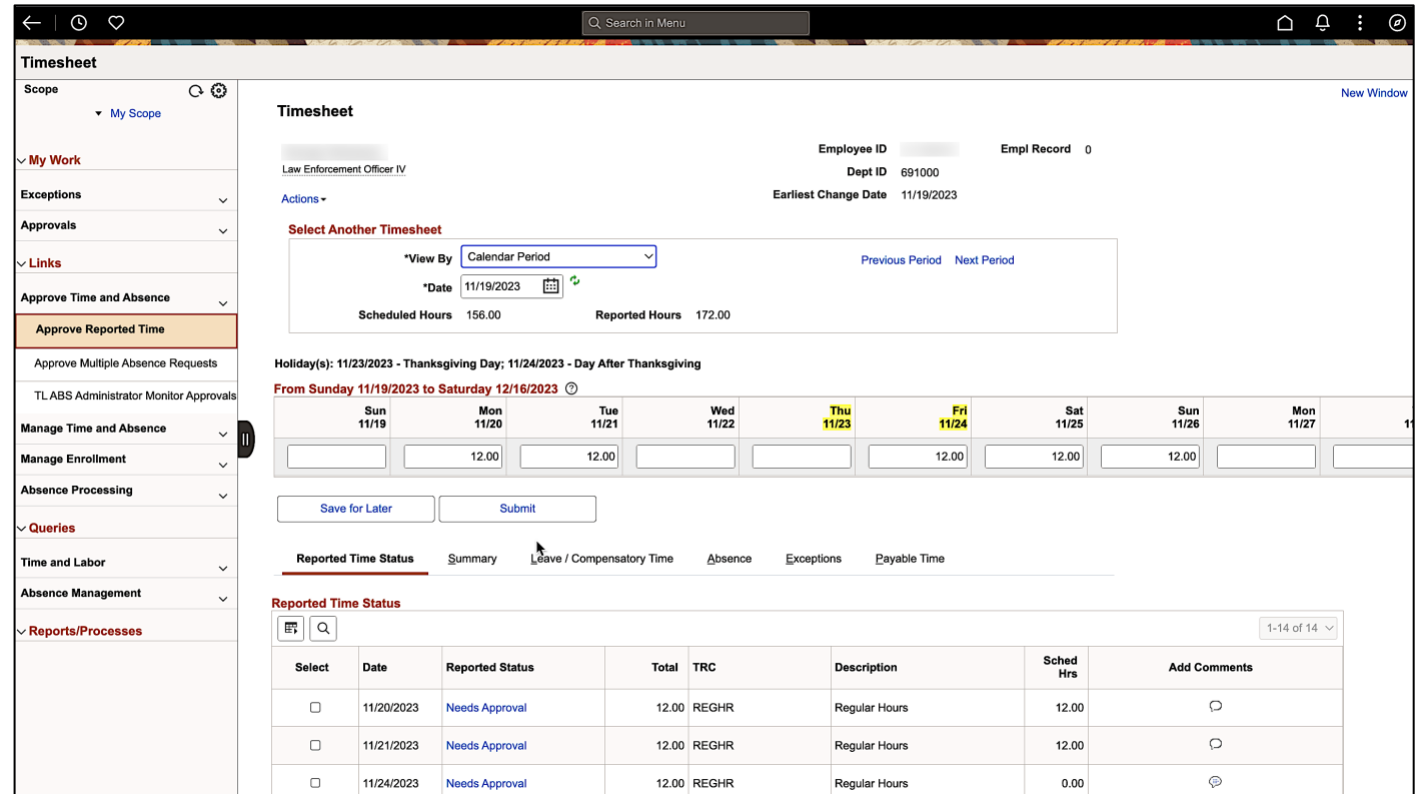
**University of South Carolina
Time and Labor - MSS
Adjust Timesheet on Behalf of
28 Day Police Employee**

Note: Steps 1-14 were for adjusting the timesheet on behalf of the employee. As the manager you must also approve the adjusted timesheet.

Step 16: 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 a 28 day police employee.



Timesheet

Employee ID: 691000 Empl Record: 0
Dept ID: 691000
Earliest Change Date: 11/19/2023

Select Another Timesheet

*View By: Calendar Period
*Date: 11/19/2023
Scheduled Hours: 156.00 Reported Hours: 172.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

From Sunday 11/19/2023 to Saturday 12/16/2023

Sun 11/19	Mon 11/20	Tue 11/21	Wed 11/22	Thu 11/23	Fri 11/24	Sat 11/25	Sun 11/26	Mon 11/27
	12.00	12.00			12.00	12.00	12.00	

Save for Later Submit

Reported Time Status Summary Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	11/20/2023	Needs Approval	12.00	REGHR	Regular Hours	12.00	
<input type="checkbox"/>	11/21/2023	Needs Approval	12.00	REGHR	Regular Hours	12.00	
<input type="checkbox"/>	11/24/2023	Needs Approval	12.00	REGHR	Regular Hours	0.00	