

How to enter or adjust time on a timesheet for an hourly employee:
This job aid outlines how an hourly employee will enter or adjust time on a timesheet.

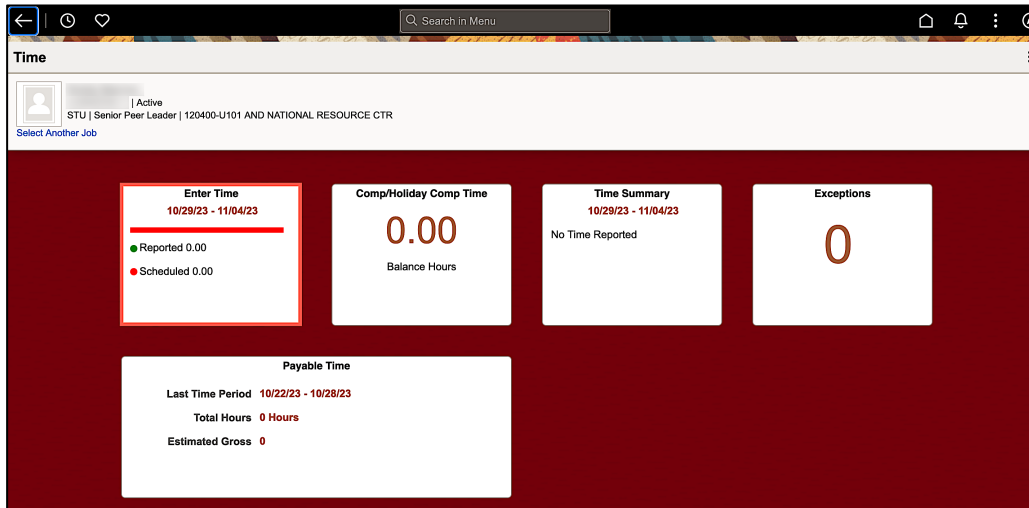
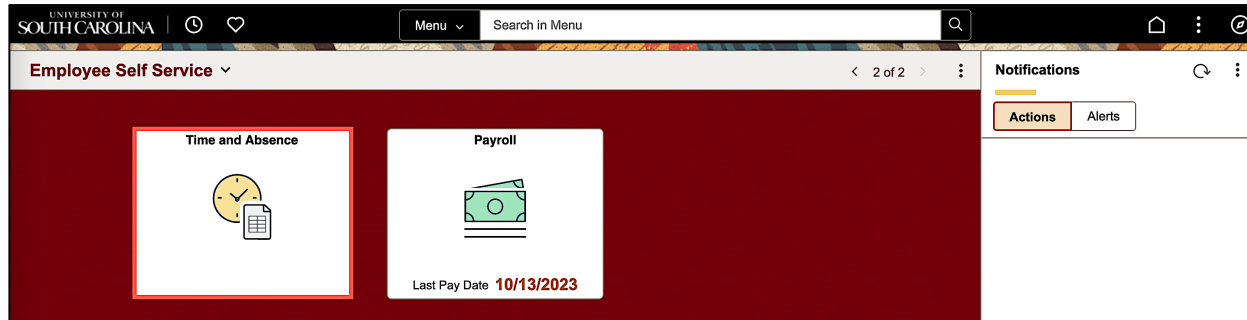
Navigation: Employee Self Service > Time and Absence > Enter Time

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Step 2: Click the **Enter Time** tile, to enter time on a timesheet.

Screenshots



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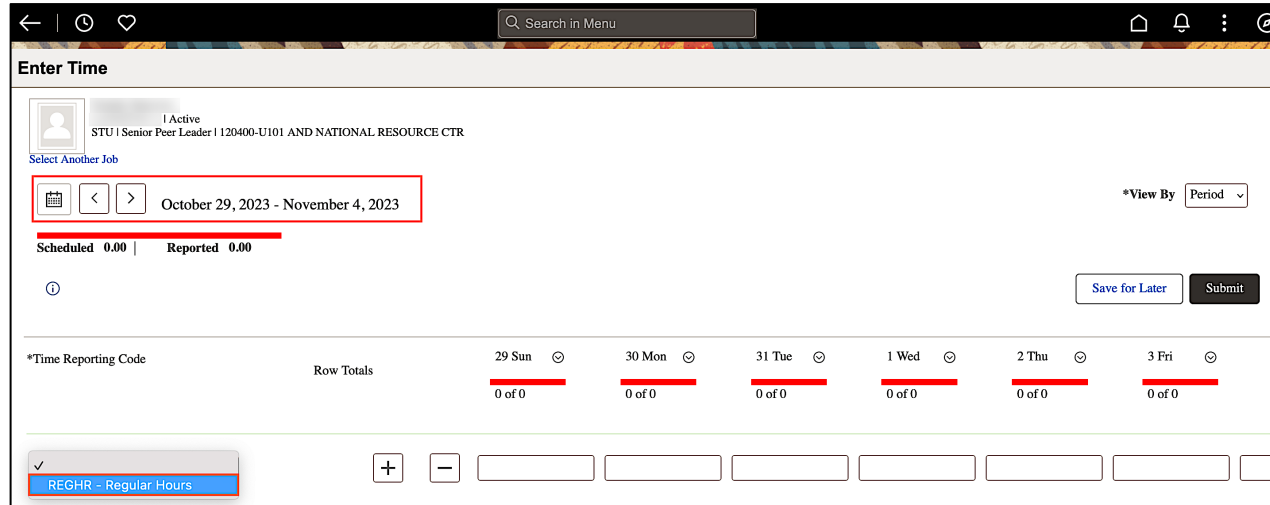
Step 3: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Begin by selecting the appropriate **Time Reporting Code (TRC)**.

Step 4: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

Step 5: Click in the **Time Entry** field and enter hours worked for each day.

Notice as hours are entered in the time entry fields, the total Reported time is reflected in the Summary area of the timesheet and match the **Row Totals** for each row(s).



Enter Time

1 | Active
STU | Senior Peer Leader | 120400-U101 AND NATIONAL RESOURCE CTR

Select Another Job

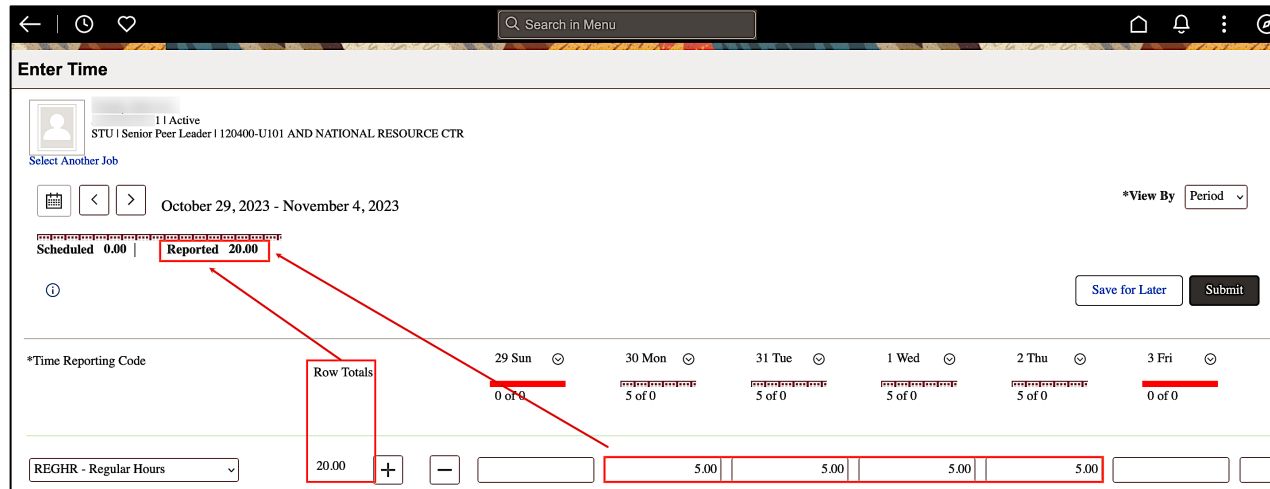
October 29, 2023 - November 4, 2023 *View By Period

Scheduled 0.00 | Reported 0.00

Save for Later Submit

*Time Reporting Code	Row Totals	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri
		0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0

REGHR - Regular Hours



Enter Time

1 | Active
STU | Senior Peer Leader | 120400-U101 AND NATIONAL RESOURCE CTR

Select Another Job

October 29, 2023 - November 4, 2023 *View By Period

Scheduled 0.00 | Reported 20.00

Save for Later Submit

*Time Reporting Code	Row Totals	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri
		0 of 0	5 of 0	5 of 0	5 of 0	5 of 0	0 of 0

REGHR - Regular Hours

20.00

5.00 5.00 5.00 5.00

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You can enter comments about the time entries if you feel additional information is needed.

Step 6: Click the **Related Actions** drop-down arrow.

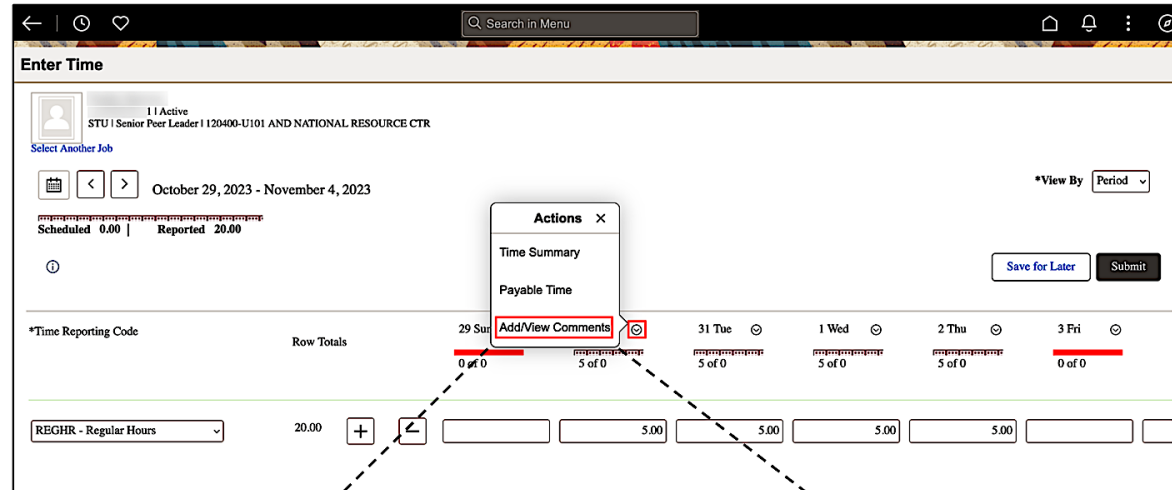
Step 7: Click the **Add/View Comments** action option.

Step 8: Click in the **Comment** field and enter a comment applicable to the time entered.

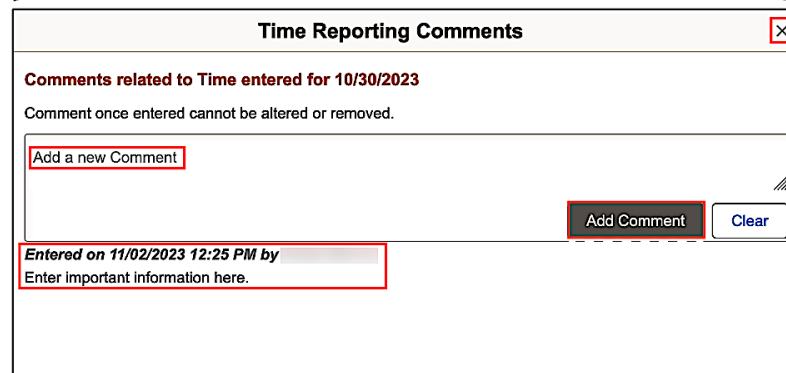
Use the **Comments** page to enter comments for the reported time.

Step 9: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 10: Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' interface. At the top, there's a search bar and navigation icons. Below that, the user's profile is shown: '1 | Active STU | Senior Peer Leader | 120400-U101 AND NATIONAL RESOURCE CTR'. There are navigation arrows and a date range: 'October 29, 2023 - November 4, 2023'. A 'View By' dropdown is set to 'Period'. Below this, there's a 'Time Summary' section with 'Payable Time' and 'Scheduled 0.00 | Reported 20.00'. A table shows time reporting codes for various days: 29 Sun (0 of 0), 31 Tue (5 of 0), 1 Wed (5 of 0), 2 Thu (5 of 0), and 3 Fri (0 of 0). The 'REGHR - Regular Hours' code is selected with a value of 20.00. An 'Add/View Comments' button is highlighted in a red box, with a dashed arrow pointing to the 'Time Reporting Comments' dialog box below.



The screenshot shows the 'Time Reporting Comments' dialog box. It has a title bar with a close button (X). The main content area is titled 'Comments related to Time entered for 10/30/2023'. Below the title, there's a note: 'Comment once entered cannot be altered or removed.' There's a text input field with the placeholder 'Add a new Comment'. To the right of the input field are 'Add Comment' and 'Clear' buttons. At the bottom, there's a timestamp: 'Entered on 11/02/2023 12:25 PM by [redacted]' and a prompt: 'Enter important information here.' A red box highlights the 'Add Comment' button and the timestamp area.

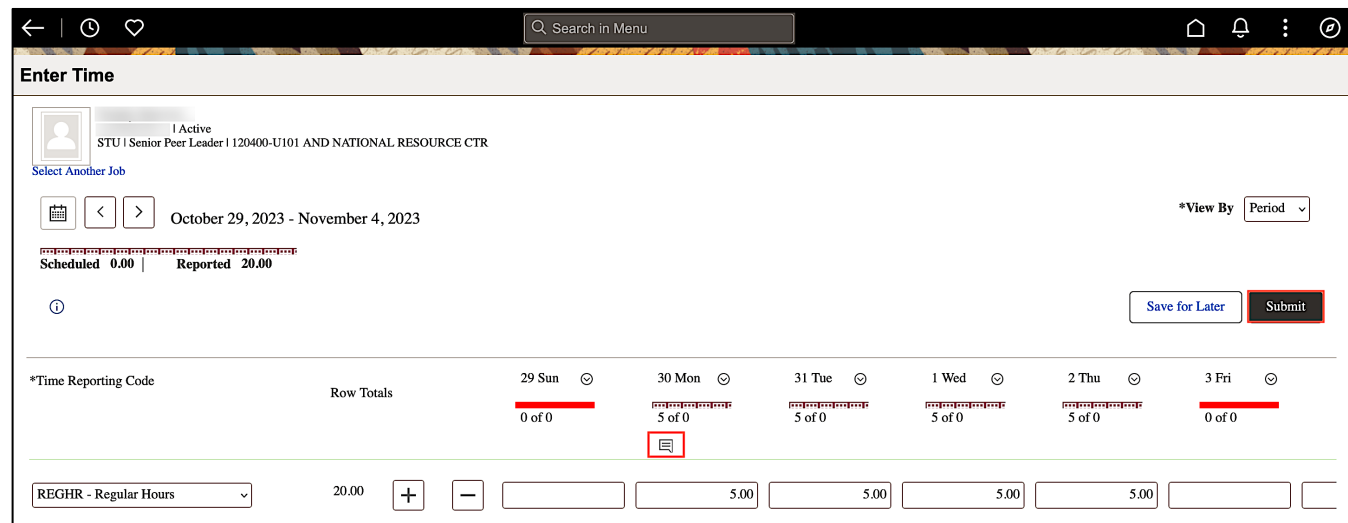
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Notice when a comment has been added to a specific time entry, a comment bubble with squiggles populates below the date it was entered on.

Step 11: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

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 you and your supervisor's inbox.

The summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. As an hourly employee, the scheduled hours will always be zero.



Enter Time

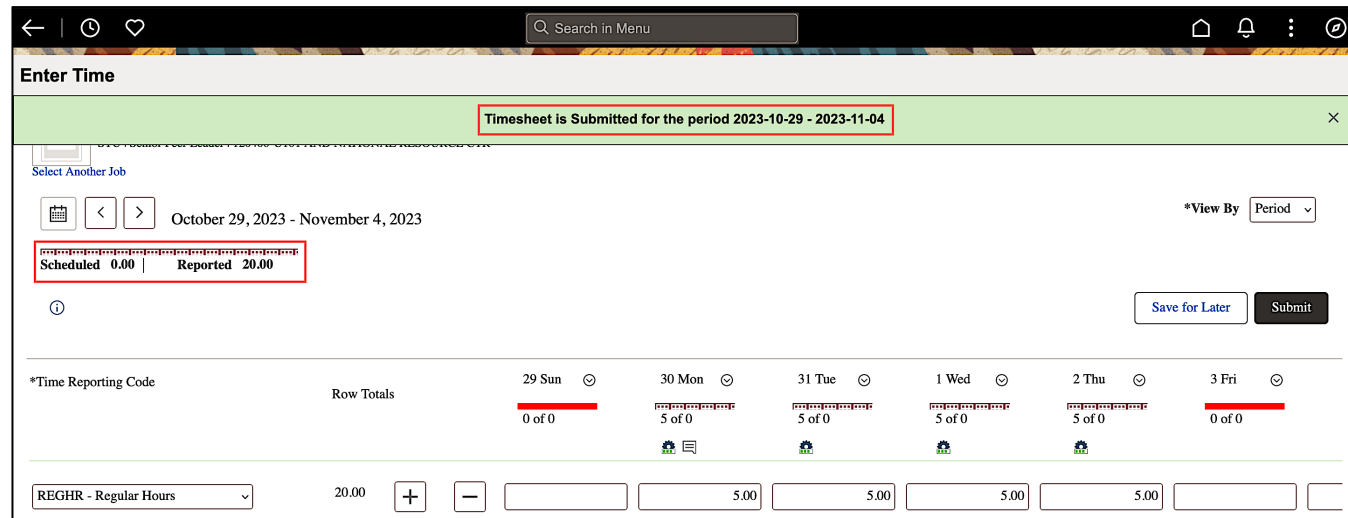
STU | Senior Peer Leader | 120400-U101 AND NATIONAL RESOURCE CTR

October 29, 2023 - November 4, 2023

Scheduled 0.00 | Reported 20.00

Save for Later Submit

*Time Reporting Code	Row Totals	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri
REGHR - Regular Hours	20.00	0 of 0	5 of 0	5 of 0	5 of 0	5 of 0	0 of 0



Enter Time

Timesheet is Submitted for the period 2023-10-29 - 2023-11-04

October 29, 2023 - November 4, 2023

Scheduled 0.00 | Reported 20.00

Save for Later Submit

*Time Reporting Code	Row Totals	29 Sun	30 Mon	31 Tue	1 Wed	2 Thu	3 Fri
REGHR - Regular Hours	20.00	0 of 0	5 of 0	5 of 0	5 of 0	5 of 0	0 of 0

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Step 12: If you have multiple positions, you can enter time for these positions by clicking the **Select Another Job** link.

The Green Check indicates the job you currently have selected to enter time.


Step 13: Click the **row** for the other position(s). This will provide a timesheet for that position.


Once selected, complete the timesheet by following the above steps 3 through 11.


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Step 14: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** icon 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.

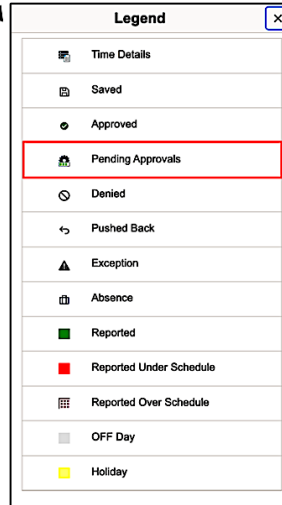
 The timesheet has been saved for later.

 The time entered has been submitted and is pending approval.

 The entered time has been approved.

Note: You can go back to enter or adjust timesheets 30 days prior to the current day.

You successfully learned how to enter or adjust time on a timesheet as an hourly employee.



Enter Time

1 Active
STU | Senior Peer Leader | 120400-U101 AND NATIONAL RESOURCE CTR

Select Another Job

October 29, 2023 - November 4, 2023 *View By: Period

Scheduled 0.00 | Reported 20.00

Save for Later Submit

*Time Reporting Code	Row Totals	30 Sun	31 Mon	1 Tue	2 Wed	3 Thu	4 Fri
REGHR - Regular Hours	20.00	0 of 0	5 of 0	5 of 0	5 of 0	5 of 0	0 of 0