University of South Carolina
Time and Labor - ESS
Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

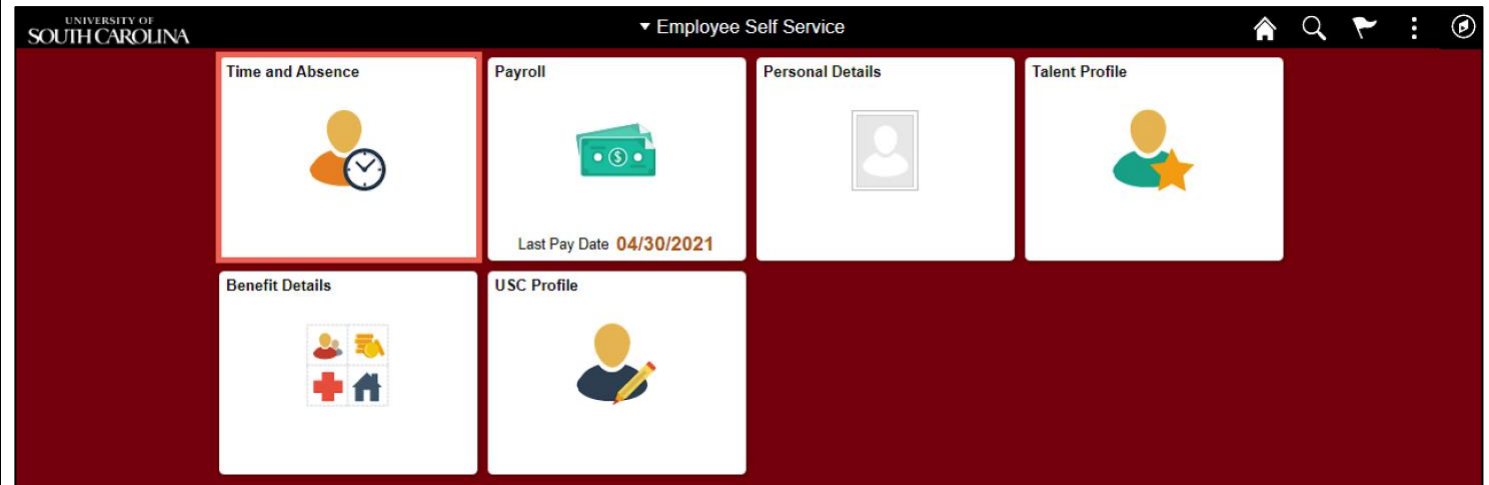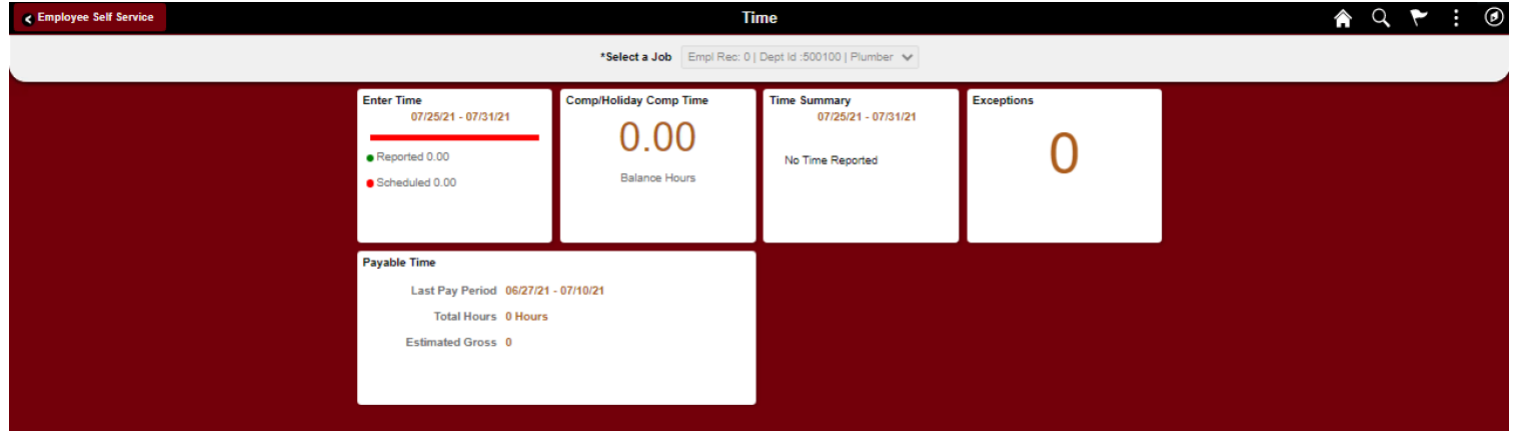| How to enter or adjust time on an elapsed hourly timesheet for multiple work orders: |
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| This job aid outlines how an employee will enter or adjust time on an elapsed hourly timesheet with multiple work orders. |

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. Use the **Arrows** to navigate to the appropriate timesheet.
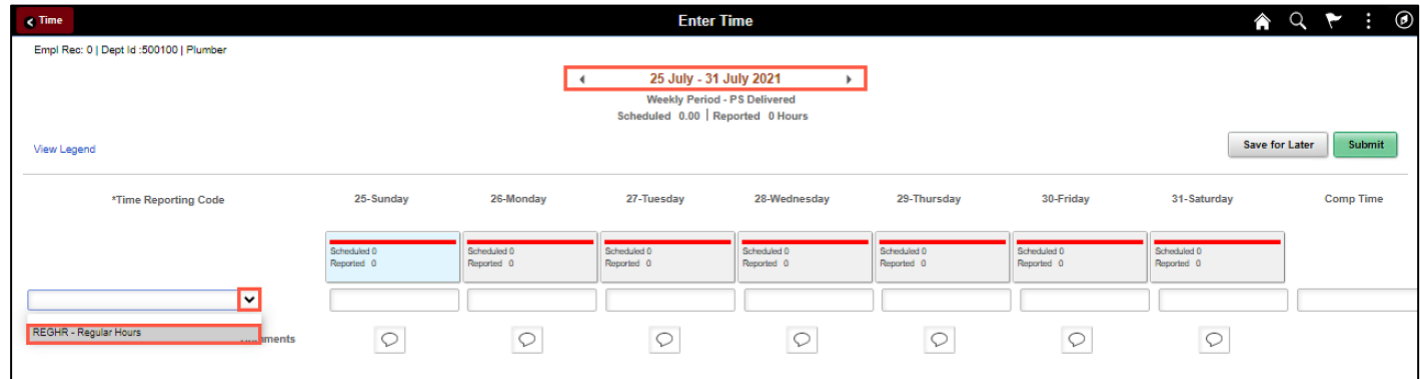
Begin by selecting the appropriate **Time Reporting Code** (TRC).
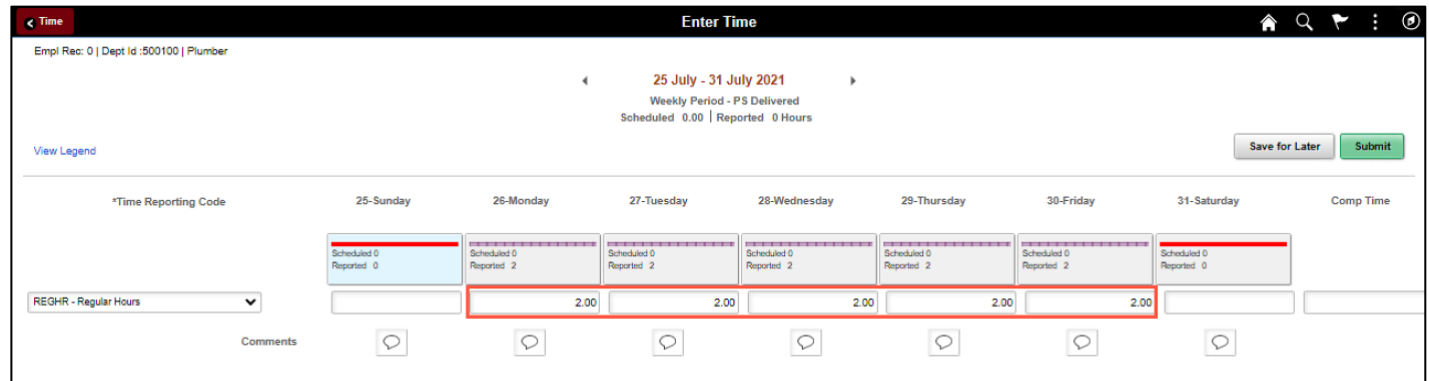
You can only have one TRC per line.

Step 4/Work Order Line #1: Click the **Time Reporting Code** drop-down arrow.

Step 5: Select **REGHR – Regular Hours.**

Step 6: Click in the **Time Entry** field and enter hours worked for each day.

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 week.

Step 9/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

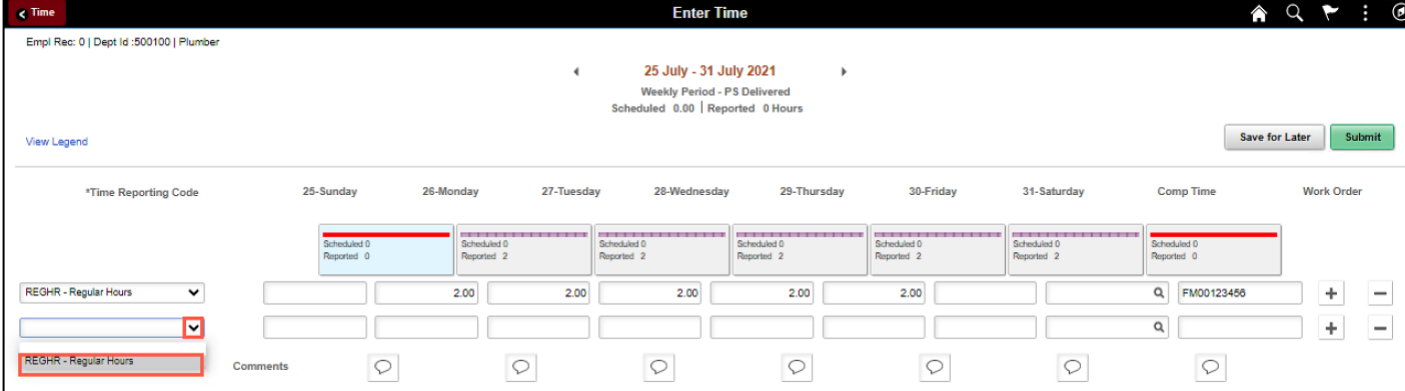**Step 10:** Select **REGHR – Regular Hours.**

Step 11: Click in the **Time Entry** field and enter hours worked for each day.

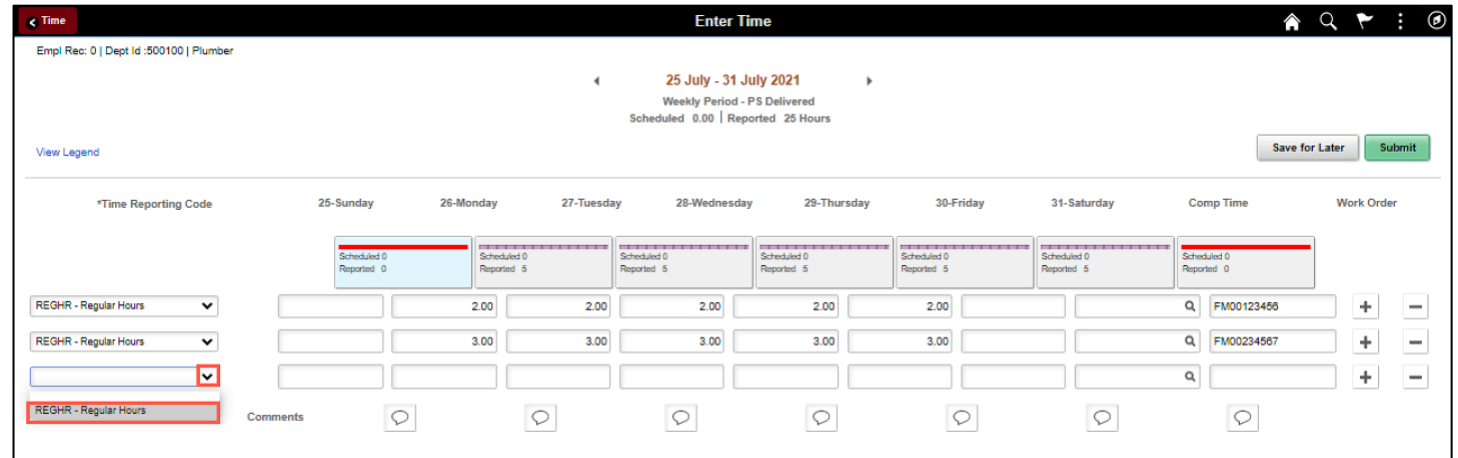**Step 12:** Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.

Step 13: Click the **+ (plus)** button to add an additional line for the third work order you worked that week.

Step 14/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

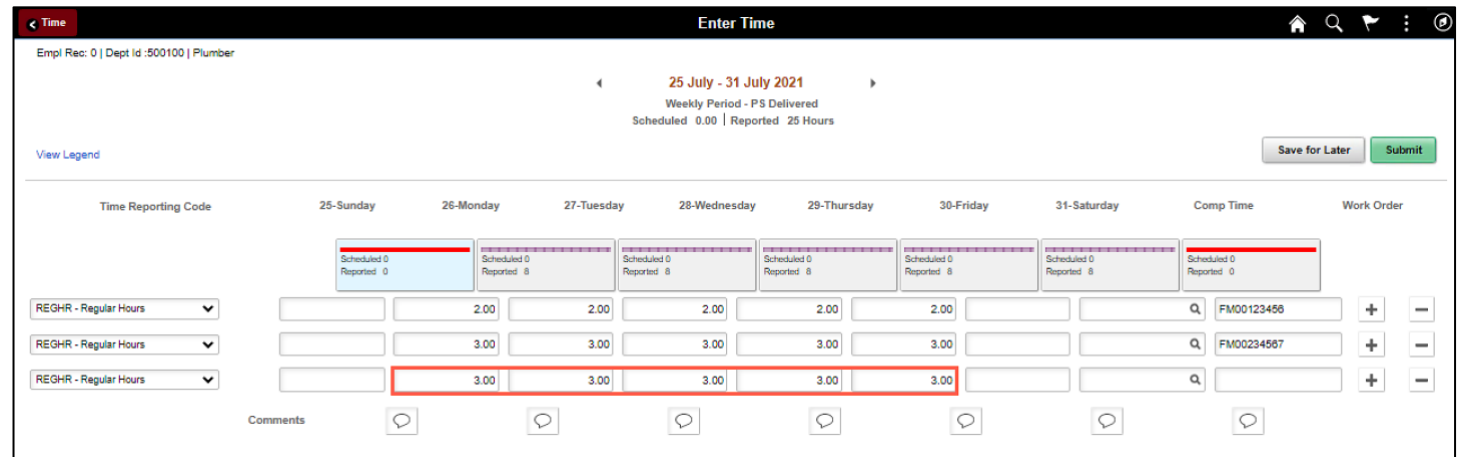**Step 15:** Select **REGHR – Regular Hours.**

Step 16: Click in the **Time Entry** field and enter hours worked for each day.

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 third line.

Note: If you need to enter hours for additional work orders, follow steps 9 through 13.

	Enter Time	
‹ Time		

Empl Rec: 0 | Dept Id :500100 | Plumber

‹ **25 July - 31 July 2021** ›
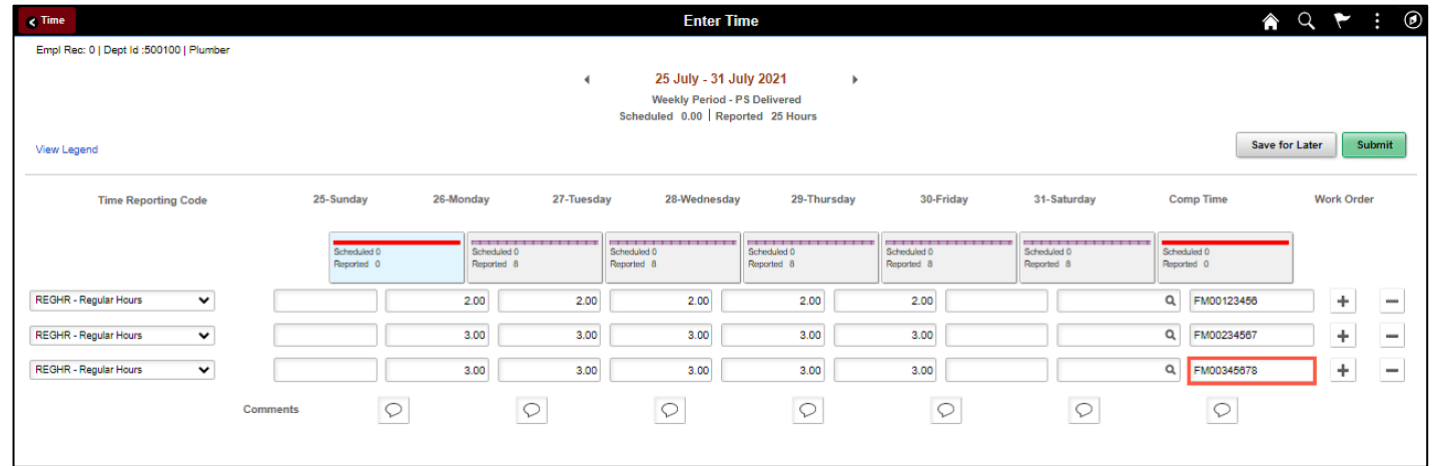Weekly Period - PS Delivered
Scheduled 0.00 | Reported 25 Hours

View Legend   [Save for Later] [Submit]

Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
	Scheduled 0 / Reported 0	Scheduled 0 / Reported 8	Scheduled 0 / Reported 8	Scheduled 0 / Reported 8	Scheduled 0 / Reported 8	Scheduled 0 / Reported 8	Scheduled 0 / Reported 0	Scheduled 0 / Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		🔍	FM00123456 + −
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		🔍	FM00234567 + −
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		🔍	FM00345678 + −
Comments	💬	💬	💬	💬	💬	💬		💬	

You can enter comments about the time entries if you feel additional information is needed.
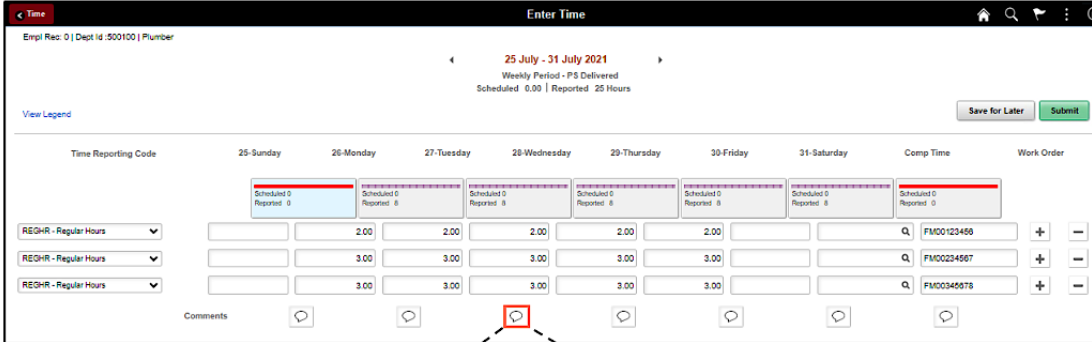
Step 18: Click the **Comments** button.

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.

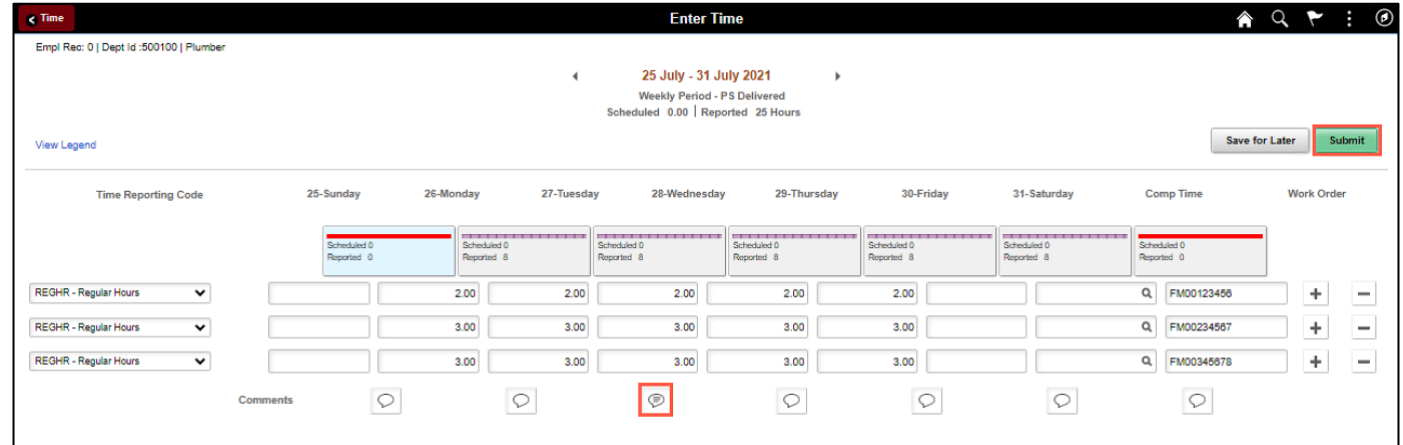**Step 21:** Click the **X** to close the Time Reporting Comments page.

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

Step 22: The timesheet is complete. 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 **Scheduled** total and **Reported** total for the week in view. The scheduled hours for an hourly employee will always be zero.
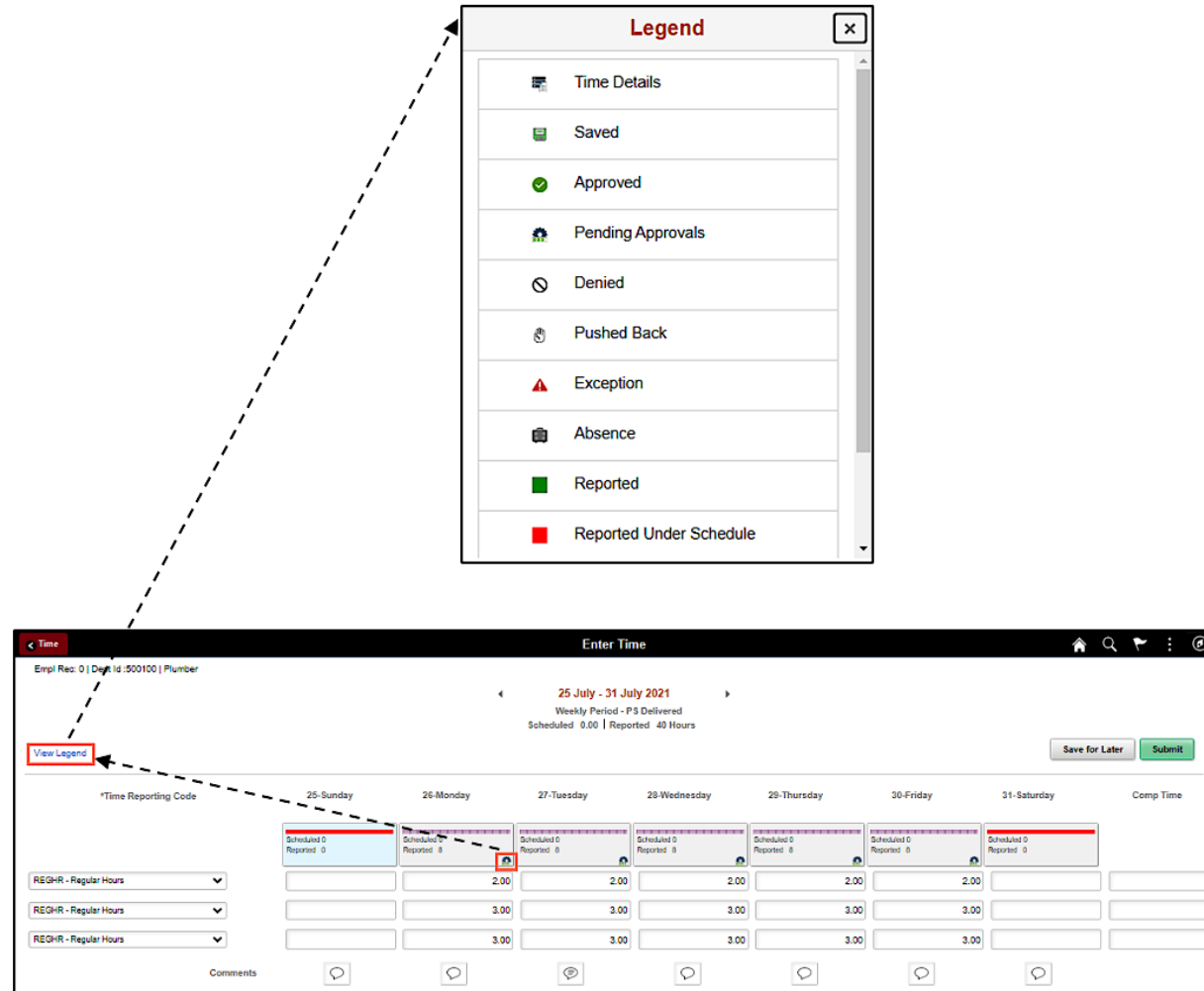
Step 23: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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.

Note: You can go back to enter or adjust timesheets 30 days prior to the current day.

You successfully learned how to enter or adjust time on an elapsed hourly timesheet for multiple work orders.