

**University of South Carolina
Time and Labor – TL/ABS Approver
View Weekly Time Calendar
28 Day Police Employee**

How to view weekly time calendar for a 28 day police employee:

This job aid outlines how a TL/ABS Approver can view a weekly time calendar for a 28 day police employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

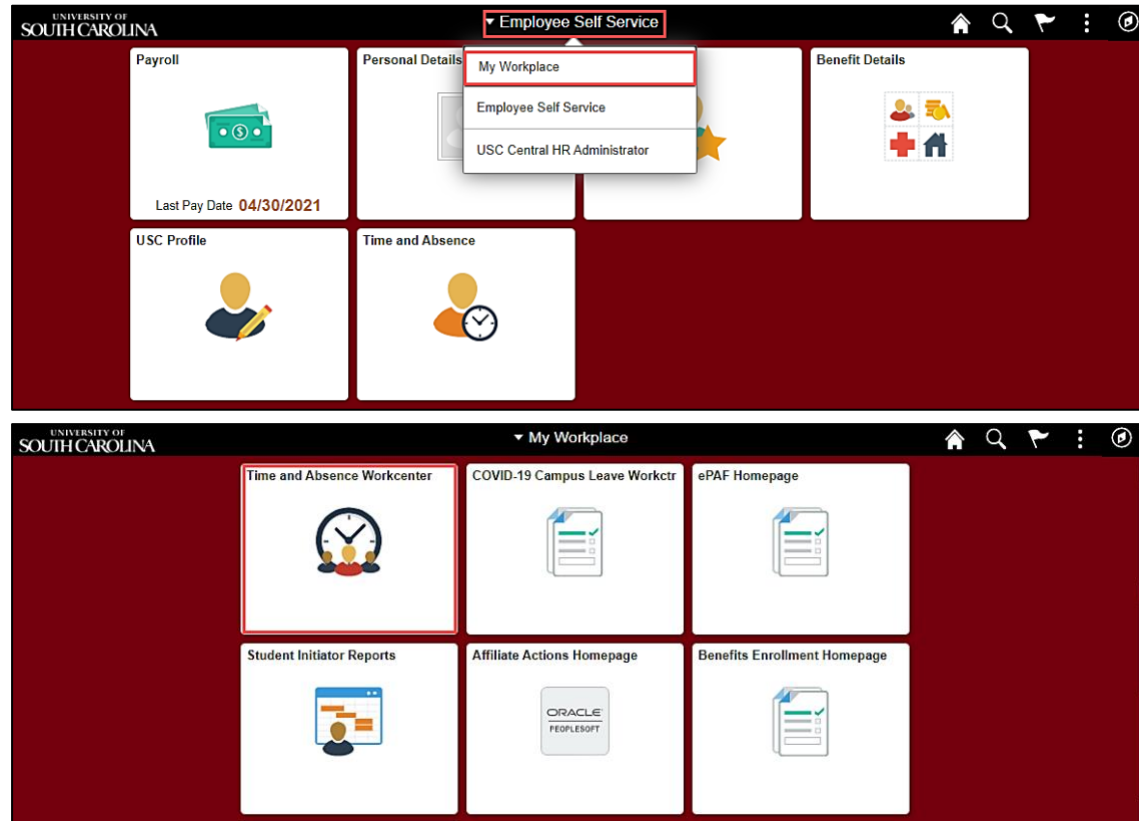
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

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

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

Screenshots

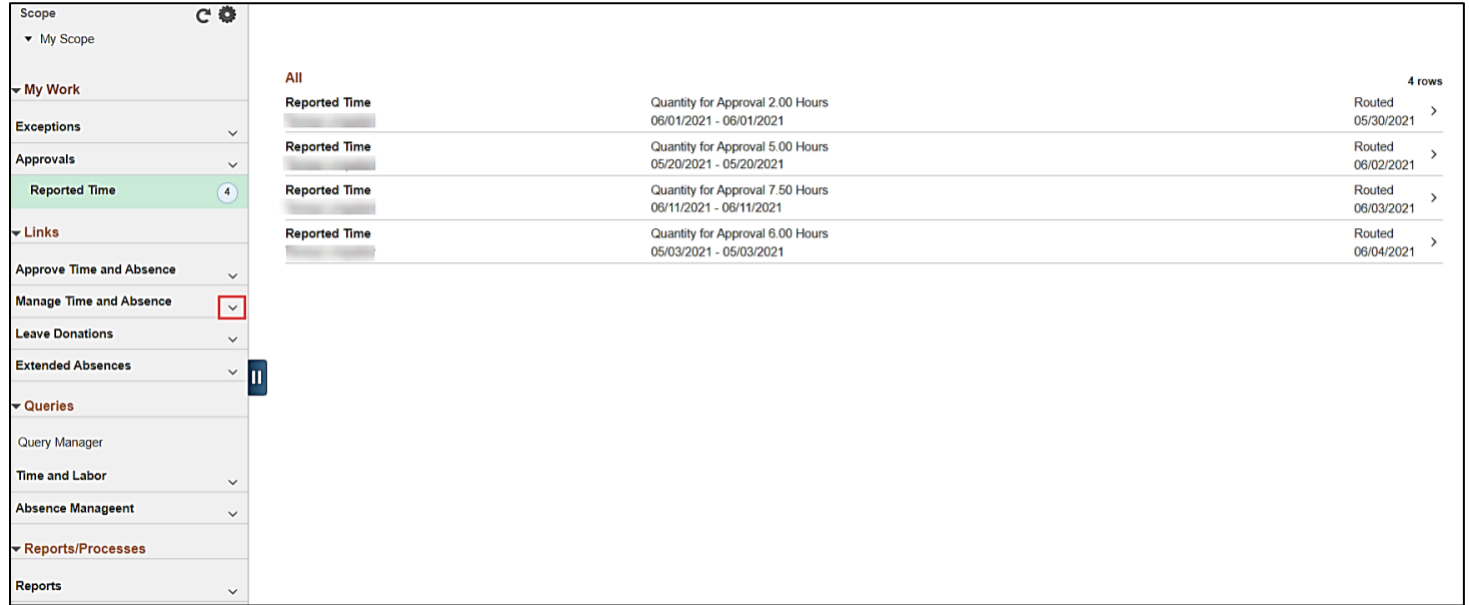


**University of South Carolina
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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily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



The screenshot shows the 'Time and Absence Workcenter' interface. On the left is a sidebar menu with the following items: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (highlighted with a '4' badge), Links, Approve Time and Absence, Manage Time and Absence (highlighted with a red box), Leave Donations, Extended Absences, Queries, Query Manager, Time and Labor, Absence Management, Reports/Processes, and Reports. The main area displays a table of 'Reported Time' entries under the 'All' filter. The table has 4 rows and includes columns for 'Reported Time', 'Quantity for Approval', and 'Routed' status.

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

**University of South Carolina
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Step 4: Click the **Weekly Time Calendar** option from the list.

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

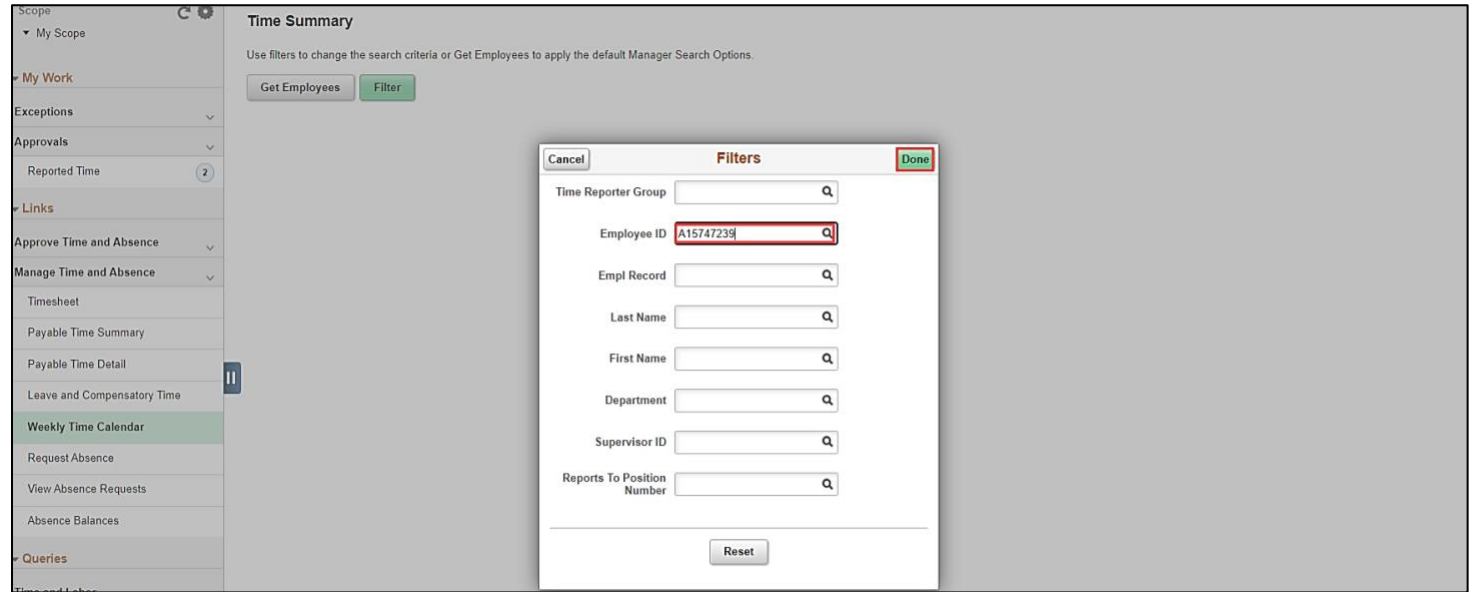


The screenshot displays the user interface for a TL/ABS Approver. On the left is a vertical navigation menu with the following items: Scope (with a sub-item 'My Scope'), My Work, Exceptions, Approvals, Reported Time (with a '2' notification), Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, **Weekly Time Calendar** (highlighted with a red box), Request Absence, View Absence Requests, and Absence Balances. The main content area is titled 'Time Summary' and includes 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' (highlighted with a red box).

**University of South Carolina
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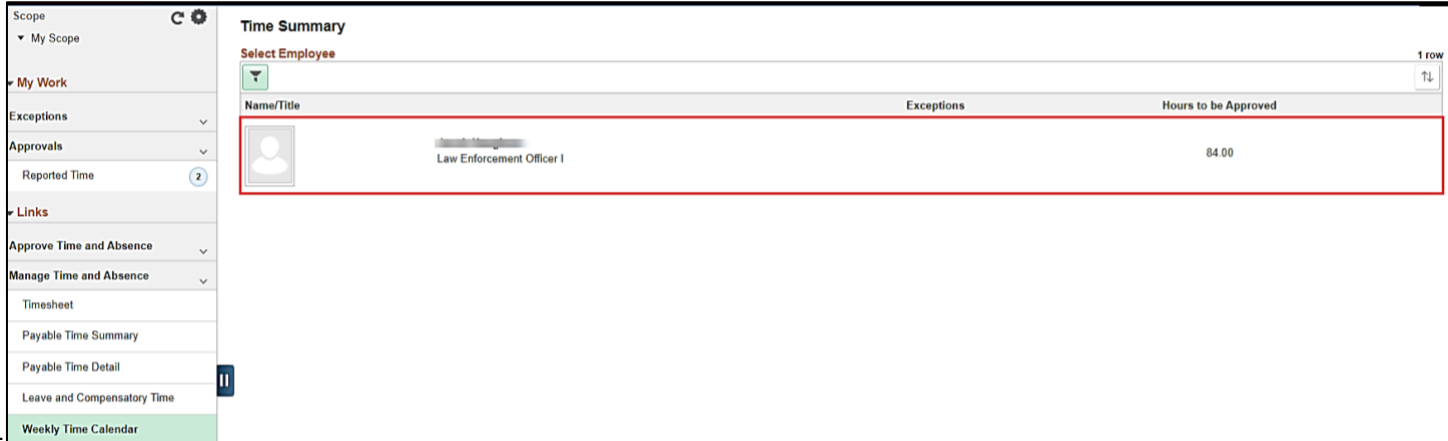
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.




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



Time Summary

Select Employee

Name/Title	Exceptions	Hours to be Approved
 Law Enforcement Officer I		84.00

1 row

Left Sidebar (highlighted):

- Scope
- My Scope
- My Work
- Exceptions
- Approvals
- Reported Time (2)
- Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar**





University of South Carolina
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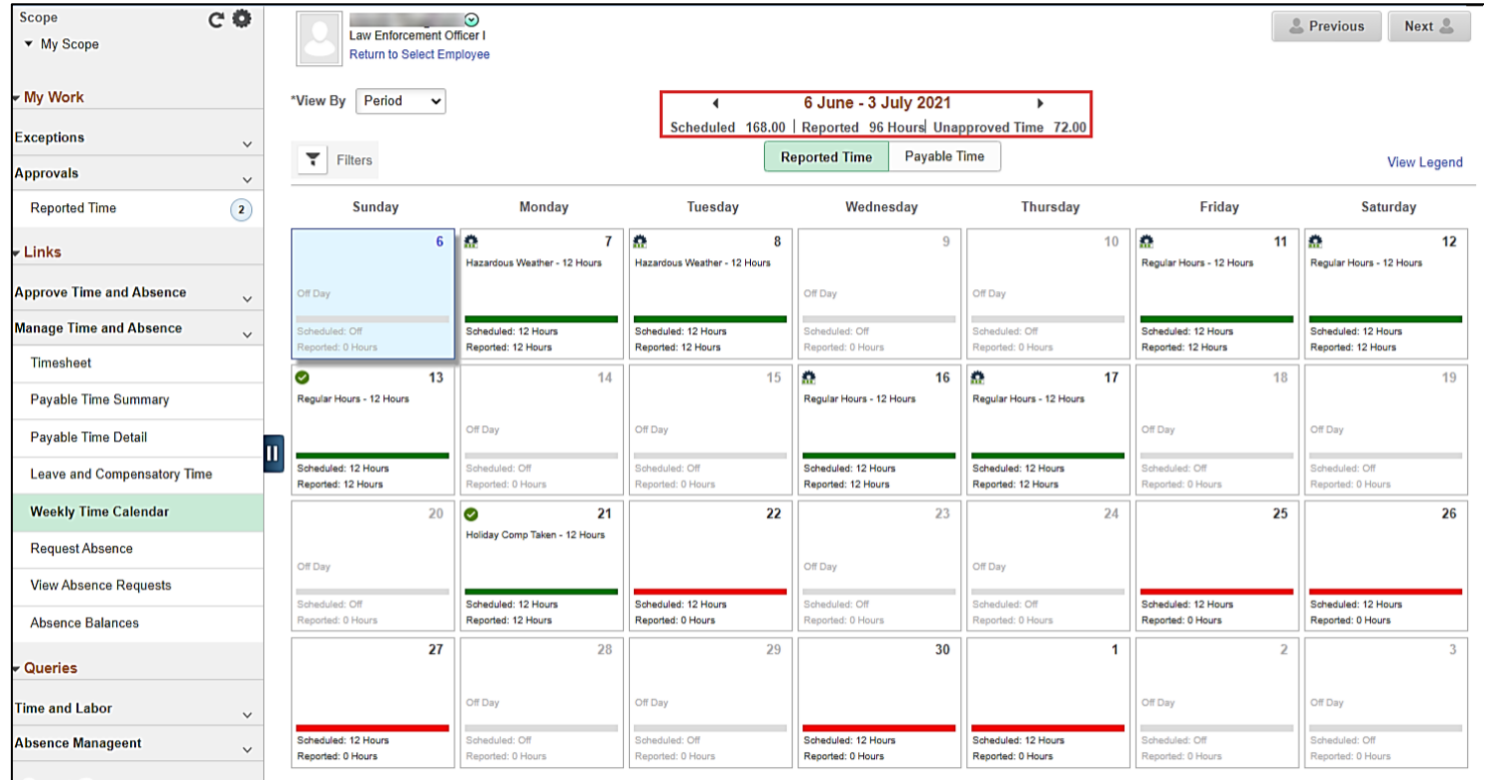
This **Time Summary** page is used to view time summary for a particular period, weekly, bi-weekly, and monthly time entries.

The default view on this page for 28 day police is the current 28 day period. The current day is highlighted in blue.

Use the **Arrows** to navigate to the timesheet you would like to view.

In this view, you can see:

- scheduled off days are grayed out
- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry
- days with reported time greater than scheduled indicated by 
- all requested absences and leave taken indicated by 



Scope: Law Enforcement Officer I
 Return to Select Employee

View By: Period
 6 June - 3 July 2021
 Scheduled 168.00 | Reported 96 Hours | Unapproved Time 72.00

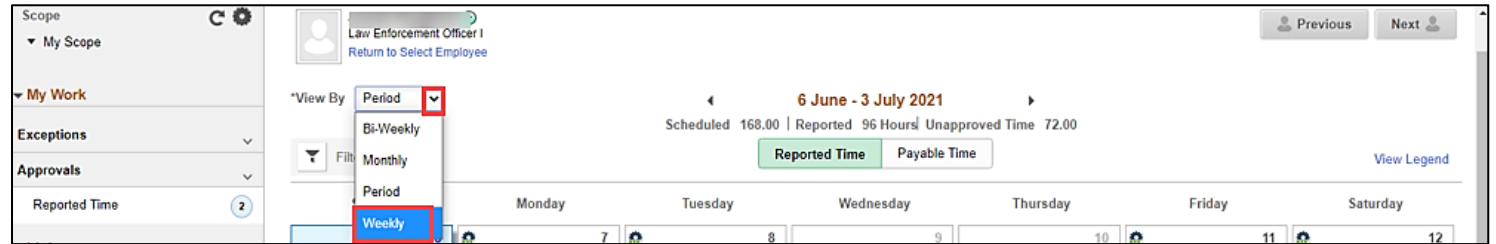
Filters: Reported Time | Payable Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 Off Day Scheduled: Off Reported: 0 Hours	7 Hazardous Weather - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	8 Hazardous Weather - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	9 Off Day Scheduled: Off Reported: 0 Hours	10 Off Day Scheduled: Off Reported: 0 Hours	11 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	12 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours
13 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	14 Off Day Scheduled: Off Reported: 0 Hours	15 Off Day Scheduled: Off Reported: 0 Hours	16 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	17 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	18 Off Day Scheduled: Off Reported: 0 Hours	19 Off Day Scheduled: Off Reported: 0 Hours
20 Off Day Scheduled: Off Reported: 0 Hours	21 Holiday Comp Taken - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	22 Scheduled: 12 Hours Reported: 0 Hours	23 Off Day Scheduled: Off Reported: 0 Hours	24 Off Day Scheduled: Off Reported: 0 Hours	25 Scheduled: 12 Hours Reported: 0 Hours	26 Scheduled: 12 Hours Reported: 0 Hours
27 Scheduled: 12 Hours Reported: 0 Hours	28 Off Day Scheduled: Off Reported: 0 Hours	29 Off Day Scheduled: Off Reported: 0 Hours	30 Scheduled: 12 Hours Reported: 0 Hours	1 Scheduled: 12 Hours Reported: 0 Hours	2 Off Day Scheduled: Off Reported: 0 Hours	3 Off Day Scheduled: Off Reported: 0 Hours

**University of South Carolina
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Step 9: To see a weekly view of the officer's timesheets, click the **View By** drop-down arrow and select **Weekly** from the list.

Use the **Arrows** to navigate through timesheets by week.



Scope: My Scope, My Work, Exceptions, Approvals, Reported Time (2)

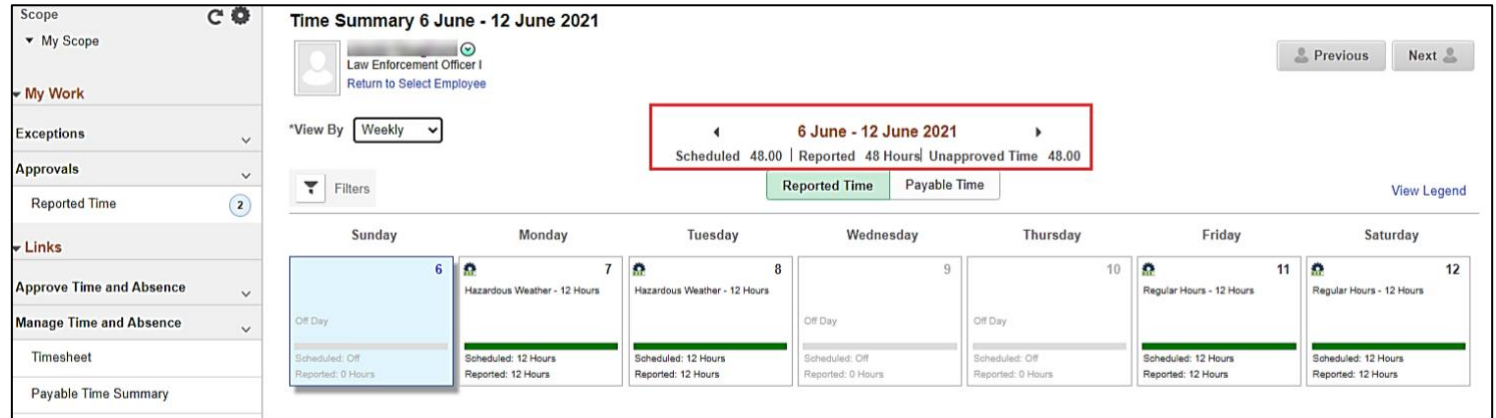
Law Enforcement Officer I
Return to Select Employee

*View By: **Period** (dropdown menu open showing: Bi-Weekly, Monthly, **Weekly**)

6 June - 3 July 2021
Scheduled 168.00 | Reported 96 Hours | Unapproved Time 72.00

Reported Time Payable Time View Legend

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	8	9	10	11	12



Scope: My Scope, My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary

Law Enforcement Officer I
Return to Select Employee

*View By: **Weekly**

6 June - 12 June 2021
Scheduled 48.00 | Reported 48 Hours | Unapproved Time 48.00

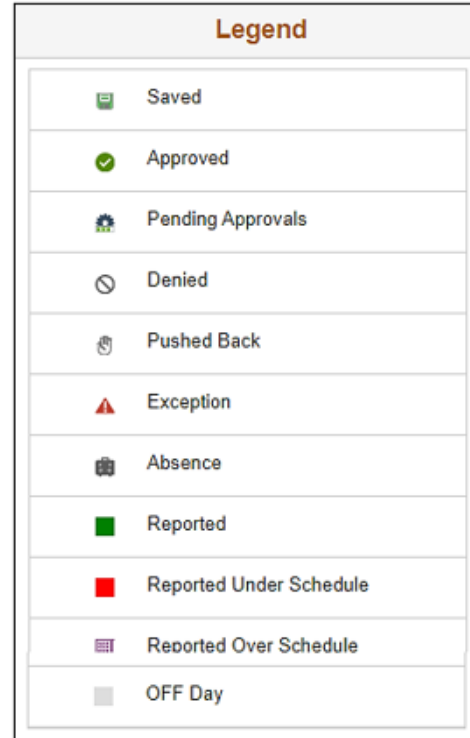
Reported Time Payable Time View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 Off Day Scheduled: Off Reported: 0 Hours	7 Hazardous Weather - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	8 Hazardous Weather - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	9 Off Day Scheduled: Off Reported: 0 Hours	10 Off Day Scheduled: Off Reported: 0 Hours	11 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	12 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours

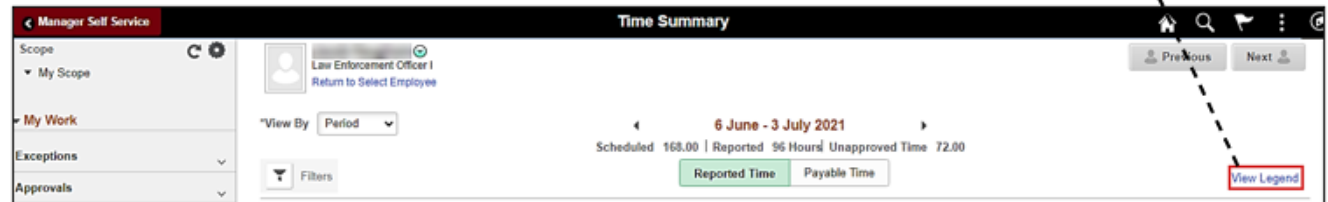
**University of South Carolina
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Step 10: Click the View Legend link to view the legends used and a short description of each one.

You successfully learned how to view the weekly time calendar for a 28 day police employee.



Legend	
	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day



Manager Self Service | Time Summary

Scope: My Scope | Law Enforcement Officer I | Return to Select Employee

View By: Period

6 June - 3 July 2021

Scheduled 168.00 | Reported 96 Hours | Unapproved Time 72.00

Reported Time | Payable Time

[View Legend](#)