

University of South Carolina
Time and Labor – MSS
Enter or Adjust Time on a Timesheet on Behalf of Hourly Employee

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

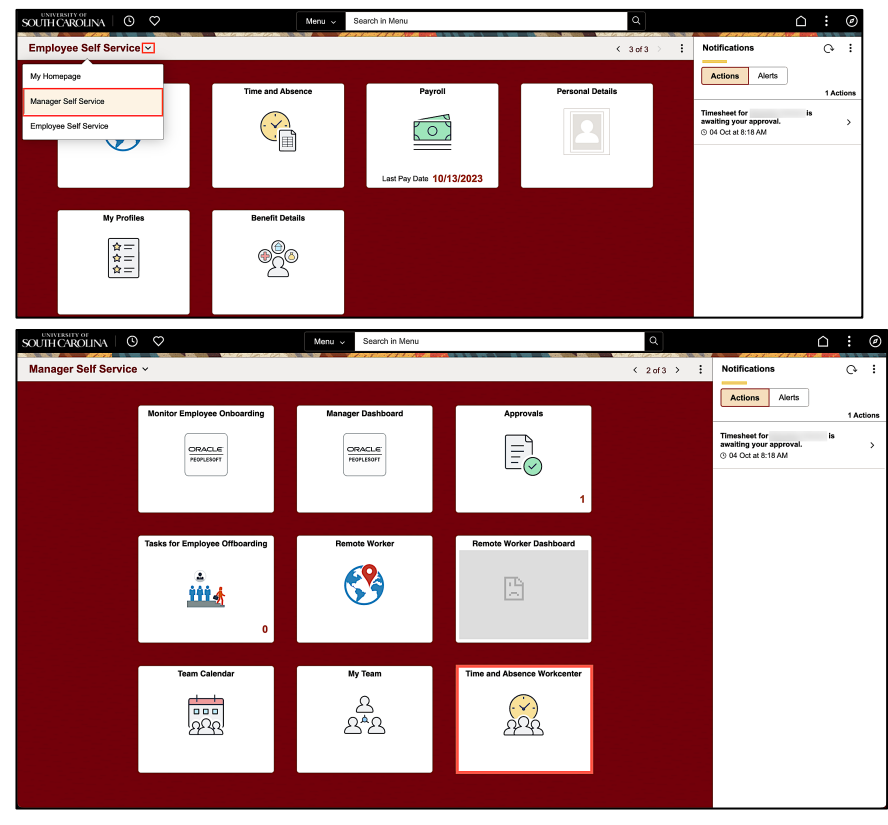
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

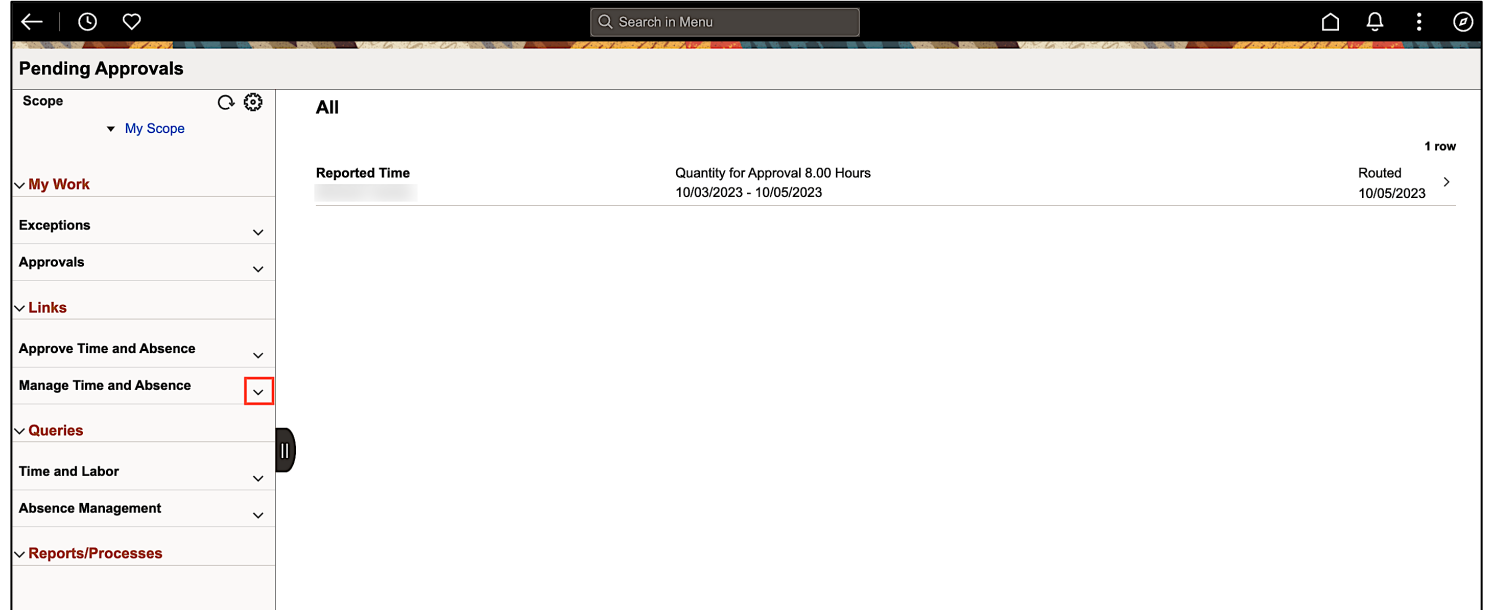


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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

Scope My Scope

My Work

Exceptions

Approvals

Links

Approve Time and Absence

Manage Time and Absence ⌵

Queries

Time and Labor

Absence Management

Reports/Processes

All

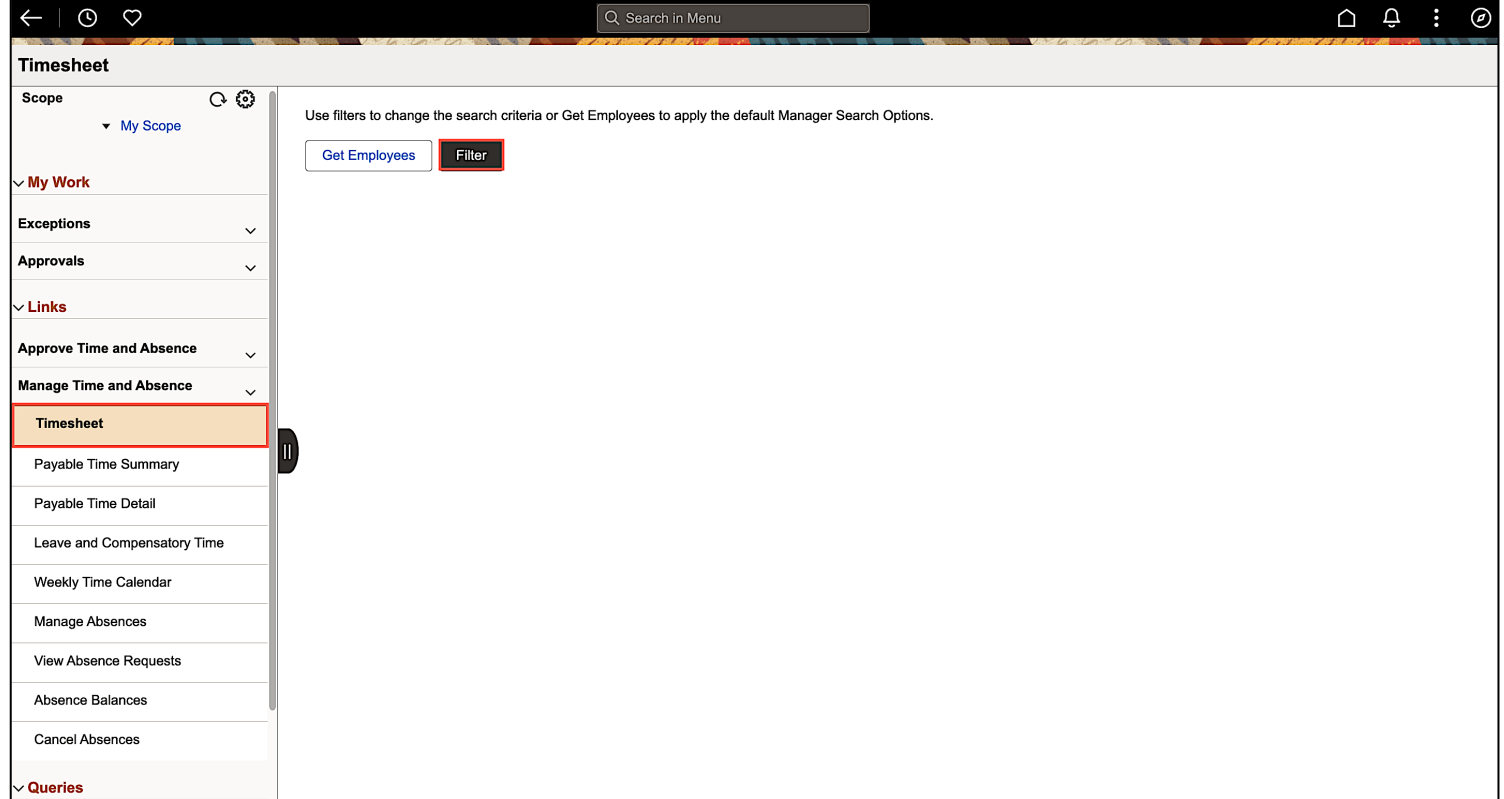
Reported Time	Quantity for Approval	Routed
10/03/2023 - 10/05/2023	8.00 Hours	10/05/2023

1 row

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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.

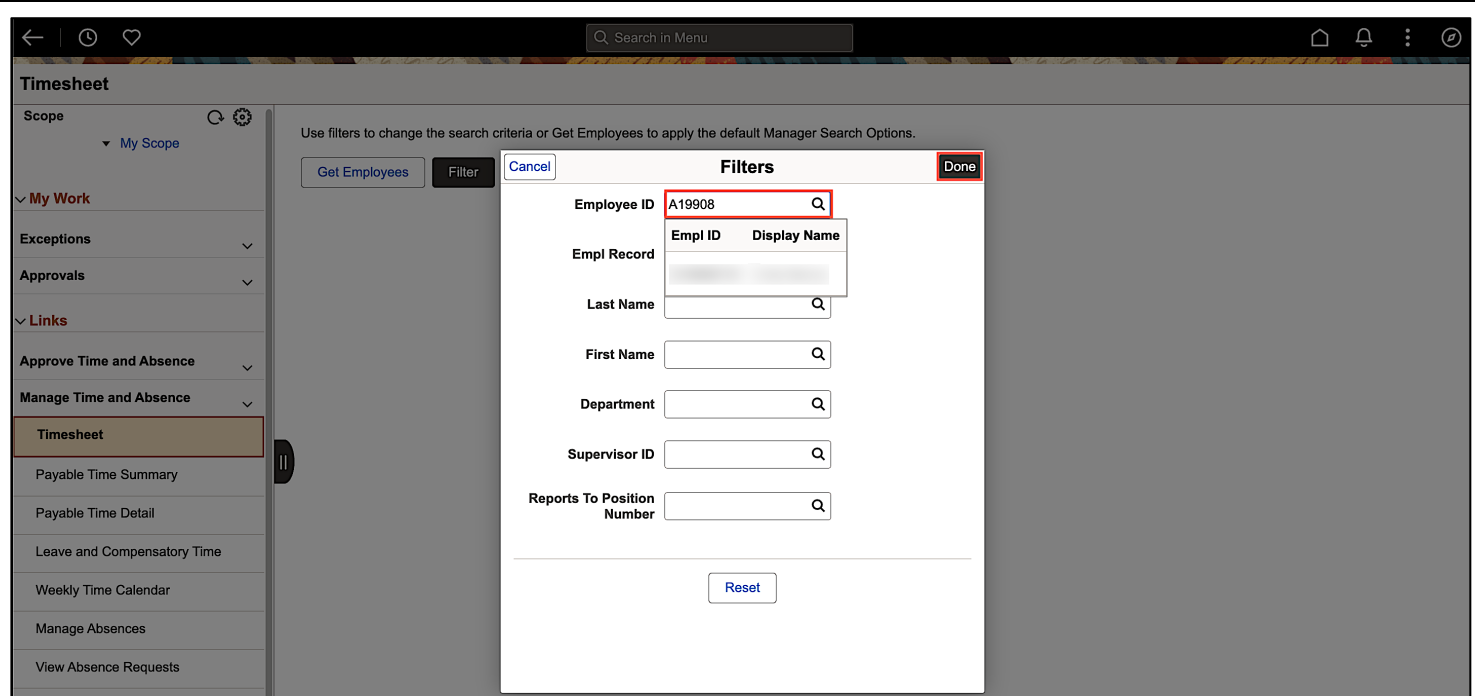


The screenshot shows a mobile application interface for the University of South Carolina's Time and Labor system. At the top, there is a navigation bar with a search icon and the text "Search in Menu". Below this is a "Timesheet" header. The main content area is divided into a left sidebar menu and a main content area. The sidebar menu includes items like "Scope", "My Work", "Exceptions", "Approvals", "Links", "Approve Time and Absence", "Manage Time and Absence", "Timesheet" (highlighted with a red border), "Payable Time Summary", "Payable Time Detail", "Leave and Compensatory Time", "Weekly Time Calendar", "Manage Absences", "View Absence Requests", "Absence Balances", "Cancel Absences", and "Queries". The main content area contains a message: "Use filters to change the search criteria or Get Employees to apply the default Manager Search Options." Below this message are two buttons: "Get Employees" and "Filter" (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.



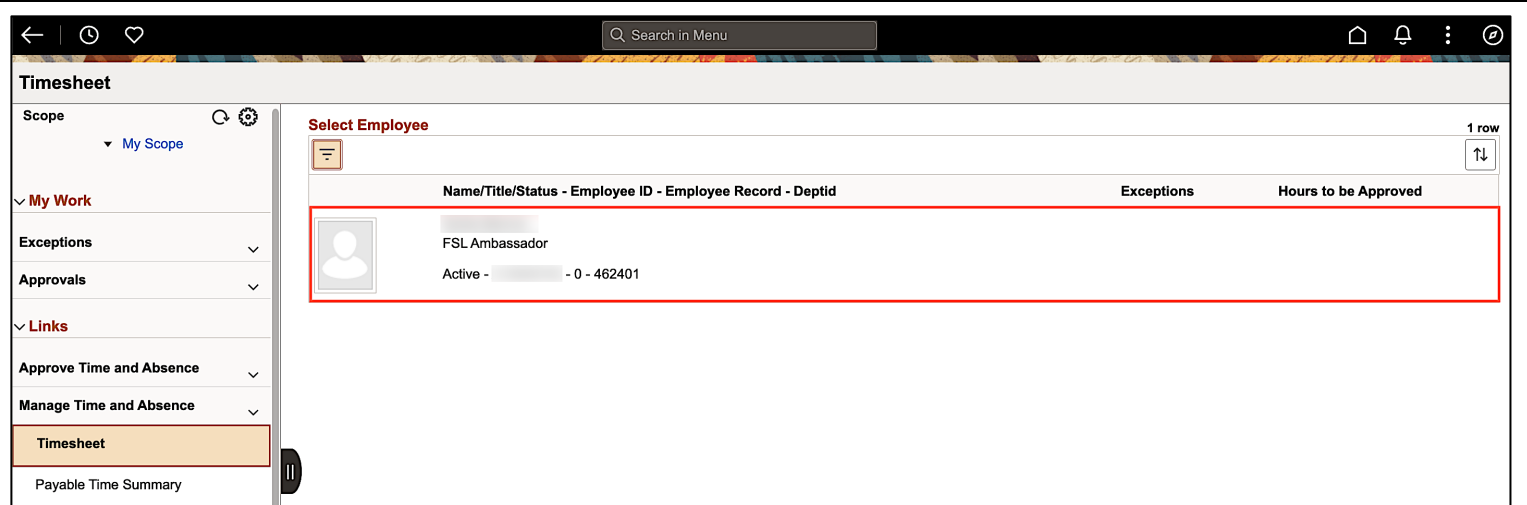
The screenshot shows the 'Timesheet' application interface. On the left is a navigation menu with options like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet' (which is highlighted). The main area displays a 'Filters' dialog box with the following fields:

- Employee ID:** A19908 (highlighted with a red box)
- Empl Record:** A table with columns 'Empl ID' and 'Display Name'.
- Last Name:** [Searchable field]
- First Name:** [Searchable field]
- Department:** [Searchable field]
- Supervisor ID:** [Searchable field]
- Reports To Position Number:** [Searchable field]


Buttons for 'Get Employees', 'Filter', 'Cancel', 'Done', and 'Reset' are visible.

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



The screenshot shows a mobile application interface for a 'Timesheet' page. On the left is a navigation menu with options: My Work, Exceptions, Approvals, Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted), and Payable Time Summary. The main area is titled 'Select Employee' and contains a table with the following data:

Name/Title/Status - Employee ID - Employee Record - Deptid	Exceptions	Hours to be Approved
 FSL Ambassador Active - [redacted] - 0 - 462401		

The table indicates '1 row' and has a sort icon in the top right corner.

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In this scenario the hourly employee forgot to enter their time worked for the week of 11/5/2023 and the week has now passed. As the manager, you can enter time on behalf of employees in your area.

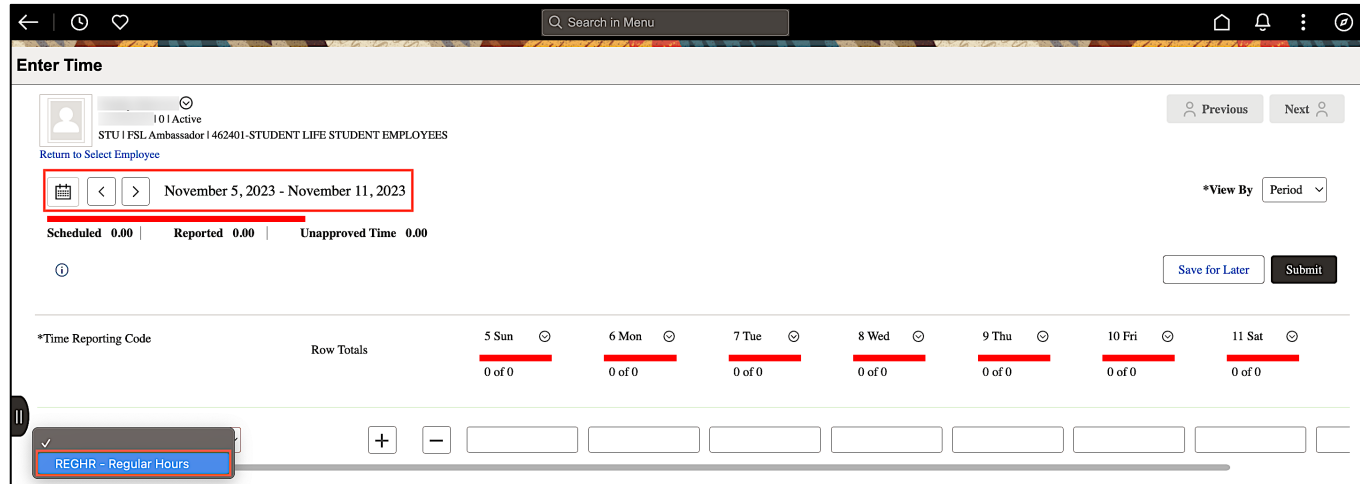
You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

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

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

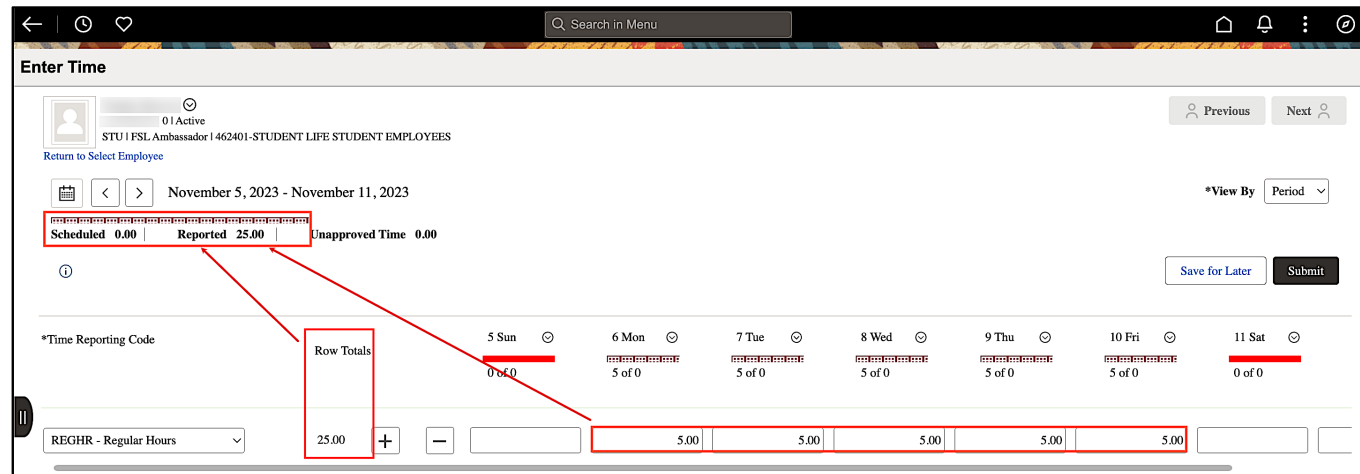
Step 10: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

Step 11: 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).



The screenshot shows the 'Enter Time' interface for an employee named '101 Active' (STU | FSL Ambassador | 462401-STUDENT LIFE STUDENT EMPLOYEES). The date range is set to 'November 5, 2023 - November 11, 2023'. The summary shows 'Scheduled 0.00', 'Reported 0.00', and 'Unapproved Time 0.00'. A dropdown menu for the Time Reporting Code is open, showing 'REGHR - Regular Hours' selected.

*Time Reporting Code	Row Totals	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
		0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0	0 of 0

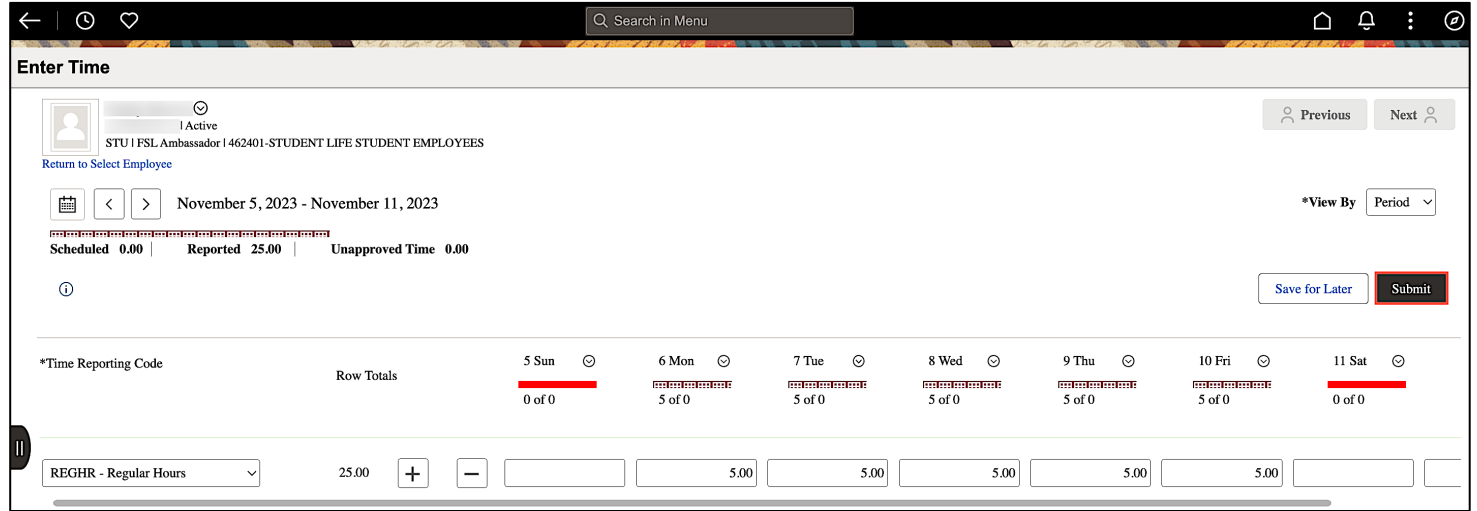


The screenshot shows the 'Enter Time' interface with the date range 'November 5, 2023 - November 11, 2023'. The summary now shows 'Scheduled 0.00', 'Reported 25.00', and 'Unapproved Time 0.00'. The Time Reporting Code is 'REGHR - Regular Hours'. The time entry fields are populated with 5.00 hours for each day from Sunday to Friday. The 'Row Totals' field shows 25.00.

*Time Reporting Code	Row Totals	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
REGHR - Regular Hours	25.00	5.00	5.00	5.00	5.00	5.00	5.00	0 of 0

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Step 12: The timesheet is complete.
Click the **Submit** button.



Enter Time

STU | FSL Ambassador 1462401-STUDENT LIFE STUDENT EMPLOYEES
Return to Select Employee

November 5, 2023 - November 11, 2023
Scheduled 0.00 | Reported 25.00 | Unapproved Time 0.00

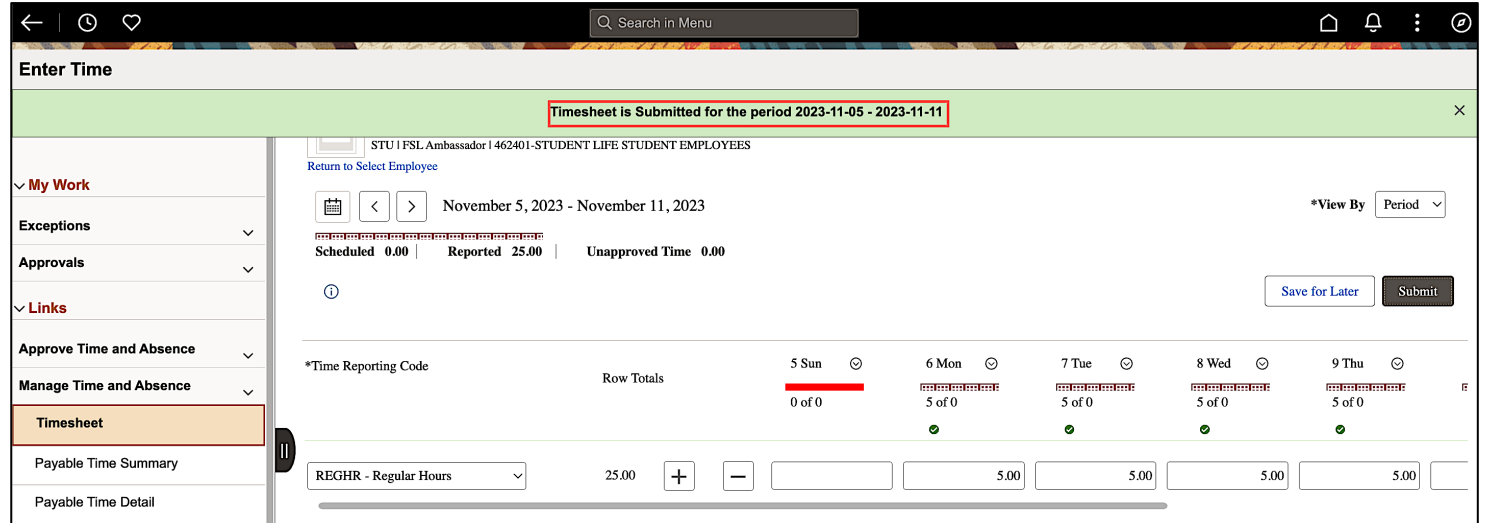
Save for Later **Submit**

*Time Reporting Code	Row Totals	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
REGHR - Regular Hours	25.00	0 of 0	5 of 0	5 of 0	5 of 0	5 of 0	5 of 0	0 of 0

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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.

When a timesheet is entered by a manager on behalf of an employee, additional approval is not required.



Enter Time

Timesheet is Submitted for the period 2023-11-05 - 2023-11-11

STU | FSL Ambassador | 462401-STUDENT LIFE STUDENT EMPLOYEES
Return to Select Employee

November 5, 2023 - November 11, 2023 *View By





Scheduled 0.00 | Reported 25.00 | Unapproved Time 0.00

*Time Reporting Code	Row Totals	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu
REGHR - Regular Hours	25.00	0 of 0	5 of 0	5 of 0	5 of 0	5 of 0

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Step 13: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. 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.

You successfully learned how to enter and submit a timesheet on behalf of an hourly employee.

Legend ×

	Time Details
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day
	Holiday

Enter Time

Scope My Scope

My Work

Exceptions

Approvals

Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

STU | FSL Ambassador | 462401 - STUDENT LIFE STUDENT EMPLOYEES

November 5, 2023 - November 11, 2023

Scheduled 0.00 | Reported 25.00 | Unapproved Time 0.00

*Time Reporting Code	Row Totals	6 Mon	7 Tue	8 Wed	9 Thu
REGHR - Regular Hours	25.00	5.00	5.00	5.00	5.00

Save for Later **Submit**

Enter or Adjust Time on a Timesheet – Hourly Employee

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December 2023