

University of South Carolina
Time and Labor – TL/ABS Approver
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 TL/ABS Approver can enter or adjust time on a timesheet on behalf of an hourly employee. A TL/ABS Approver has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

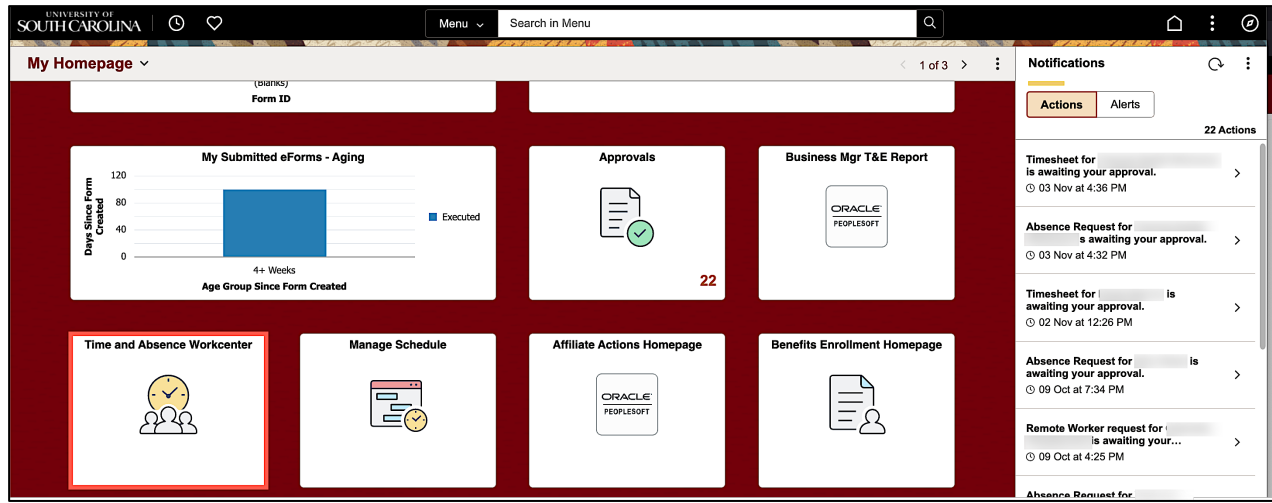
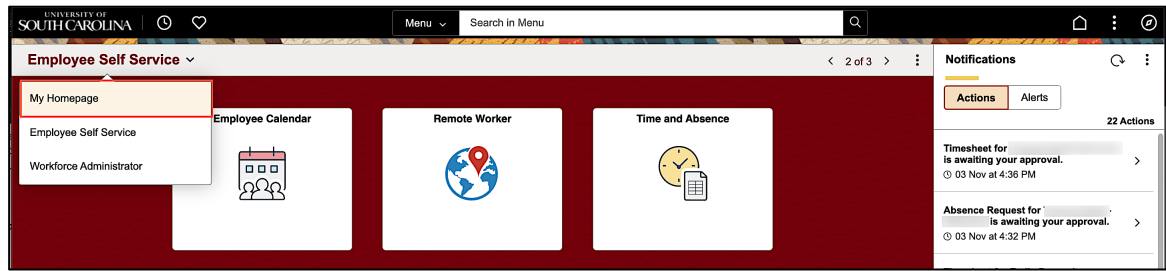
Navigation: Employee Self Service > My Homepage/My Workplace > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Homepage/My Workplace** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots

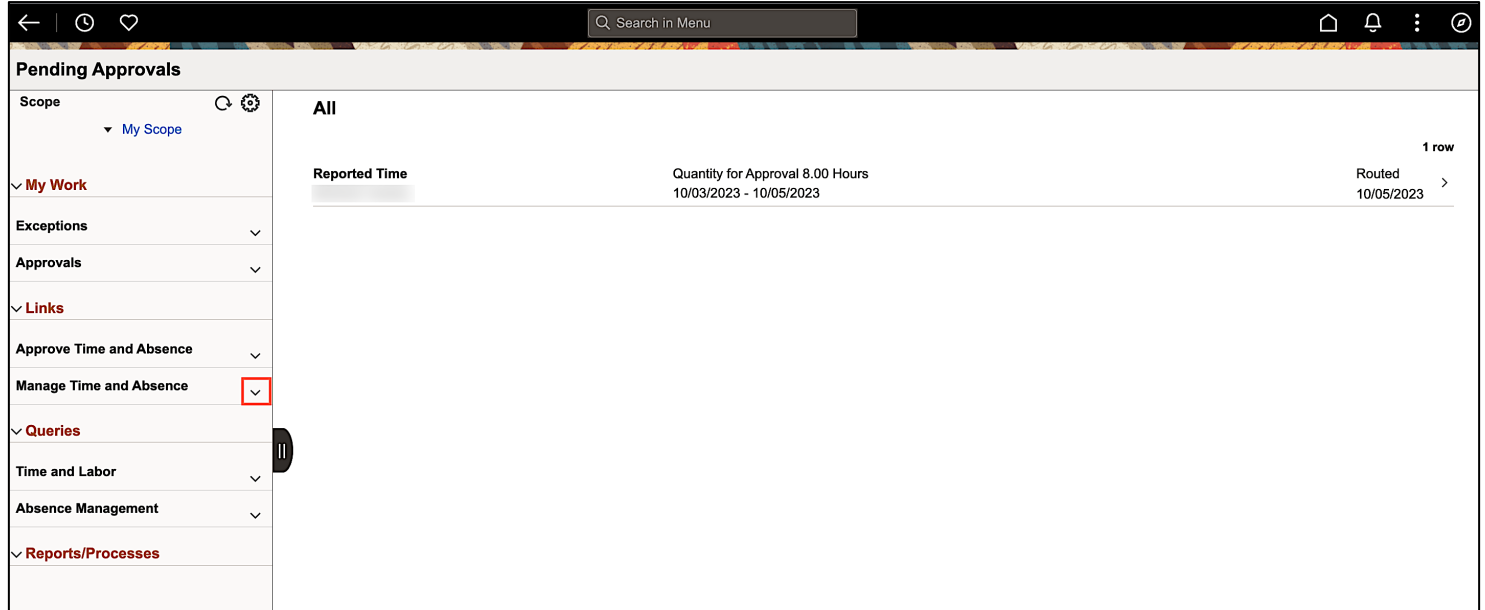


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

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  

All

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

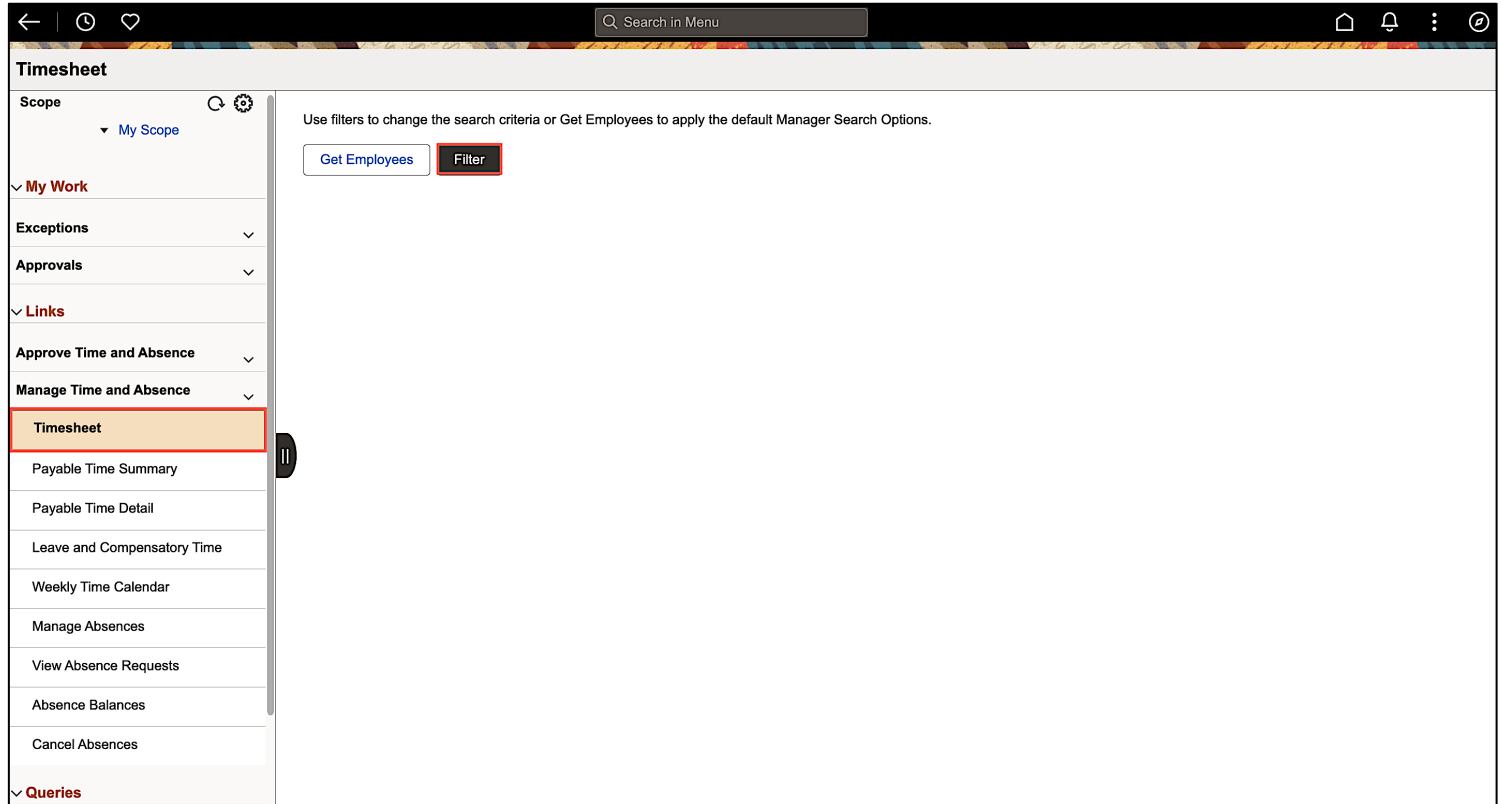
1 row

Left sidebar menu items: My Work, Exceptions, Approvals, Links, Approve Time and Absence, **Manage Time and Absence** (highlighted), Queries, Time and Labor, Absence Management, Reports/Processes.

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

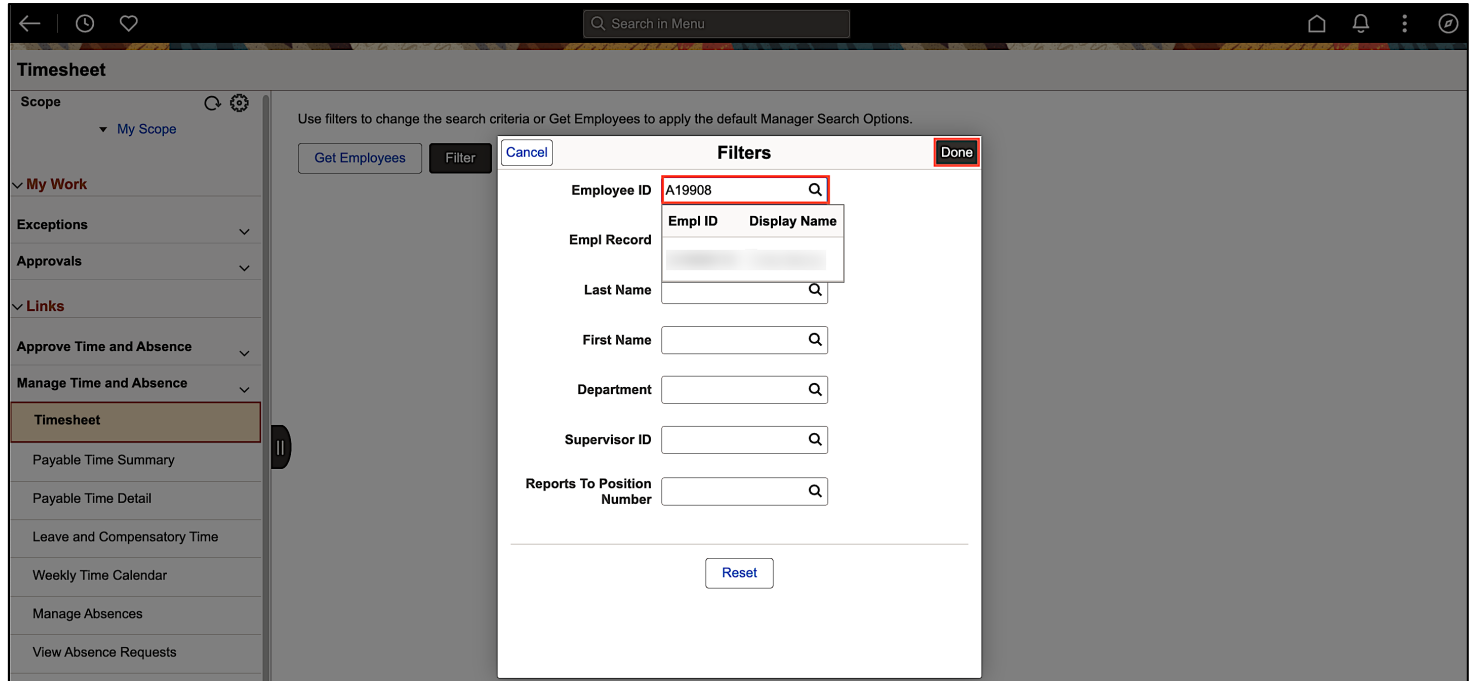
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



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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.



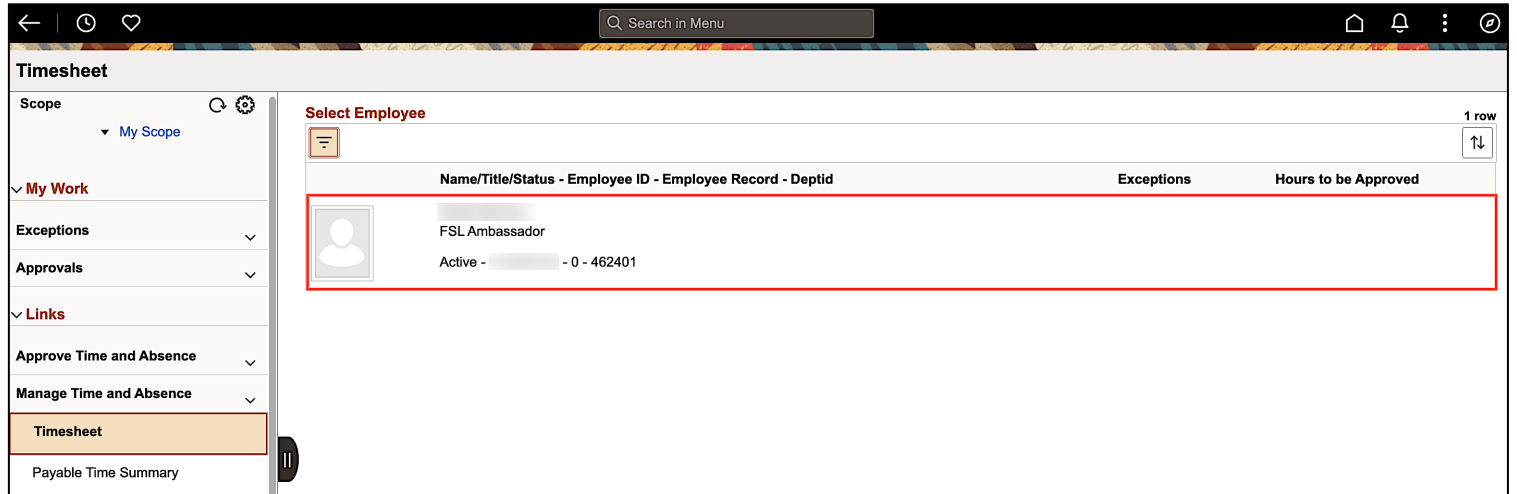
The screenshot shows the 'Timesheet' application interface. On the left is a navigation menu with options like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', and 'Timesheet' (which is highlighted). The main area displays a 'Filters' dialog box with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

- Employee ID: A19908 (highlighted with a red box)
- Empl Record: A dropdown menu showing a list of employees with blurred names.
- Last Name: Search field
- First Name: Search field
- Department: Search field
- Supervisor ID: Search field
- Reports To Position Number: Search field


Buttons for 'Get Employees', 'Filter', 'Cancel', 'Done', and 'Reset' are visible. The 'Done' button is highlighted with a red box.

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



The screenshot shows the 'Timesheet' application interface. On the left is a navigation menu with options: My Scope, 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 there is 1 row. The first row is highlighted with a red border, indicating it is the selected employee.

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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 TL/ABS Approver, you can enter time on behalf of employees in your area.

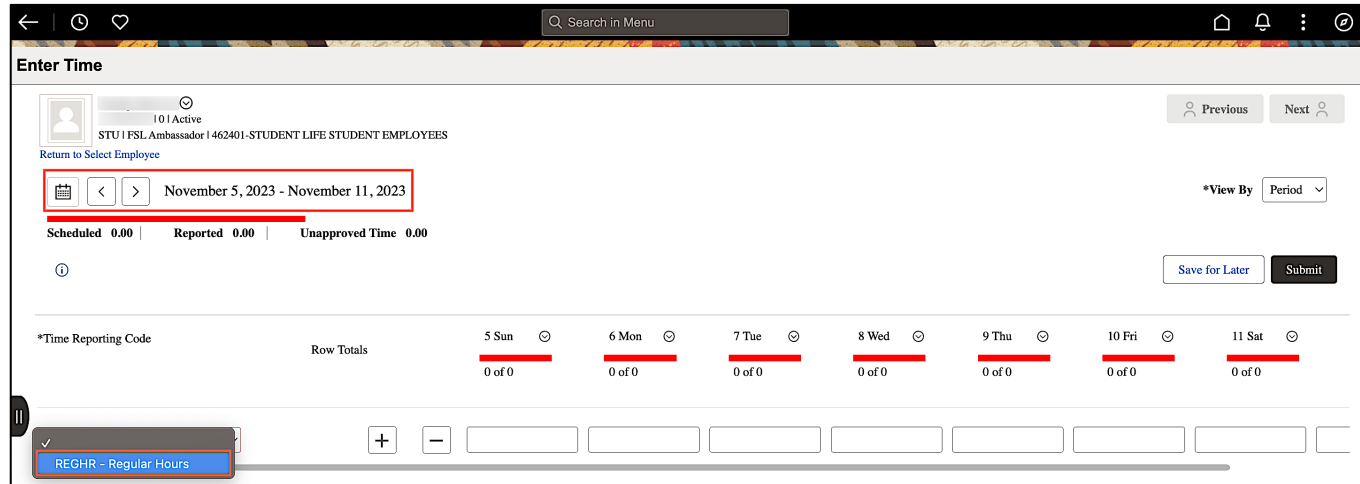
You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

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)**.

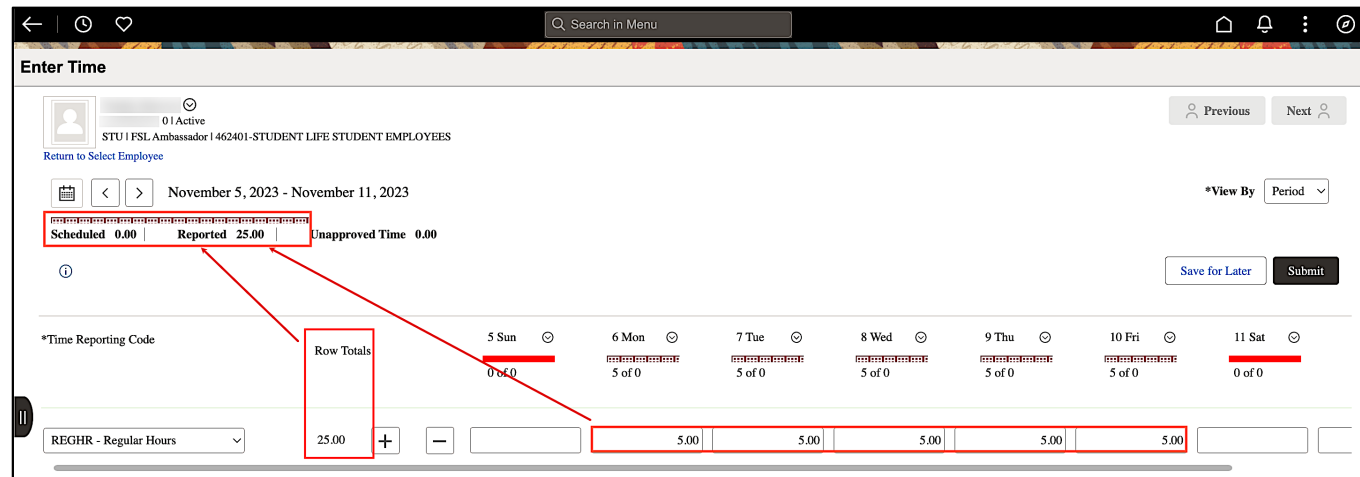
Step 10: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.

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 | 1462401-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'. The 'Time Reporting Code' dropdown is set to 'REGHR - Regular Hours'. The weekly summary table shows '0 of 0' for all days from Sunday to Saturday.

*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

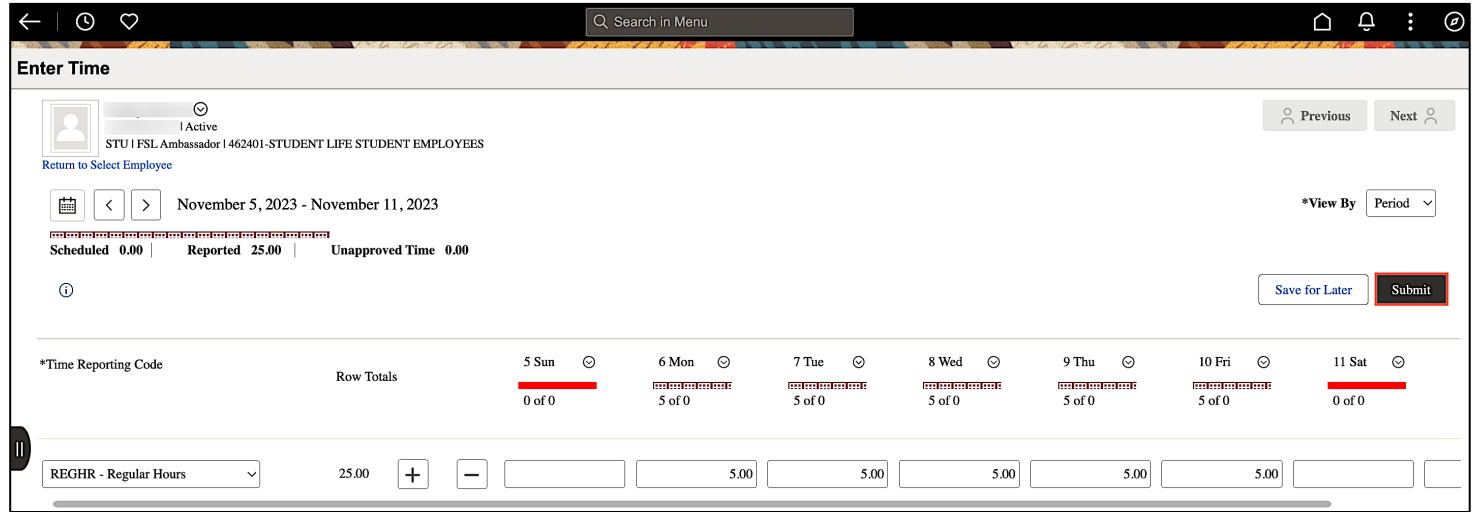


The screenshot shows the 'Enter Time' interface with the 'Time Reporting Code' dropdown set to 'REGHR - Regular Hours'. The summary shows 'Scheduled 0.00', 'Reported 25.00', and 'Unapproved Time 0.00'. The weekly summary table shows '5 of 0' for Monday through Friday and '0 of 0' for Saturday and Sunday. The time entry fields for Monday through Friday are set to 5.00 hours each.

*Time Reporting Code	Row Totals	5 Sun	6 Mon	7 Tue	8 Wed	9 Thu	10 Fri	11 Sat
	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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Step 12: The timesheet is complete.
 Click the **Submit** button.



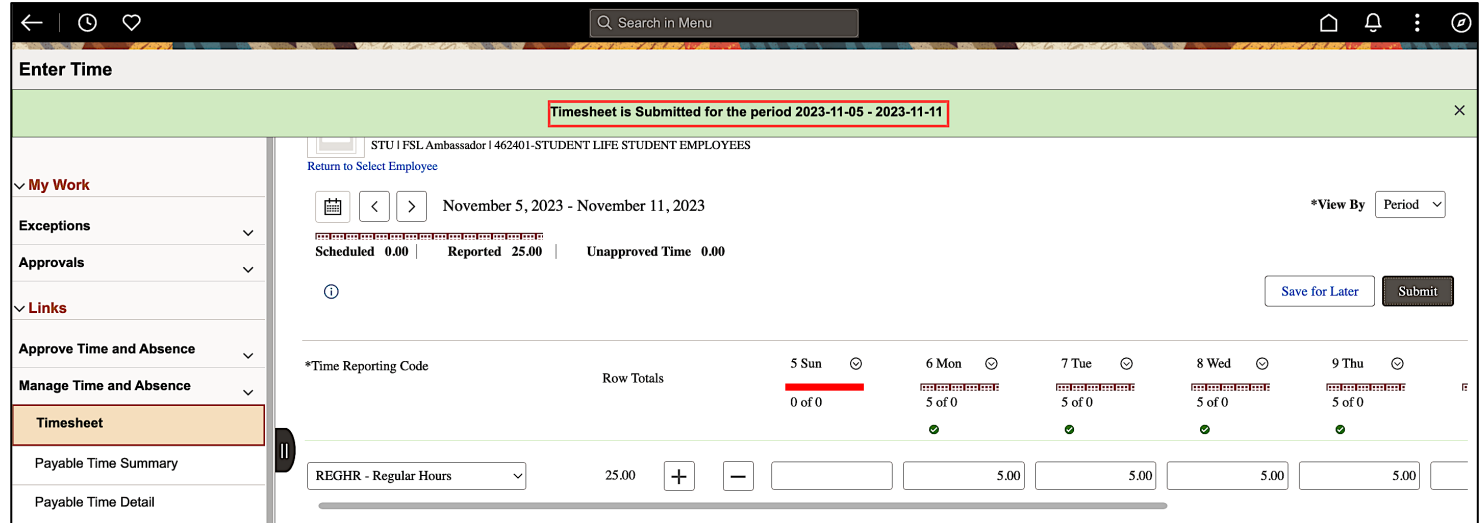
The screenshot shows the 'Enter Time' interface for an employee named 'STU | FSL Ambassador | 1462401-STUDENT LIFE STUDENT EMPLOYEES'. The date range is set to 'November 5, 2023 - November 11, 2023'. The status is 'Active'. The summary shows 'Scheduled 0.00', 'Reported 25.00', and 'Unapproved Time 0.00'. There are 'Save for Later' and 'Submit' buttons. Below the summary is a table for daily time reporting.

*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 TL/ABS Approver 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

←
🔍 Search in Menu
🏠 🔔 ⋮

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

Previous Next

STU | FSL Ambassador | 462401 - STUDENT LIFE STUDENT EMPLOYEES

November 5, 2023 - November 11, 2023

Scheduled 0.00 | Reported 25.00 | Unapproved Time 0.00

*View By Period

[Save for Later](#) [Submit](#)

*Time Reporting Code

	6 Mon	7 Tue	8 Wed	9 Thu
Row Totals	5 of 0	5 of 0	5 of 0	5 of 0

REGHR - Regular Hours	25.00	+	-	5.00	5.00	5.00	5.00
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