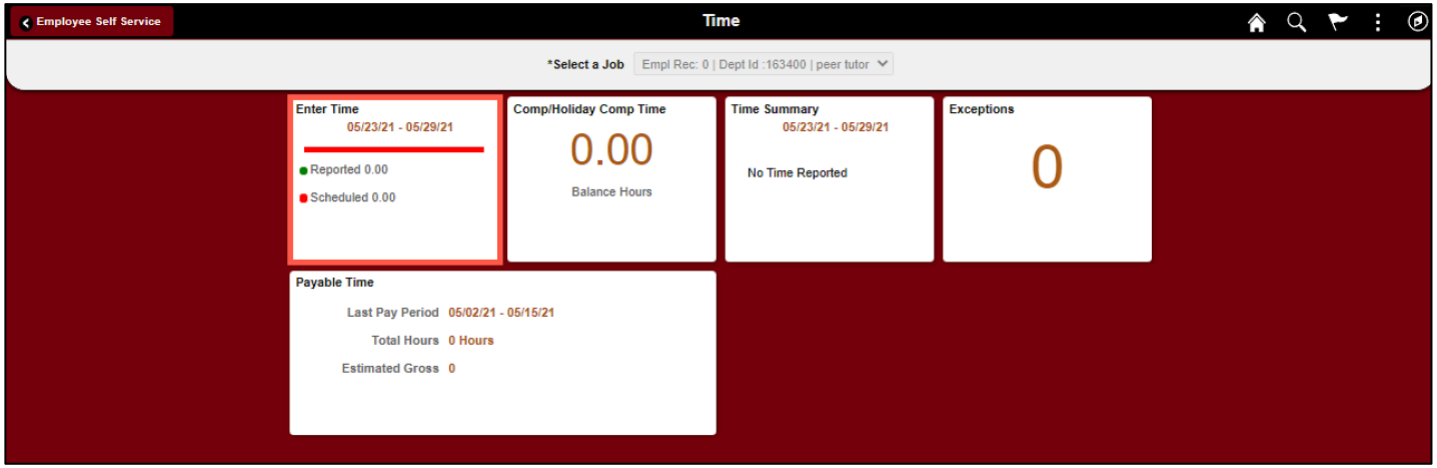
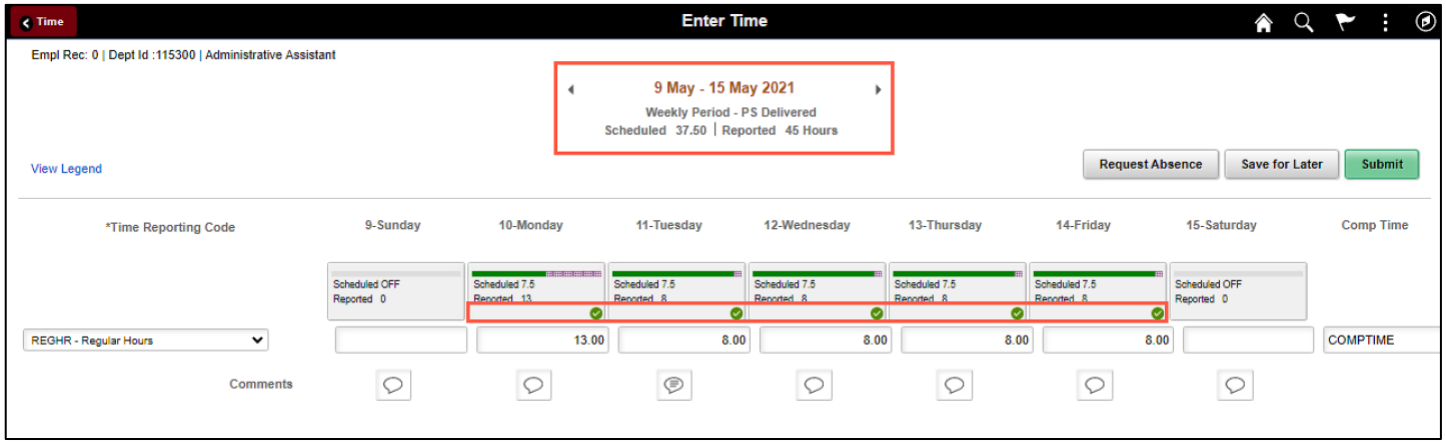
University of South Carolina
Time and Labor - ESS
Edit a Submitted Timesheet – Salary Non-Exempt

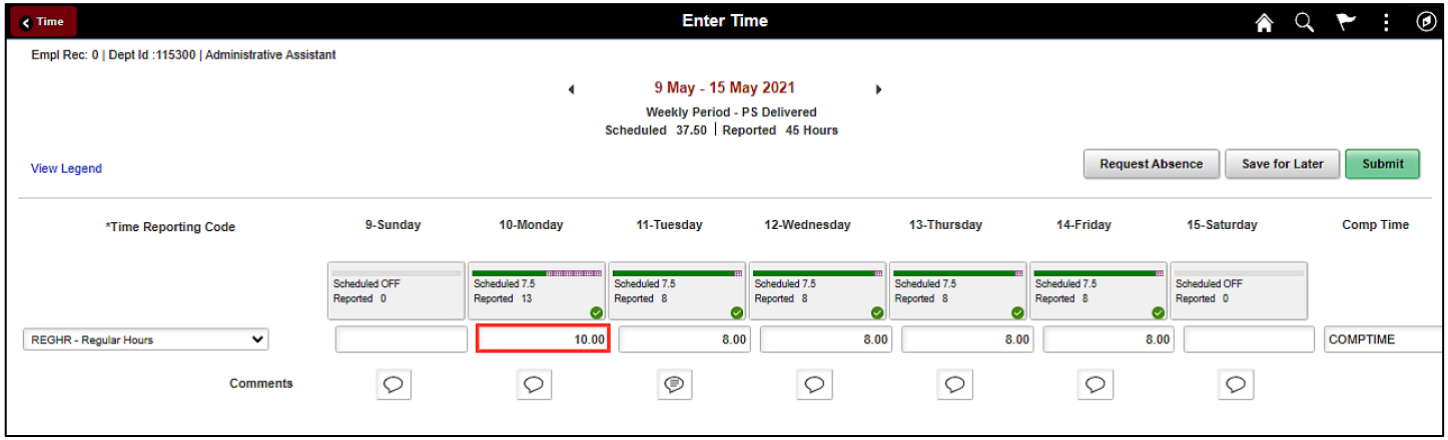
How to edit a submitted timesheet for a salary non-exempt employee: This job aid outlines how a salary non-exempt employee can edit a timesheet that has already been submitted and approved by the Manager or TL/ABS Approver.	
Navigation: Employee Self Service > Time and Absence > Enter Time	
Processing Steps	**Screenshots**
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.	

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

Notice the time for that week has been approved as indicated by the .



Step 4: To edit the time, click in the **Time Entry** field for the day(s) you would like to change and enter the corrected hours.



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

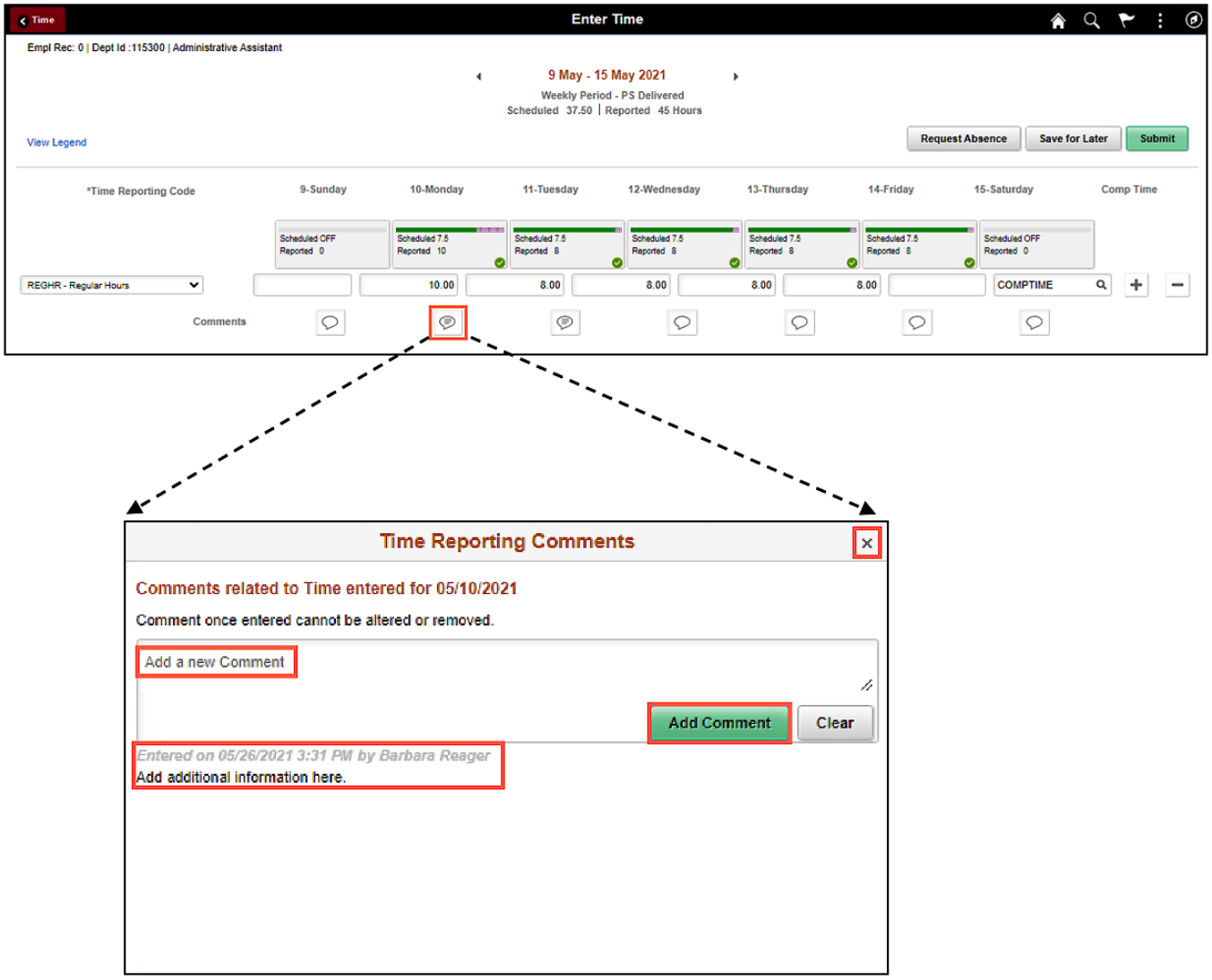
Step 5: Click the **Comments** button.

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

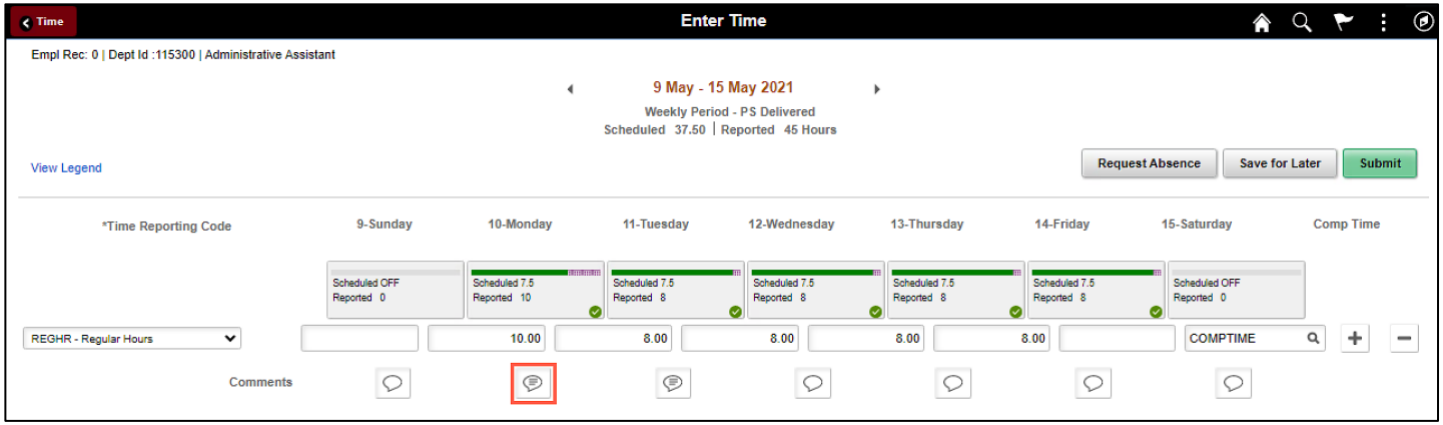
Step 6: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 7: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

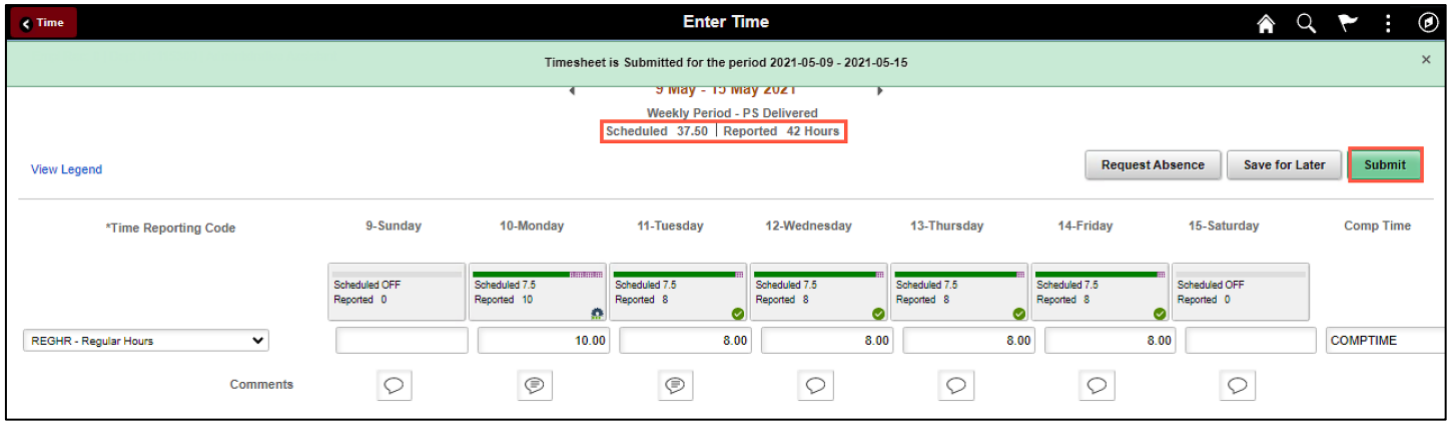
Step 8: Click the **X** to close the Time Reporting Comments page.



Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.



Step 9: The edits have been made to the timesheet. 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 **Reported** total based on the edits made for the week in view.

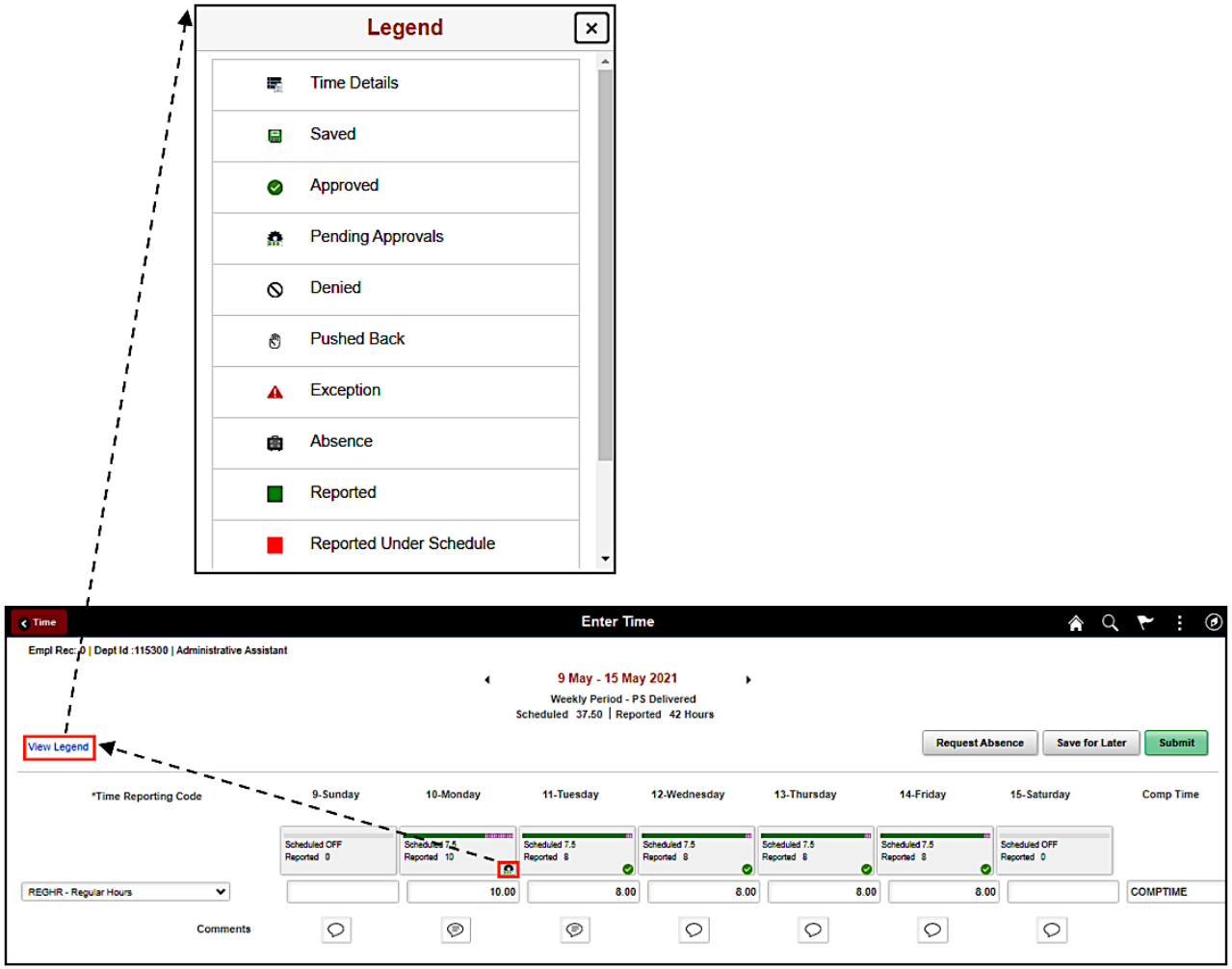
Step 10: When submitted, the Pending Approvals icon will appear for the day(s) that were edited. Click the **View Legend** link to view the legends used and a short description of each one.

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 edit a submitted timesheet as a salary non-exempt employee.