

**University of South Carolina
Time and Labor - ESS
Enter/Adjust Time on a Punch Timesheet for Multiple Work Orders**

How to enter and/or adjust time on a punch timesheet for multiple work orders:

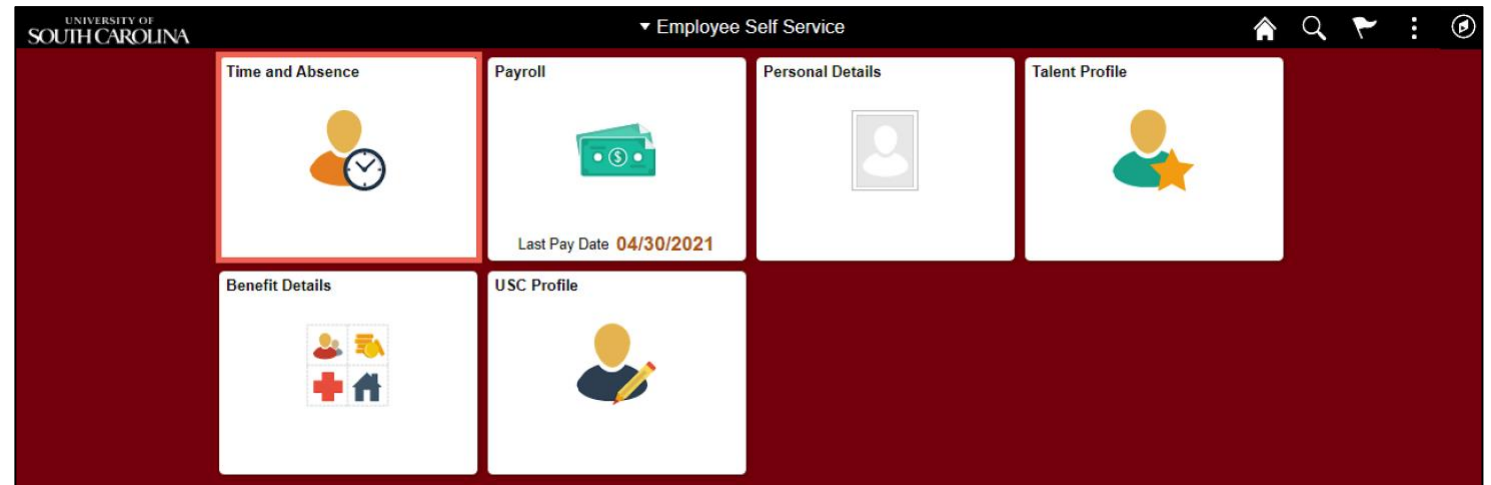
This job aid outlines how an employee will enter and/or adjust time on a punch timesheet for multiple work orders.

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

Processing Steps

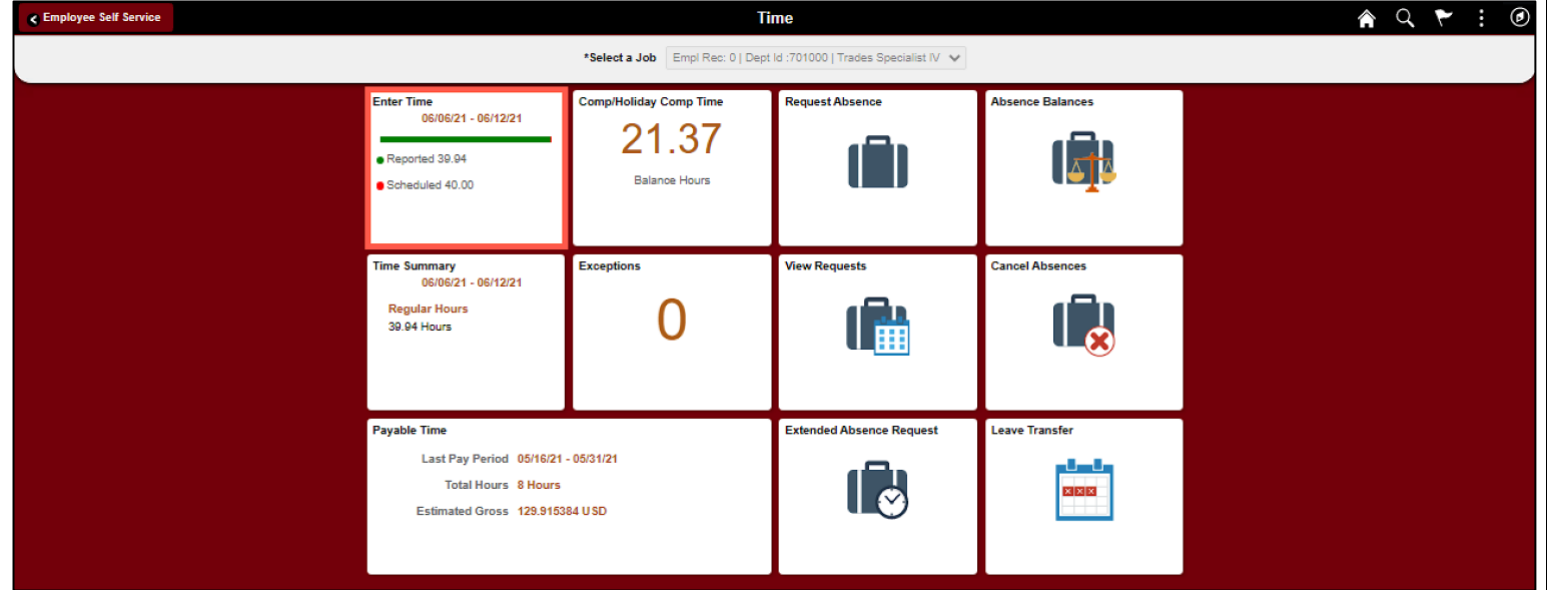
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as 'Trades Specialist IV' in the 'Dept Id: 701000'. The interface features a grid of tiles for time management:

- Enter Time (06/06/21 - 06/12/21):** Highlighted with a red border. Shows a progress bar for 'Reported 39.94' and 'Scheduled 40.00'.
- Comp/Holiday Comp Time:** Shows a balance of 21.37 hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary (06/06/21 - 06/12/21):** Shows 'Regular Hours 39.94 Hours'.
- Exceptions:** Shows a balance of 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Shows 'Last Pay Period 05/16/21 - 05/31/21', 'Total Hours 8 Hours', and 'Estimated Gross 129.915384 U SD'.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with a red 'X'.

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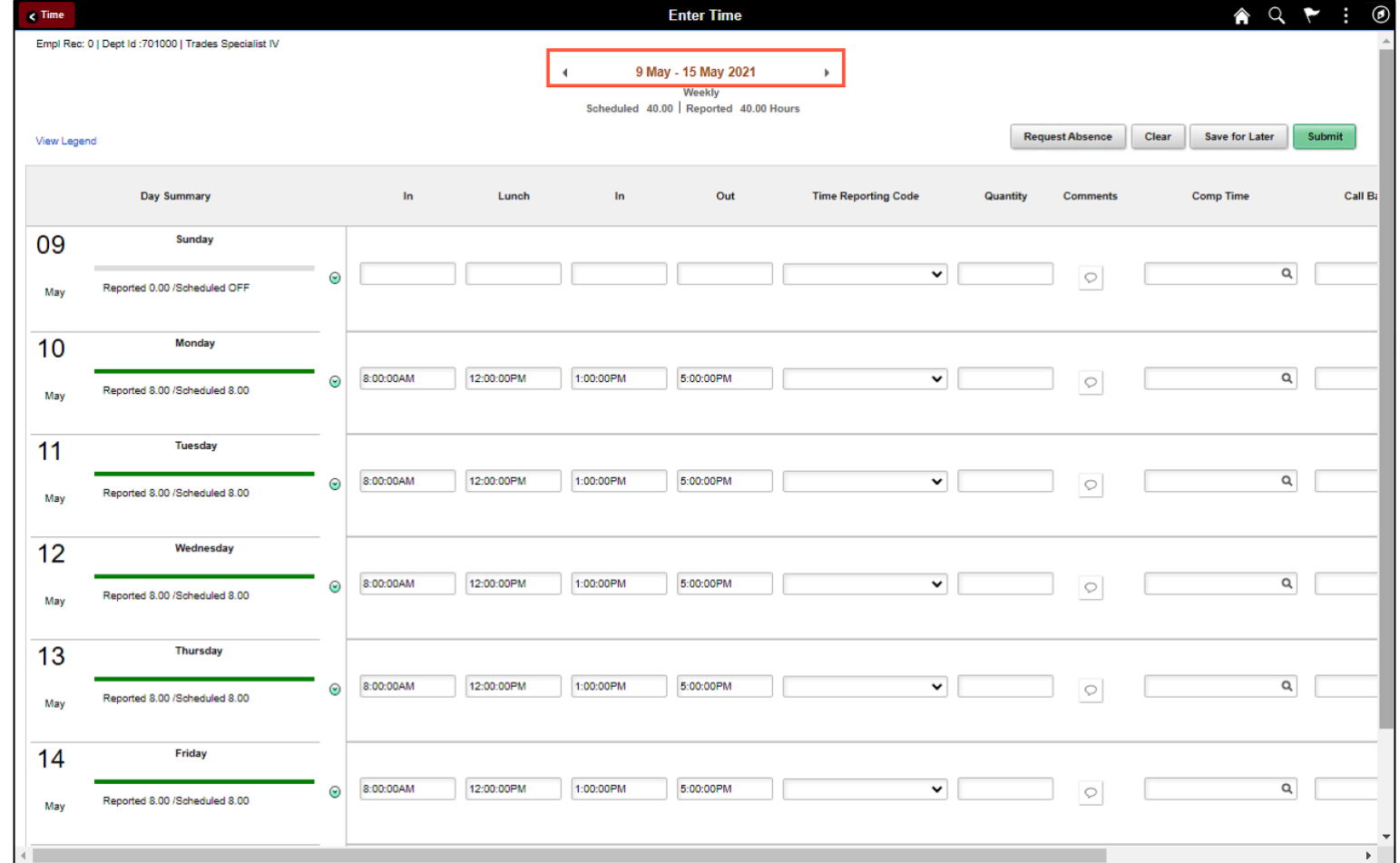
Enter/Adjust Time on a Punch Timesheet for Multiple Work Orders

A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

Notice an employee's weekly work schedule is automatically populated.

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



Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
09 Sunday May Reported 0.00 / Scheduled OFF									
10 Monday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
11 Tuesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
12 Wednesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
13 Thursday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
14 Friday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					

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To add hours worked for multiple work orders, begin by adjusting the existing line for a specific day. For this example, an employee is working three work orders on Monday.

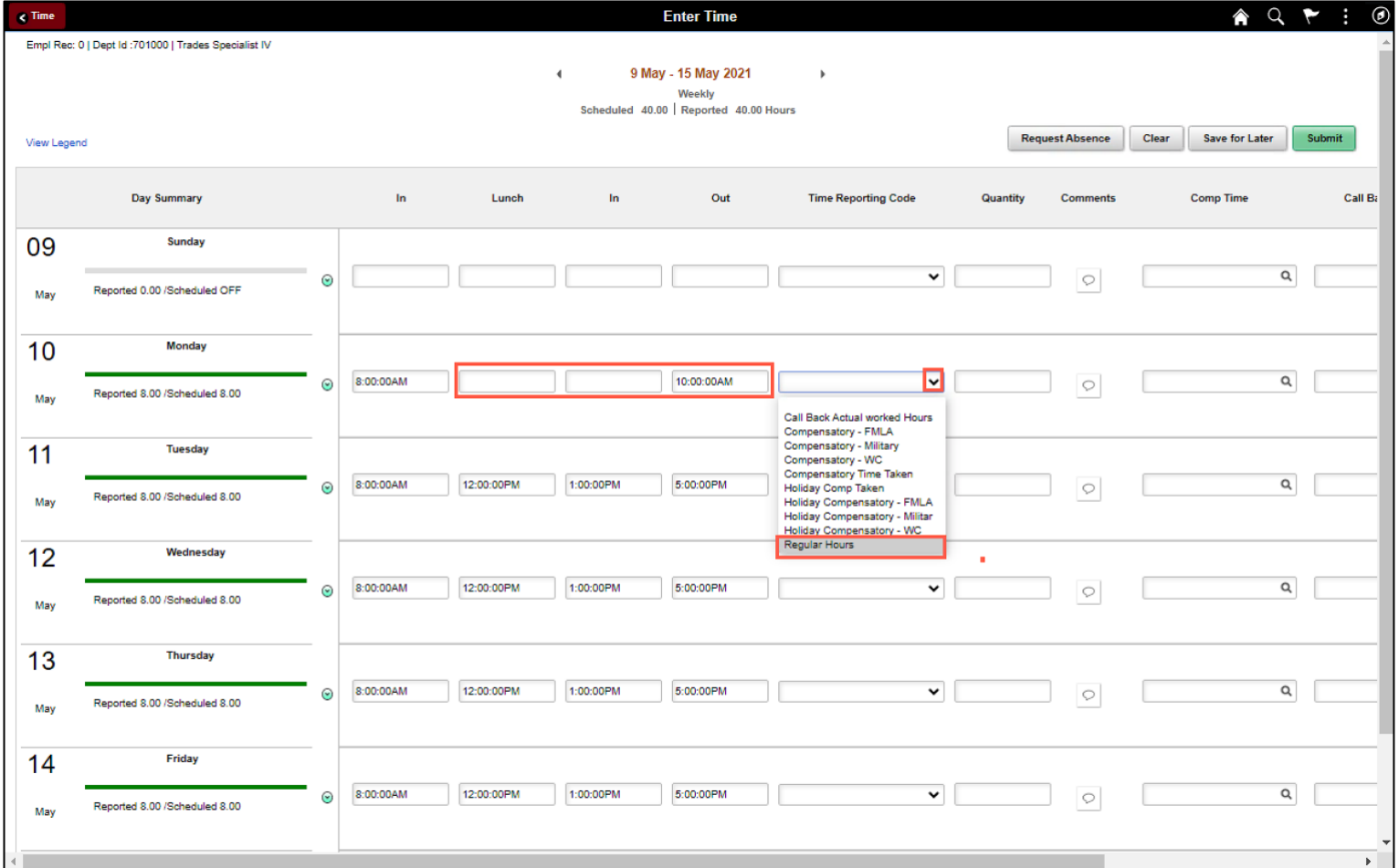
Step 4/Work Order Line #1: For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, keep the IN time at 8:00am, clear the LUNCH/IN fields and enter 10:00am in the OUT Time Entry field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 5: Click the **Time Reporting Code** drop-down arrow.

Step 6: Select **REGHR – Regular Hours**.

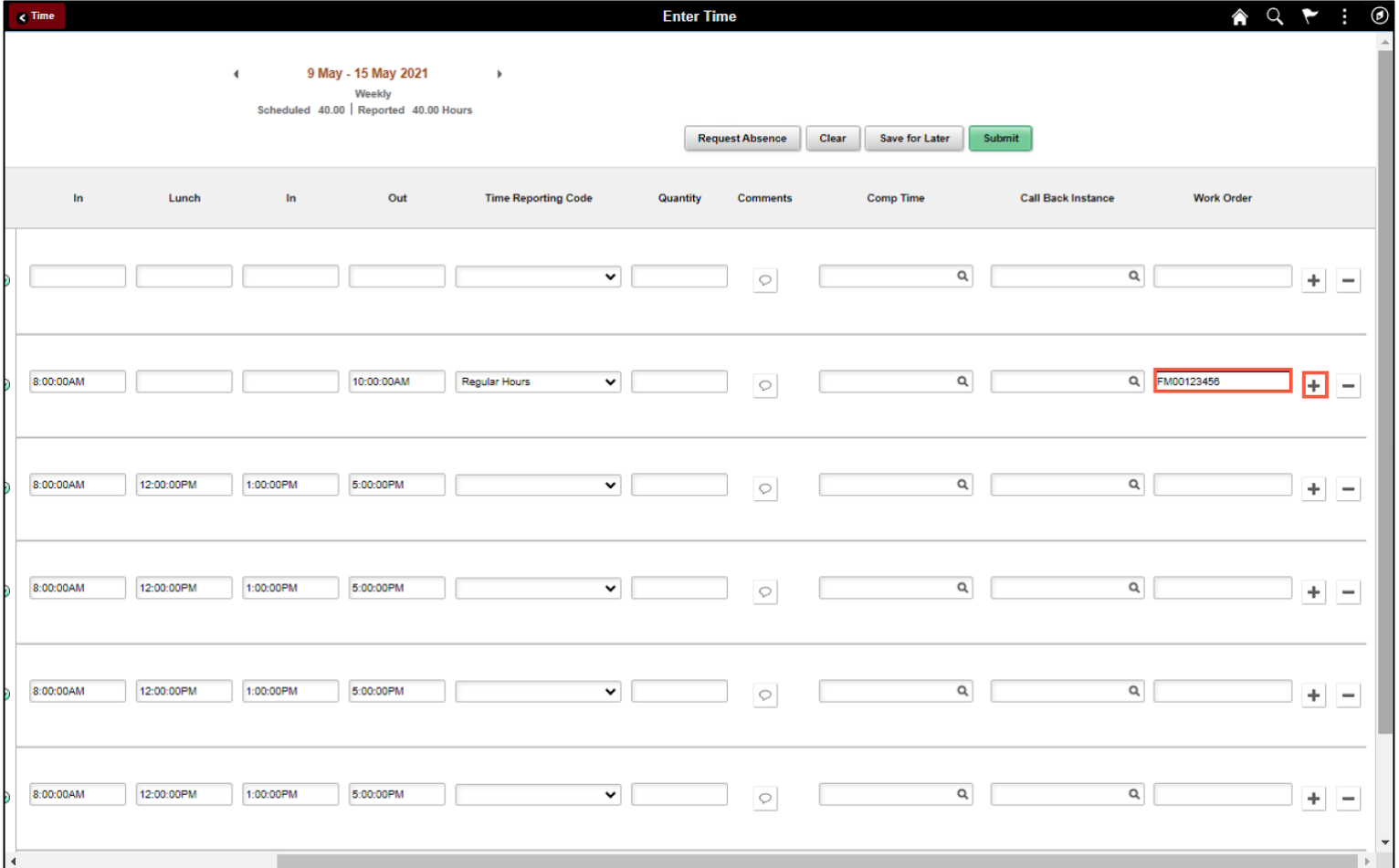


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B:
09 Sunday May Reported 0.00 / Scheduled OFF									
10 Monday May Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
11 Tuesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
12 Wednesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
13 Thursday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
14 Friday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					

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Step 7: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

Step 8: Click the **+** (plus) button to add an additional line for the second work order you worked that same day.



9 May - 15 May 2021
Weekly
Scheduled 40.00 | Reported 40.00 Hours

Request Absence Clear Save for Later Submit

In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8:00:00AM	<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00123456
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

University of South Carolina Time and Labor - ESS Enter/Adjust Time on a Punch Timesheet for Multiple Work Orders

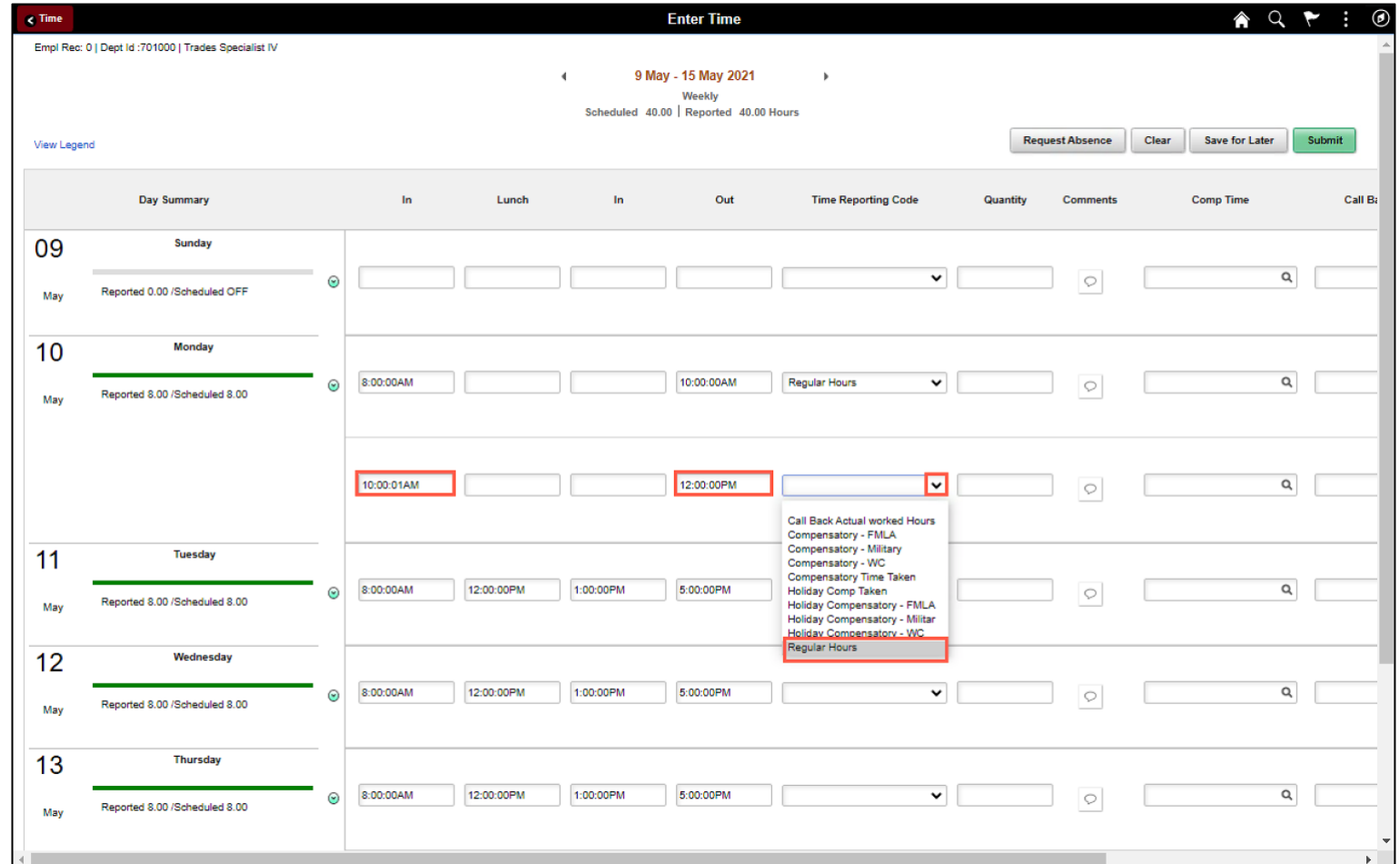
Step 9/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 10: Click the **Time Reporting Code** drop-down arrow.

Step 11: Select **REGHR – Regular Hours**.



Time | Enter Time

Empl Rec: 0 | Dept Id: 701000 | Trades Specialist IV

9 May - 15 May 2021

Weekly
Scheduled 40.00 | Reported 40.00 Hours

Request Absence | Clear | Save for Later | Submit

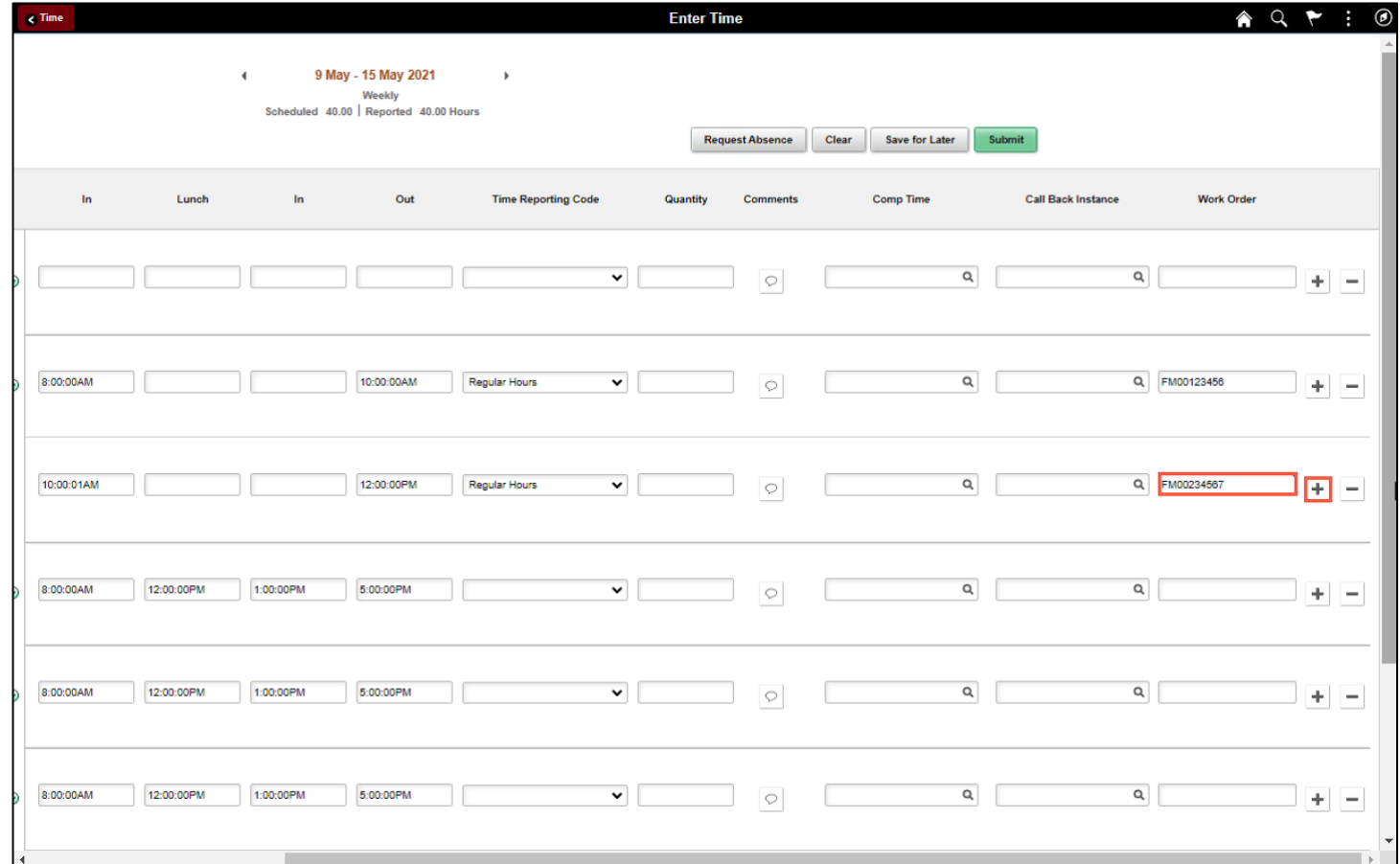
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
09 Sunday May Reported 0.00 / Scheduled OFF									
10 Monday May Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
11 Tuesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
12 Wednesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					
13 Thursday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					

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Step 12: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the first line.

Step 13: Click the + (plus) button to add an additional line for the second work order you worked that same day.



In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
8:00:00AM			10:00:00AM	Regular Hours					FM00123456
10:00:01AM			12:00:00PM	Regular Hours					FM00234567
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM						

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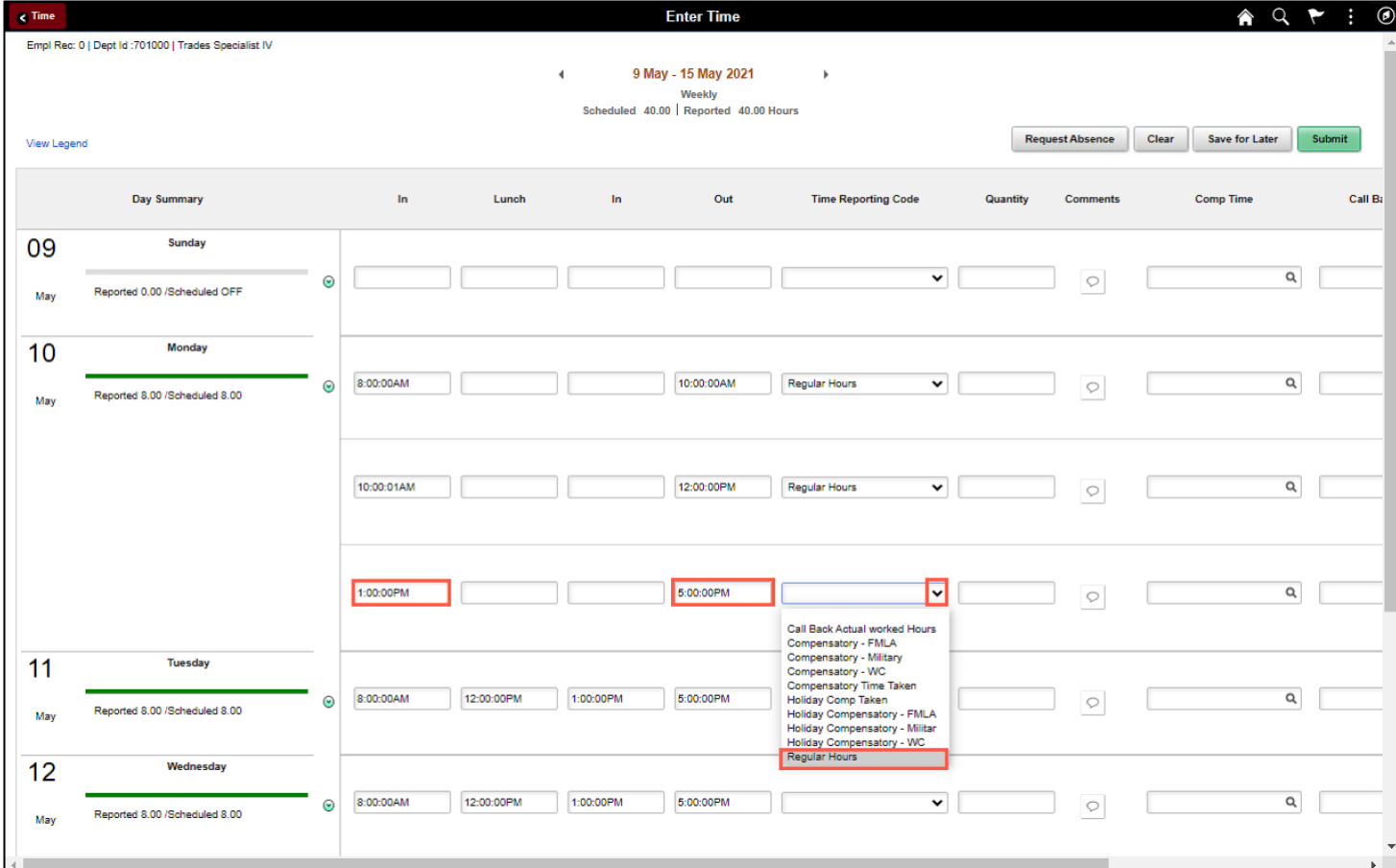
Step 14/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 15: Click the **Time Reporting Code** drop-down arrow.

Step 16: Select **REGHR – Regular Hours**.



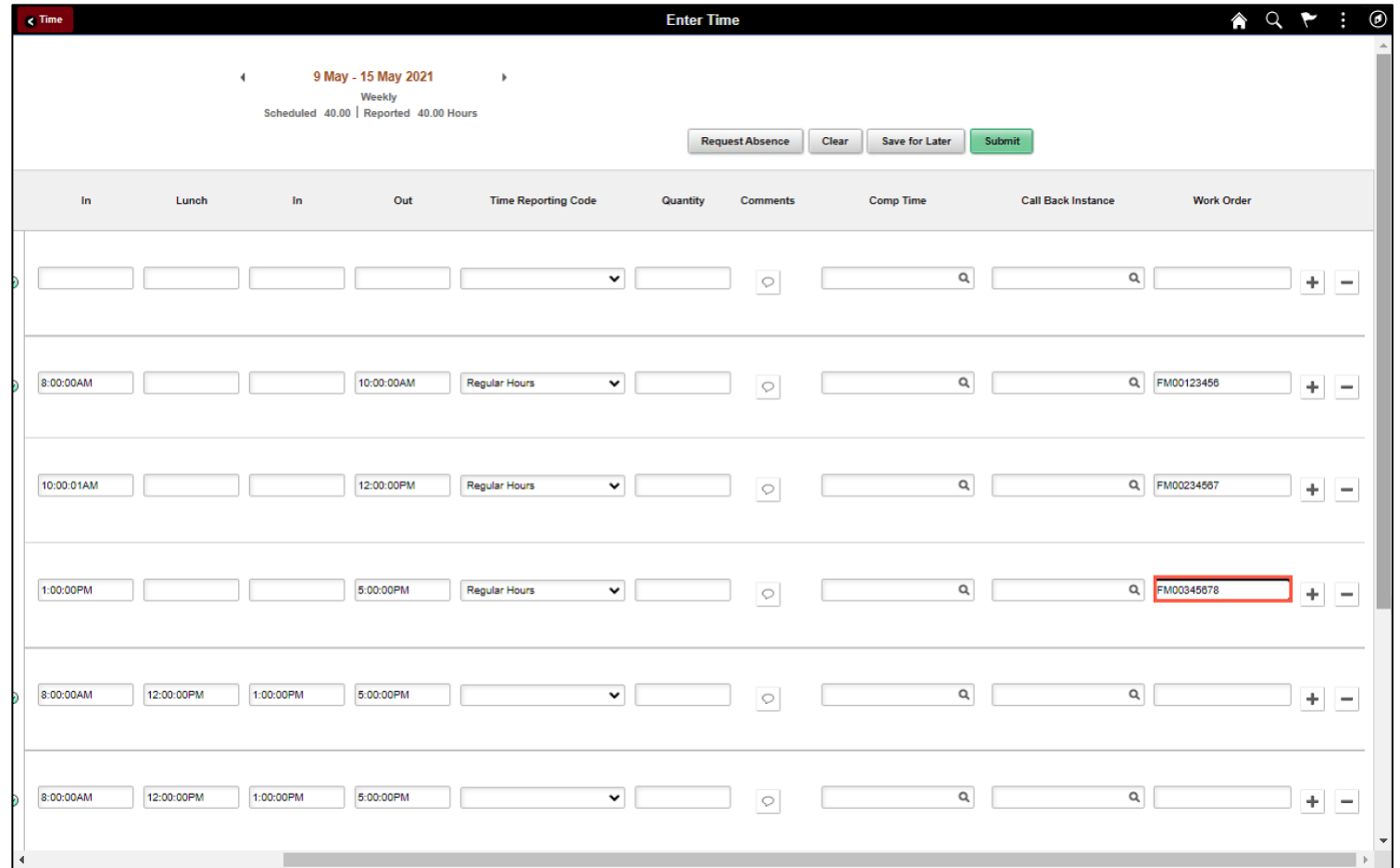
The screenshot displays the 'Enter Time' interface for a weekly timesheet from May 9 to May 15, 2021. The user is currently editing the entry for May 10th. The interface shows the following details:

- Employee:** Empl Rec: 0 | Dept Id: 701000 | Trades Specialist IV
- Period:** 9 May - 15 May 2021 (Weekly)
- Scheduled Hours:** 40.00 | **Reported Hours:** 40.00
- Buttons:** Request Absence, Clear, Save for Later, Submit
- Table Headers:** Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, Comp Time, Call B
- May 09 (Sunday):** Reported 0.00 / Scheduled OFF
- May 10 (Monday):** Reported 8.00 / Scheduled 8.00
 - IN: 8:00:00AM
 - Out: 10:00:00AM (TRC: Regular Hours)
 - IN: 10:00:01AM
 - Out: 12:00:00PM (TRC: Regular Hours)
 - IN: 1:00:00PM (highlighted in red)
 - Out: 5:00:00PM (highlighted in red)
 - TRC: Regular Hours (highlighted in red)
- May 11 (Tuesday):** Reported 8.00 / Scheduled 8.00
 - IN: 8:00:00AM
 - Out: 12:00:00PM
 - IN: 1:00:00PM
 - Out: 5:00:00PM
- May 12 (Wednesday):** Reported 8.00 / Scheduled 8.00
 - IN: 8:00:00AM
 - Out: 12:00:00PM
 - IN: 1:00:00PM
 - Out: 5:00:00PM

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Step 17: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.

Use steps 9 through 13, if you need to add additional IN and OUT times because you are working with additional work orders that day.



9 May - 15 May 2021
Weekly
Scheduled 40.00 | Reported 40.00 Hours

Request Absence Clear Save for Later Submit

In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8:00:00AM	<input type="text"/>	<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00123456
10:00:01AM	<input type="text"/>	<input type="text"/>	12:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00234567
1:00:00PM	<input type="text"/>	<input type="text"/>	5:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	FM00345678
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Continue to complete the timesheet for the remaining days following steps 9 through 13 if working with multiple work orders in a single day.

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

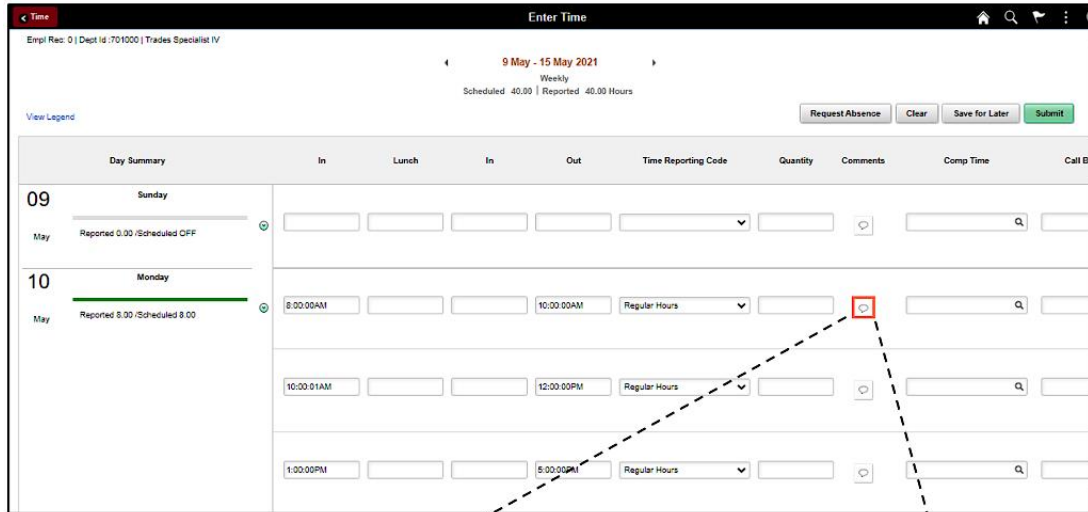
Step 18/Optional: Click the **Comments** button.

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

Step 19: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 20: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 21: Click the **X** to close the Time Reporting Comments page.



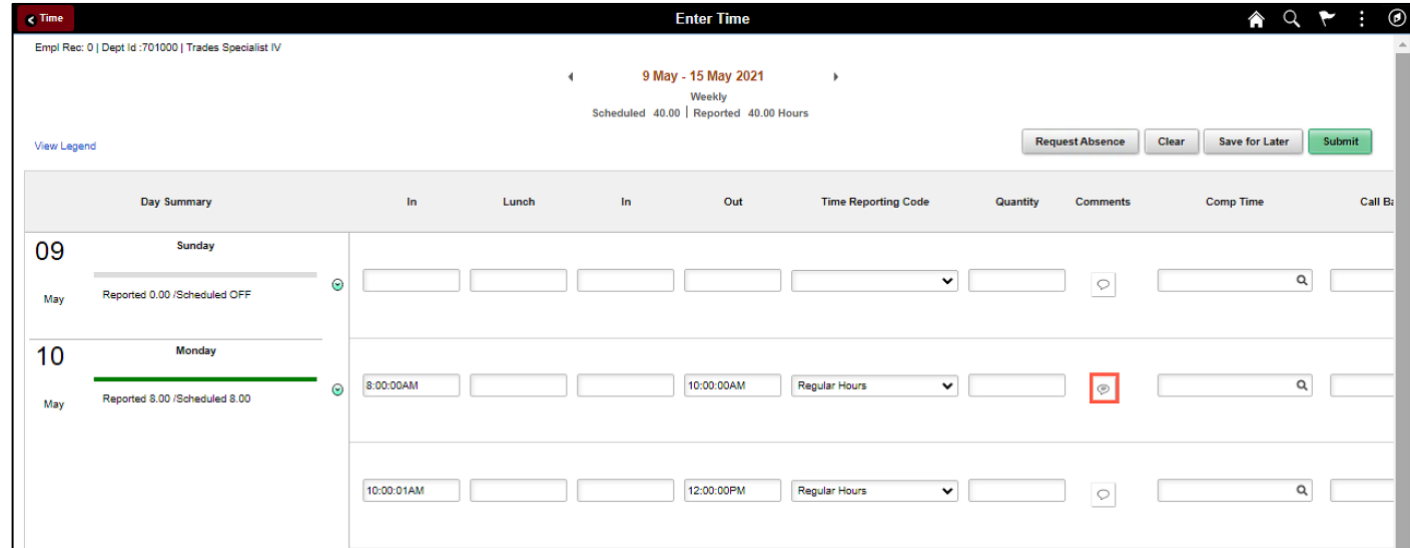
The screenshot shows the 'Enter Time' interface. At the top, it displays the user's name (Emp# Rec: 0), department (Dept Id: 7010001), and position (Trades Specialist IV). The date range is 9 May - 15 May 2021, with a weekly schedule of 40.00 hours. Below this, there are buttons for 'Request Absence', 'Clear', 'Save for Later', and 'Submit'. The main area is a table with columns for 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Comments', 'Comp Time', and 'Call B.'. The table shows entries for Sunday (Reported 0.00, Scheduled OFF) and Monday (Reported 8.00, Scheduled 8.00). A red box highlights the 'Comments' button in the 'Time Reporting Code' column of the Monday entry.




The screenshot shows the 'Time Reporting Comments' dialog box. It has a title bar with a close button (X). The main content area contains the text 'Comments related to Time entered for 05/10/2021' and a note: 'Comment once entered cannot be altered or removed.' Below this is a text input field with the placeholder text 'Add a new Comment'. To the right of the input field are two buttons: 'Add Comment' and 'Clear'. At the bottom, there is a timestamp and user name: 'Entered on 06/08/2021 7:46 AM by' followed by a red box containing the text 'Add additional information here.'

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



The screenshot shows the 'Enter Time' interface for a user named 'Trades Specialist IV'. The date range is set to '9 May - 15 May 2021' with a 'Weekly' schedule. The interface displays a table for time entries:

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
09 Sunday Reported 0.00 / Scheduled OFF									
10 Monday Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
	10:00:01AM			12:00:00PM	Regular Hours				

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Step 22: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

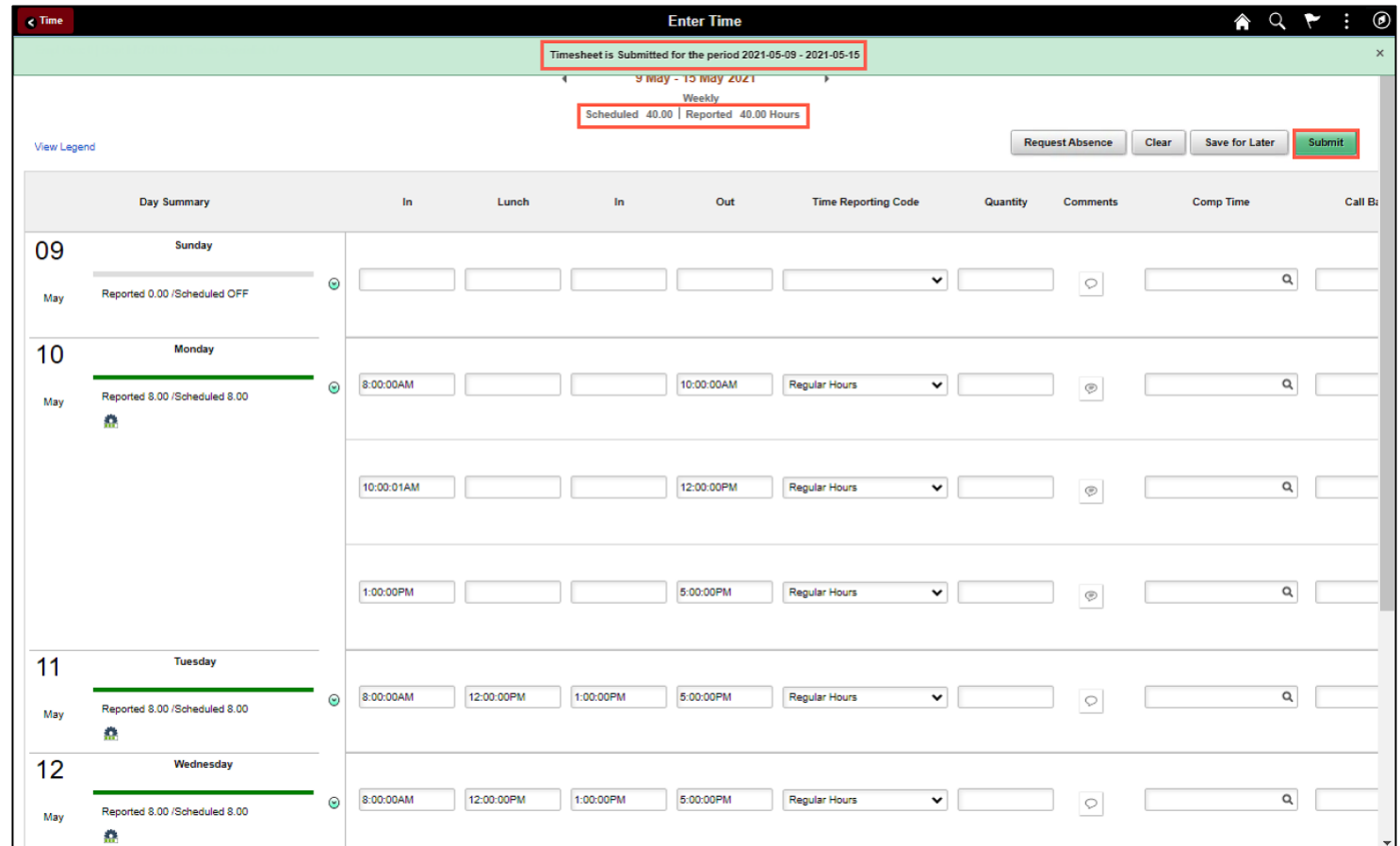
The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.

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.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.



Enter Time

Timesheet is Submitted for the period 2021-05-09 - 2021-05-15

Weekly
Scheduled 40.00 | Reported 40.00 Hours


Request Absence Clear Save for Later **Submit**


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Comp Time	Call B
09 Sunday May Reported 0.00 / Scheduled OFF									
10 Monday May Reported 8.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours				
	10:00:01AM			12:00:00PM	Regular Hours				
	1:00:00PM			5:00:00PM	Regular Hours				
11 Tuesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	Regular Hours				
12 Wednesday May Reported 8.00 / Scheduled 8.00	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	Regular Hours				


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Step 23: When submitted, the **Pending Approvals** icon appear for the days' time is entered indicating the timesheet is waiting for approval. 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 enter time on a punch timesheet for multiple work orders.

