

**University of South Carolina
Time and Labor – TL/ABS Approver
Enter or Adjust Timesheet on Behalf of
Exempt Employee**

How to adjust a timesheet on behalf of an exempt employee:

This job aid outlines how a TL/ABS Approver can adjust a timesheet on behalf of an exempt employee. TL/ABS Approvers have access to enter and/or adjust timesheets on behalf of employees in their assigned department/college/division/campus.

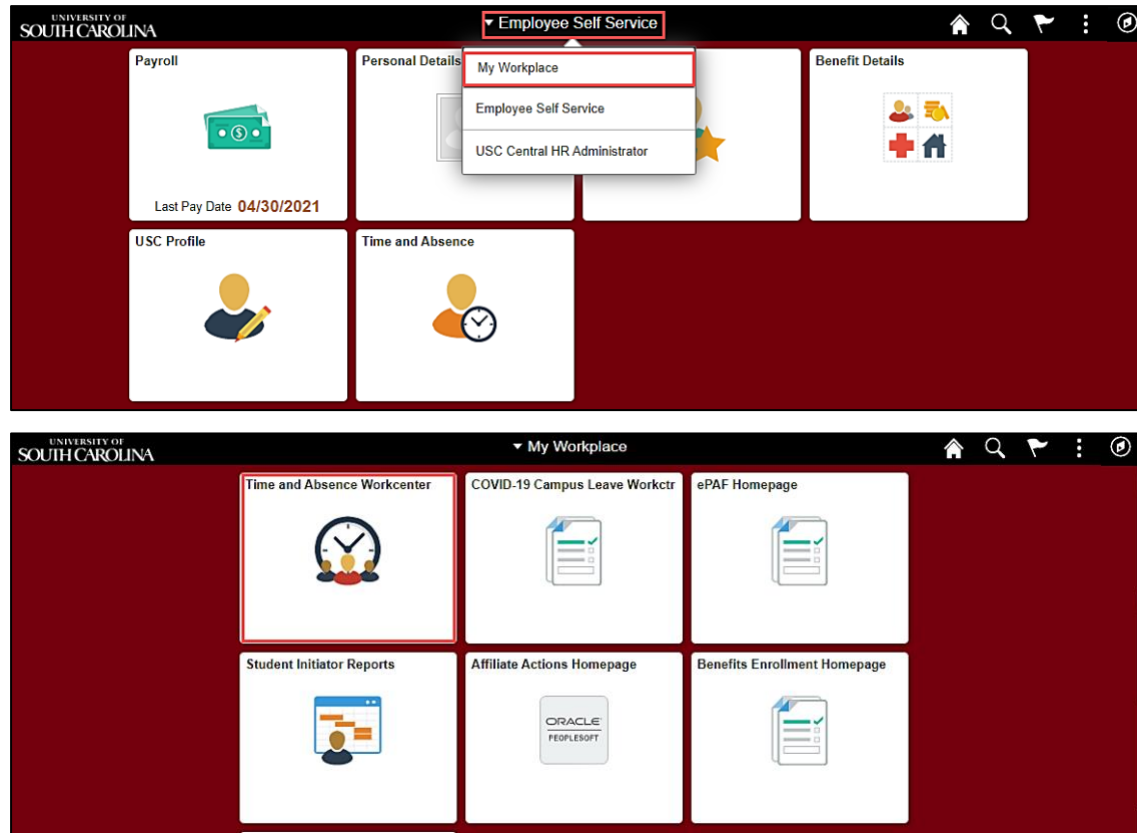
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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

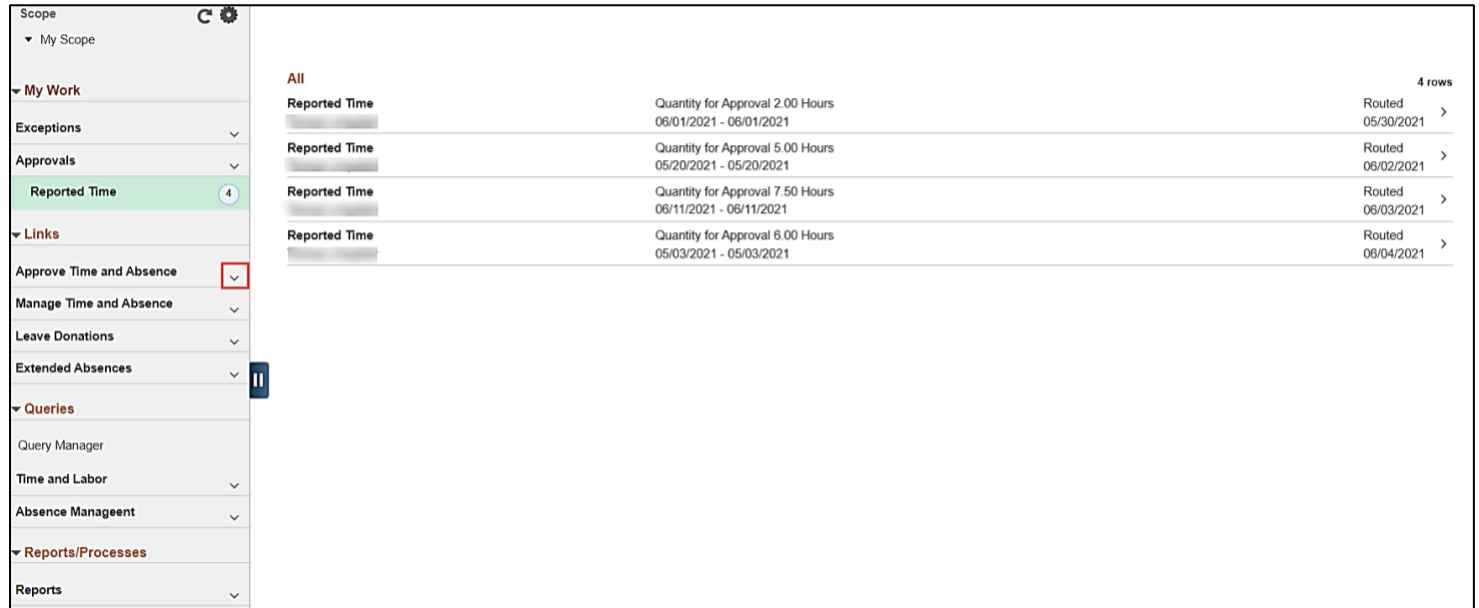


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Work center include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Approve Time and Absence** drop-down arrow.



Scope		
▼ My Scope		
▼ My Work		
Exceptions		
Approvals		
Reported Time	4	
▼ Links		
Approve Time and Absence	▼	
Manage Time and Absence	▼	
Leave Donations	▼	
Extended Absences	▼	
▼ Queries		
Query Manager		
Time and Labor	▼	
Absence Management	▼	
▼ Reports/Processes		
Reports	▼	

All			4 rows
Reported Time	Quantity for Approval 2.00 Hours 06/01/2021 - 06/01/2021	Routed	05/30/2021 >
Reported Time	Quantity for Approval 5.00 Hours 05/20/2021 - 05/20/2021	Routed	06/02/2021 >
Reported Time	Quantity for Approval 7.50 Hours 06/11/2021 - 06/11/2021	Routed	06/03/2021 >
Reported Time	Quantity for Approval 6.00 Hours 05/03/2021 - 05/03/2021	Routed	06/04/2021 >

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Step 4: Click the **Approve Reported Time** option from the list.

Step 5: To edit leave of absence reported hours/days for a specific employee, begin by clicking the **Employee ID** field and enter the employee's **USCID**.

Scope ⌵ ⚙️

- ▼ My Scope
- ▼ My Work
- Exceptions ⌵
- Approvals ⌵
- Reported Time 2
- ▼ Links
- Approve Time and Absence ⌵
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence ⌵ ⏸
- ▼ Queries
- Time and Labor ⌵
- Absence Management ⌵
- ▼ Reports/Processes

New Window

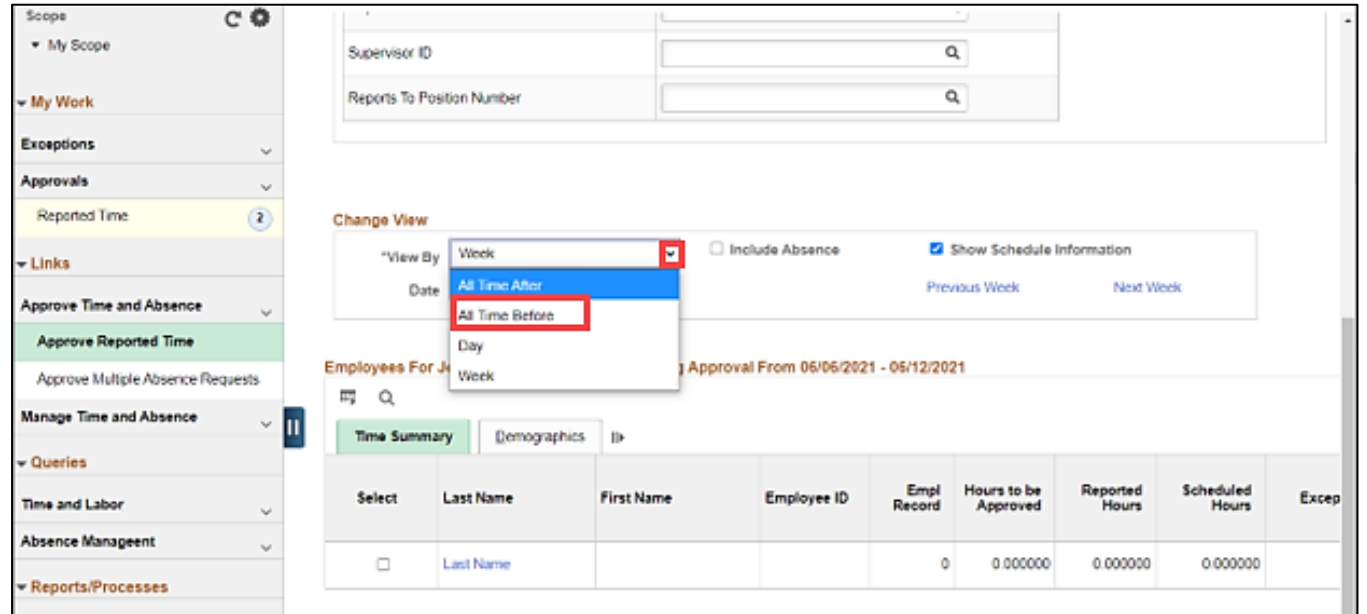
Approve Reported Time Timesheet Summary

▼ Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text" value=""/>
Employee ID	<input style="border: 2px solid red;" type="text" value="V15069092"/>
Empl Record	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Department	<input type="text" value=""/>
Supervisor ID	<input type="text" value=""/>
Reports To Position Number	<input type="text" value=""/>

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Step 6: To view all timesheets before the current date, click the **View By** drop-down arrow and select **All Time Before** from the list.



The screenshot shows the 'Change View' section with the following options:

- View By: Week (selected), All Time After, **All Time Before** (highlighted), Day, Week
- Include Absence:
- Show Schedule Information:
- Buttons: Previous Week, Next Week

Below the dropdown, there is a section for 'Employees For J...' with an approval date range of 'Approval From 05/05/2021 - 05/12/2021'. A table is visible with the following columns:

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved	Reported Hours	Scheduled Hours	Excep
<input type="checkbox"/>	Last Name			0	0.000000	0.000000	0.000000	

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Step 7: Click the Employee's **Last Name** link to view the Timesheet page.

- My Scope
- My Work
- Exceptions
- Approvals
- Reported Time 4
- Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- TL ABS Administrator Monitor Approvals
- Manage Time and Absence
- Leave Donations
- Extended Absences
- Queries
- Query Manager
- Time and Labor
- Absence Management

First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Change View

*View By: All Time Before Include Absence Show Schedule Information

Date: 06/06/2021

Employees For: Time Needing Approval Before 06/06/2021

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Time Summary
Demographics

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	[Redacted]	[Redacted]	W63075233	0	11.00

Approval

Select All
Deselect All
Approve
Deny
Push Back

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Step 8: To find the timesheet that requires an adjustment, click the **Previous Period** or **Next Period** links to select another timesheet.

Note: Exempt employees do not report hours worked except for those hours worked during a hazardous weather event or hours worked on a university holiday. Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Calendar period for exempt employees refers to the pay period 5/1/2021 – 5/15/2021. You can change the view to week or day by clicking the **View By** drop-down arrow.

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- Reported Time
- ▼ Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- TL/ABS Administrator Monitor Approvals
- Manage Time and Absence
- Leave Donations
- Extended Absences
- ▼ Queries
- Query Manager
- Time and Labor
- Absence Management
- ▼ Reports/Processes
- Reports

Timesheet

Employee ID W63075233 Empl Record 0
Dept ID 620100

Human Resource Manager II
Earliest Change Date 05/16/2021

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 05/01/2021

Scheduled Hours 75.00
Reported Hours 6.00

From Saturday 05/01/2021 to Saturday 05/15/2021

Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12
		6.00									

Reported Time Status
Summary
Absence
Exceptions
Payable Time

Reported Time Status

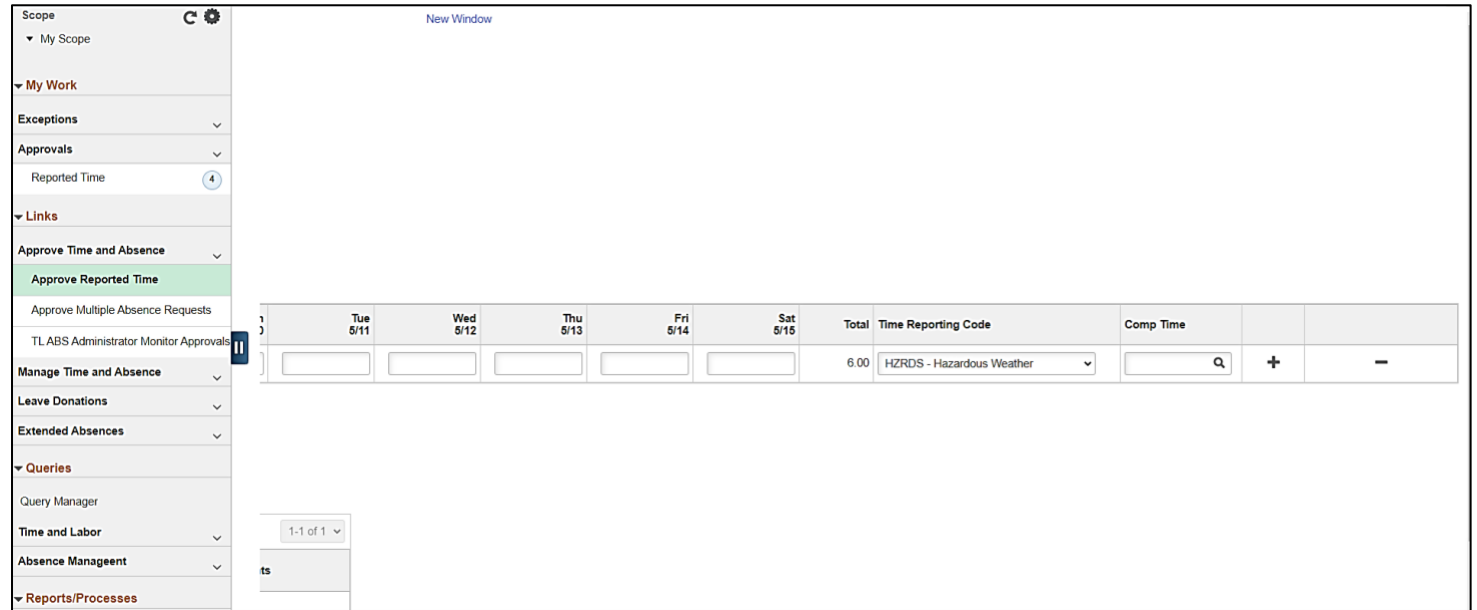
🔍
1-1 of 1

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/03/2021	Needs Approval	6.00	HZRDS	Hazardous Weather	7.50	🗨️

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Step 9: To view the entire timesheet for the calendar period, scroll to the right.

In this scenario the employee had to work during an authorized hazardous weather event on 5/3/2021. The employee accidentally reported 6 hours, but the TL/ABS Approver knows that the employee actually worked a full 7.5 hours that day. As the manager, you must update the hours accordingly.



	Tue 5/11	Wed 5/12	Thu 5/13	Fri 5/14	Sat 5/15	Total	Time Reporting Code	Comp Time		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6.00	HZRDS - Hazardous Weather	<input type="text"/>	+	-

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Step 10: Click in the **Time Entry** field for 5/3/2021 and adjust hours as outlined in step 9.

Step 11: Click the **Submit** button to submit the adjusted timesheet.

Scope
New Window

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- Reported Time 4
- ▼ Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- TL ABS Administrator Monitor Approvals
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- Leave Donations
- Extended Absences
- ▼ Queries
- Query Manager
- Time and Labor
- Absence Management
- ▼ Reports/Processes

Timesheet

Human Resource Manager II
Employee ID W63075233 Empl Record 0

Actions
Dept ID 620100
Earliest Change Date 05/16/2021

Select Another Timesheet

*View By
Calendar Period
Previous Period
Next Period

*Date
05/01/2021

Scheduled Hours 75.00
Reported Hours 6.00

From Saturday 05/01/2021 to Saturday 05/15/2021 ?

Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12
		7.5									

Save for Later
Submit

Reported Time Status
Summary
Absence
Exceptions
Payable Time

Reported Time Status

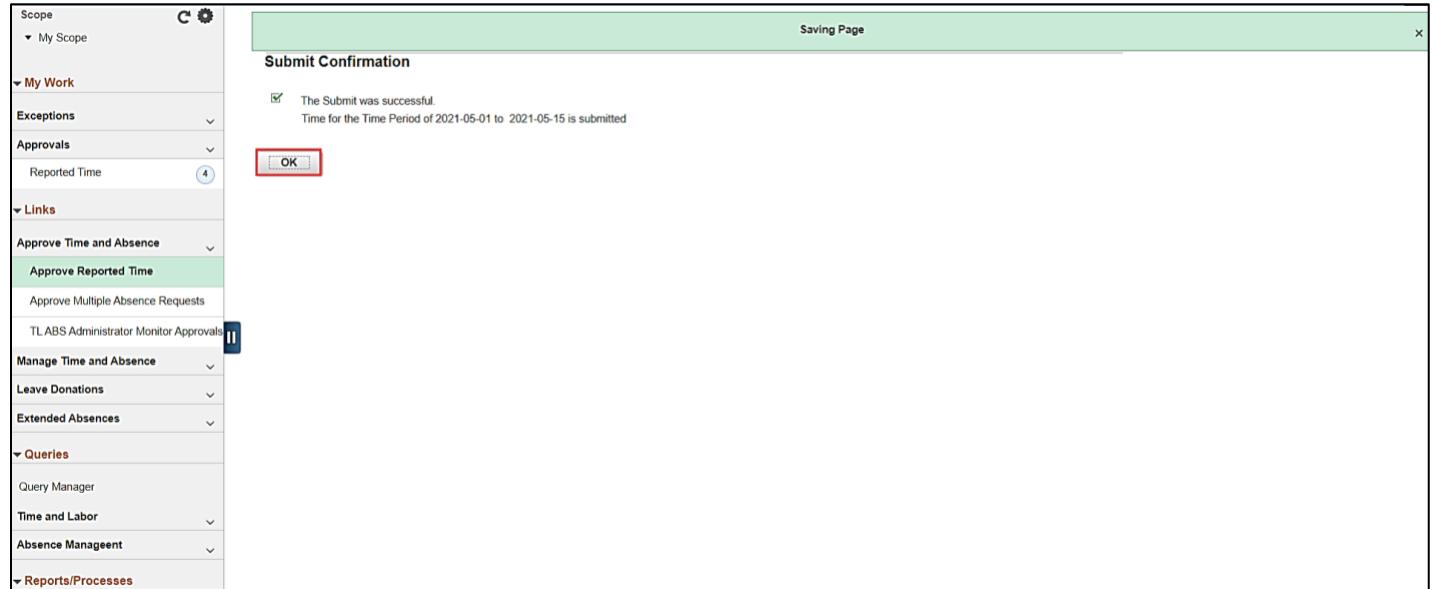
Q
1-1 of 1

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/03/2021	Needs Approval	6.00	HZRDS	Hazardous Weather	7.50	

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Step 12: This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.

Note: Steps 1-12 were for adjusting the timesheet on behalf of the employee. As the TL/ABS Approver you must also approve the adjusted timesheet.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a navigation menu with categories like 'Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Leave Donations', 'Extended Absences', 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'. The 'Approve Reported Time' option is highlighted in green. The main content area displays a 'Submit Confirmation' dialog box with a green header and a close button (X). The dialog contains a checkmark icon and the text: 'The Submit was successful. Time for the Time Period of 2021-05-01 to 2021-05-15 is submitted.' Below this text is a red-bordered 'OK' button.

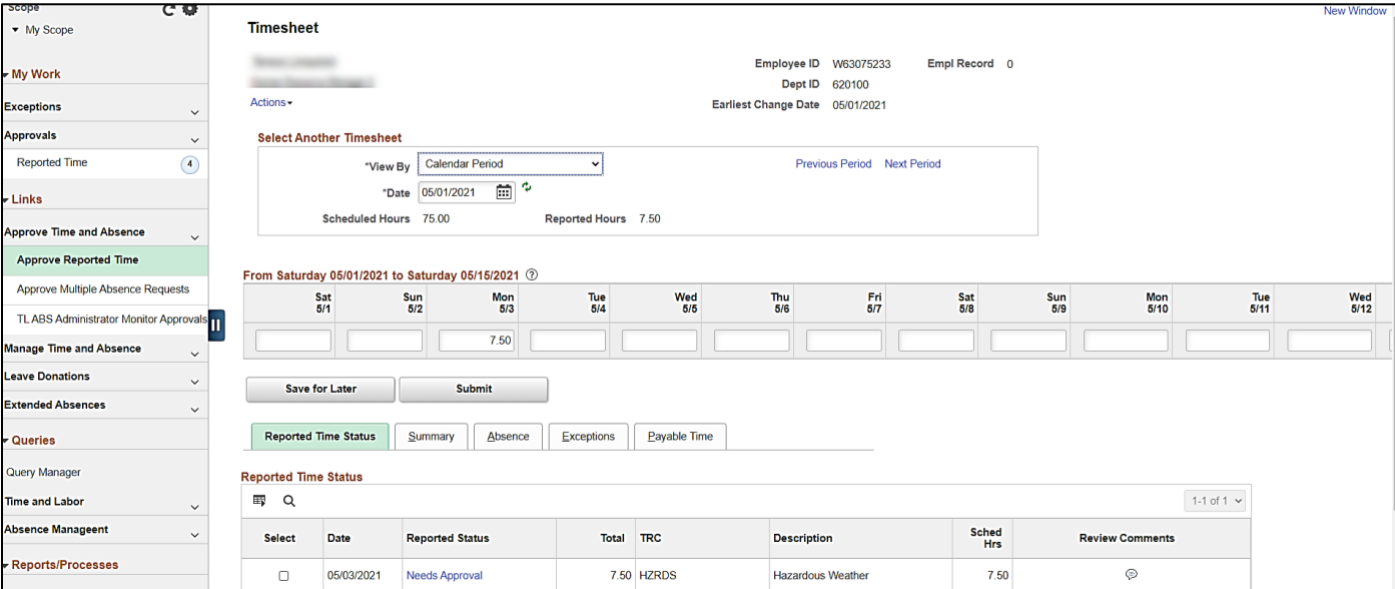
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Step 14: The adjustment is now ready for approval.

To learn how to approve timesheets, please view the job aid titled **Approve a Timesheet**.

Note: As a TL/ABS Approver, you can go back to enter or adjust timesheets 60 days prior to the current day for a terminated employee within your departmental access.

You successfully learned how to adjust a timesheet on behalf of an exempt employee.



Timesheet

Employee ID: W63075233 Empl Record: 0
Dept ID: 620100
Earliest Change Date: 05/01/2021

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
*Date: 05/01/2021
Scheduled Hours: 75.00 Reported Hours: 7.50

From Saturday 05/01/2021 to Saturday 05/15/2021

Sat 5/1	Sun 5/2	Mon 5/3	Tue 5/4	Wed 5/5	Thu 5/6	Fri 5/7	Sat 5/8	Sun 5/9	Mon 5/10	Tue 5/11	Wed 5/12
		7.50									

Save for Later Submit

Reported Time Status Summary Absence Exceptions Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Review Comments
<input type="checkbox"/>	05/03/2021	Needs Approval	7.50	HZRDS	Hazardous Weather	7.50	