University of South Carolina
Time and Labor - MSS
Enter Time Worked on a Holiday on Behalf of Exempt Employee

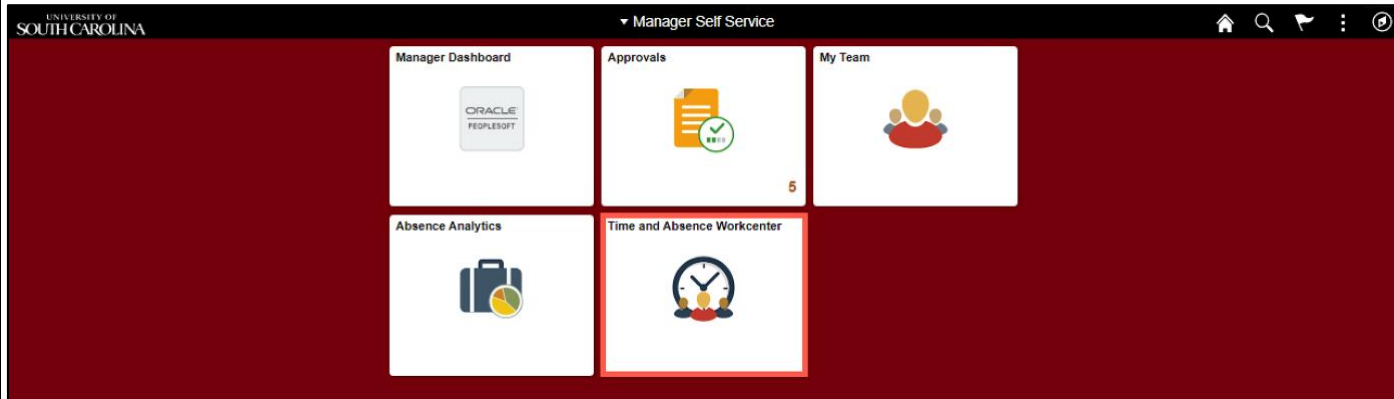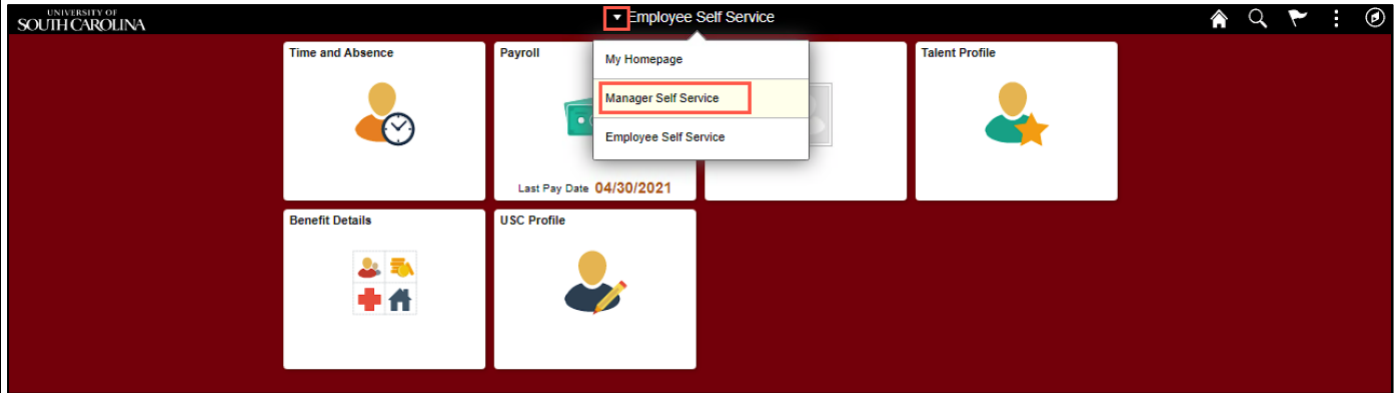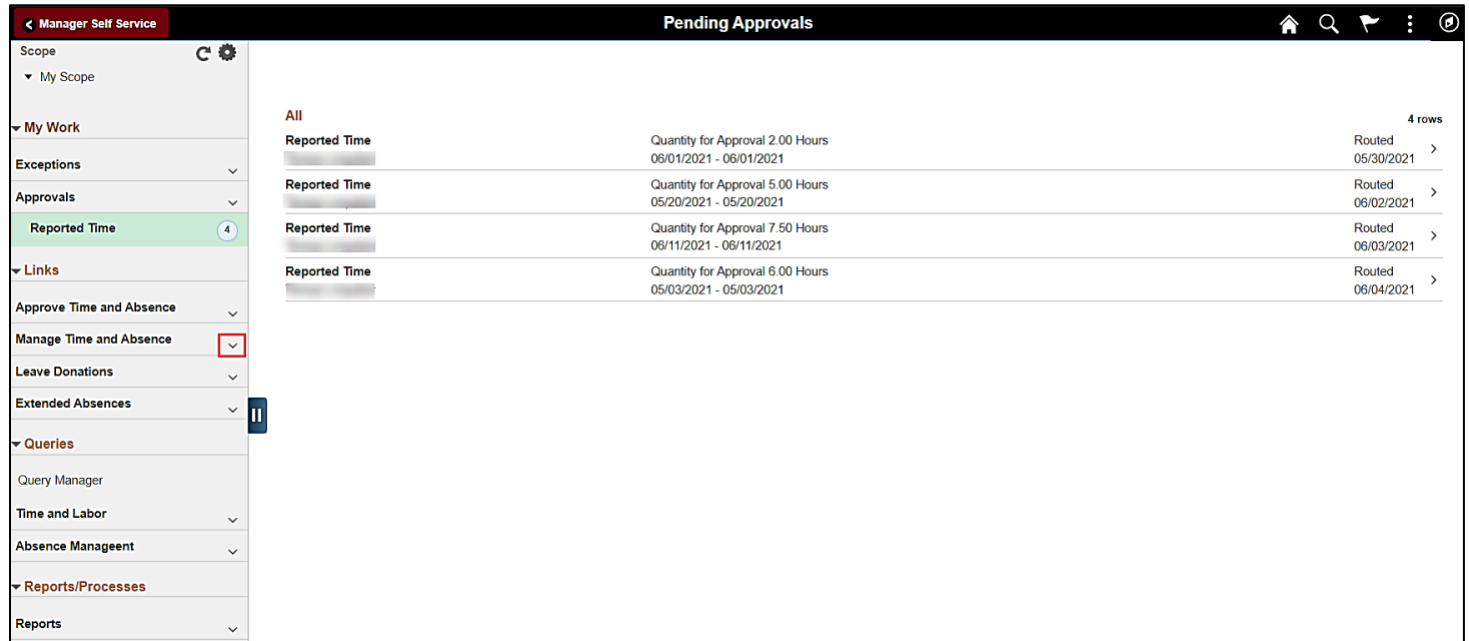| **How to enter time worked on a holiday on behalf of an exempt employee:**	
This job aid outlines how a manager can enter time worked on a holiday on behalf of an exempt employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.	
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter	
Processing Steps	**Screenshots**
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers 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.

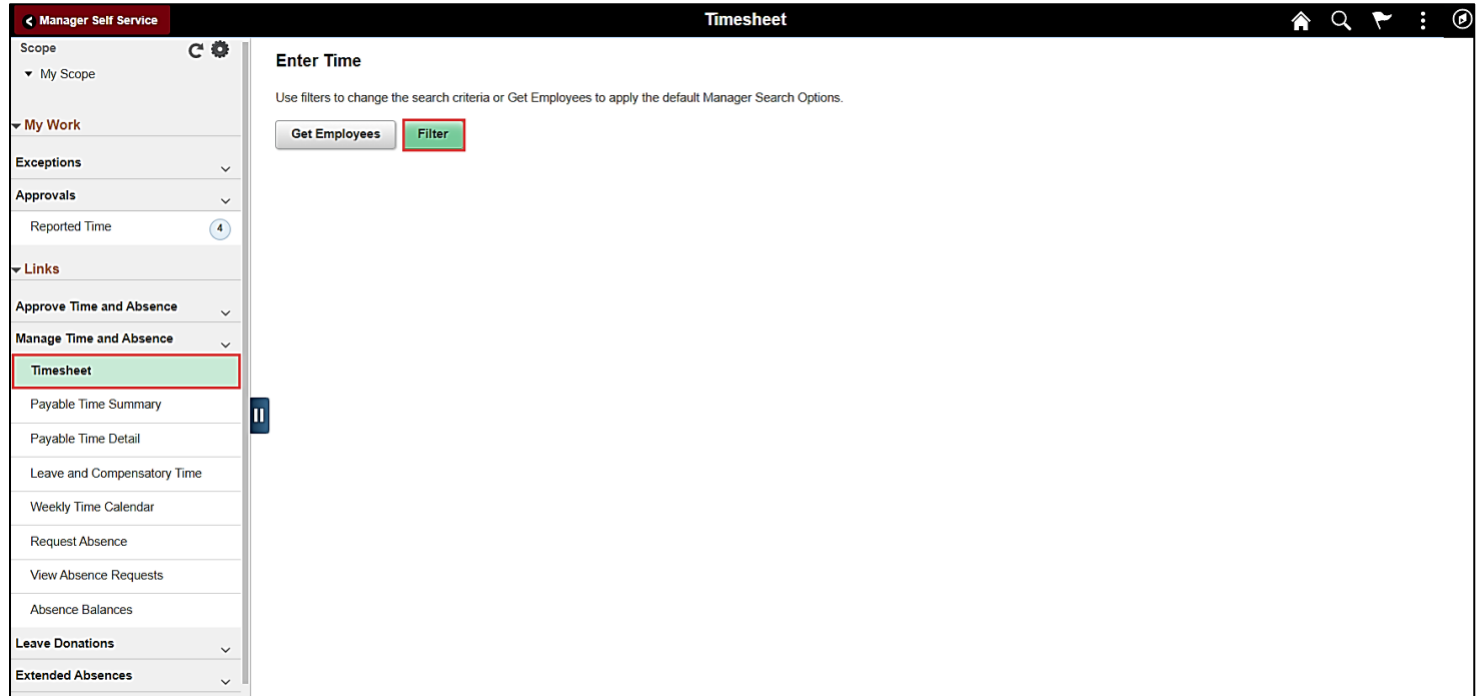**Step 3:** Click the **Manage Time and Absence** drop-down arrow.

Step 4: Click the **Timesheet** option from the list.

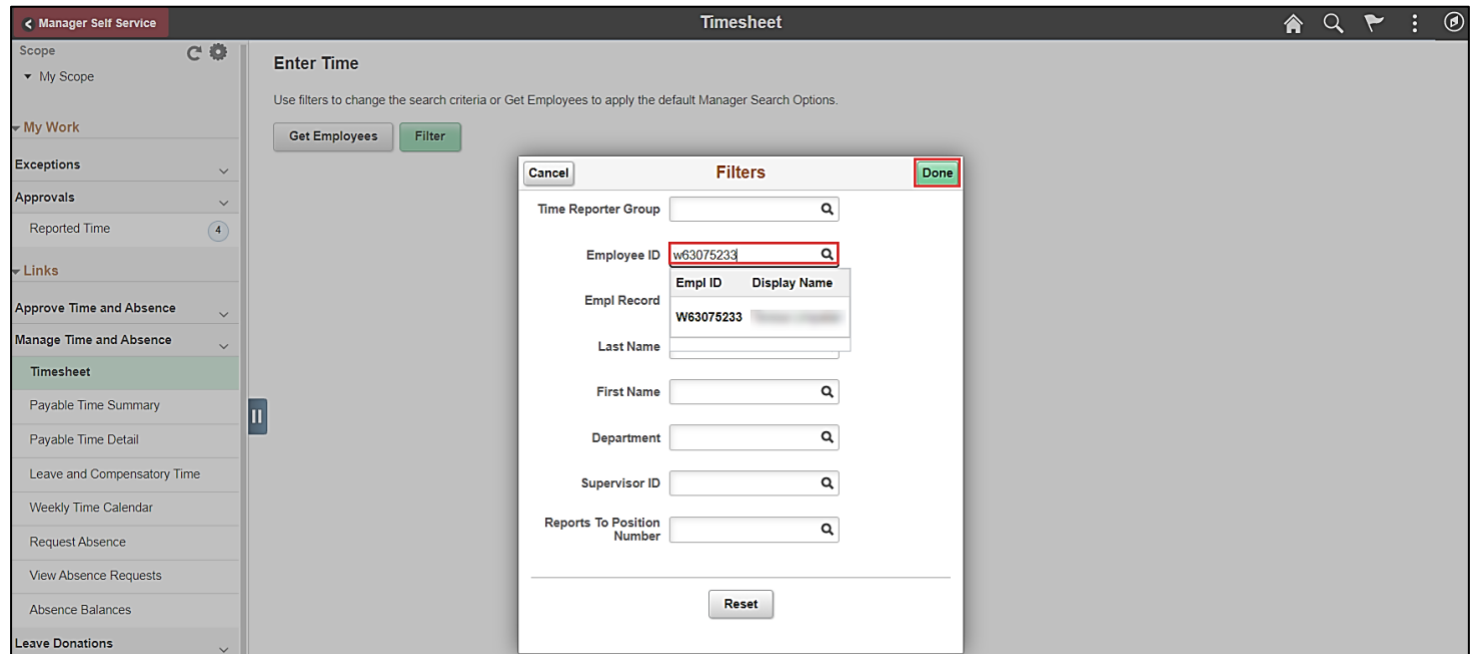**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.

Manager Self Service	Timesheet

Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees   Filter

Scope
My Scope

My Work

Exceptions
Approvals
Reported Time (4)

Links

Approve Time and Absence
Manage Time and Absence
Timesheet
Payable Time Summary
Payable Time Detail
Leave and Compensatory Time
Weekly Time Calendar
Request Absence
View Absence Requests
Absence Balances
Leave Donations
Extended Absences

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.

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

In this scenario the employee worked regularly scheduled hours on the university holiday 7/5/2021 for the 4th of July observed. Since this was an observed holiday and exempt employees do not enter regular work hours on their timesheet, the employee forgot to enter their time worked on 7/5/2021. As the manager, you can enter time on behalf of your direct reports.
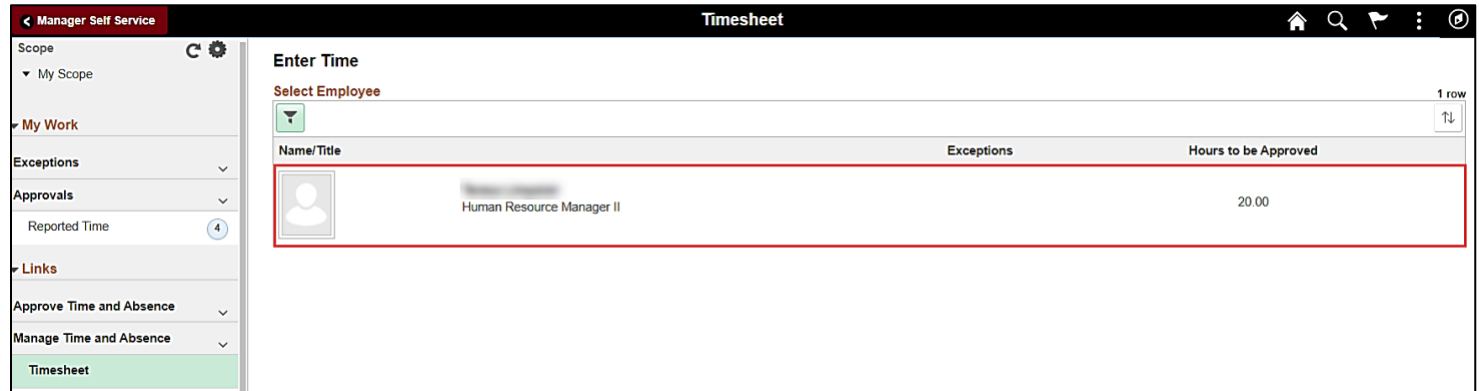
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Begin by selecting the appropriate **Time Reporting Code** (TRC).

You can only have one TRC per line.

Step 10: To use comp time, click the **Time Reporting Code** drop-down arrow.

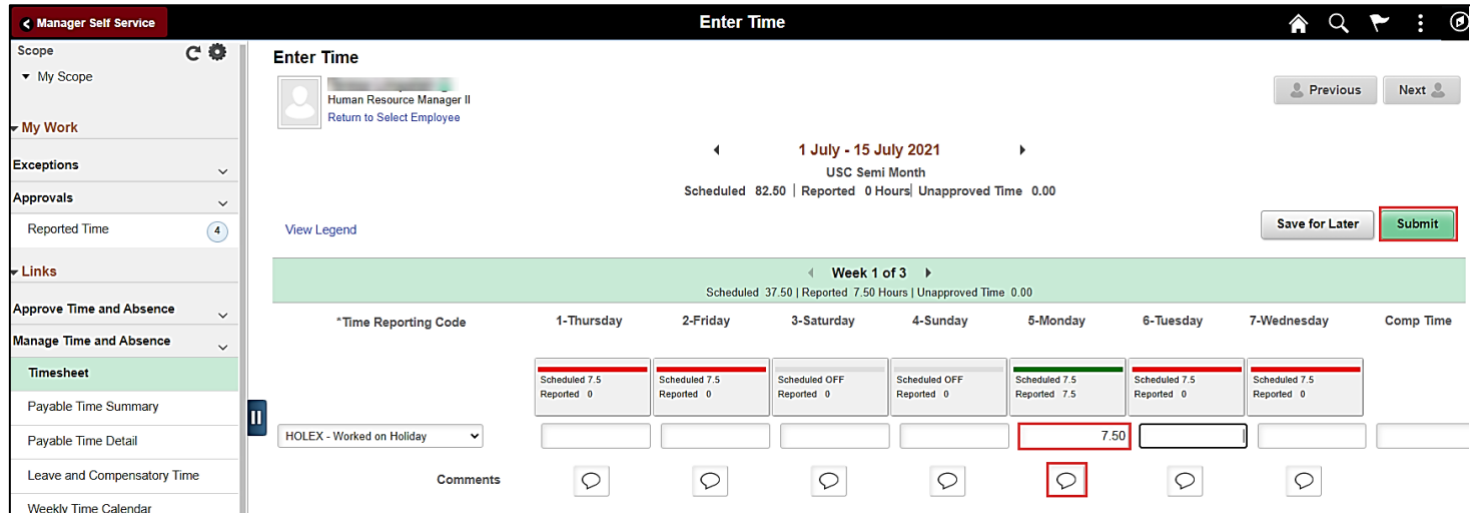**Step 11:** Select **HOLEX – Worked on Holiday.**
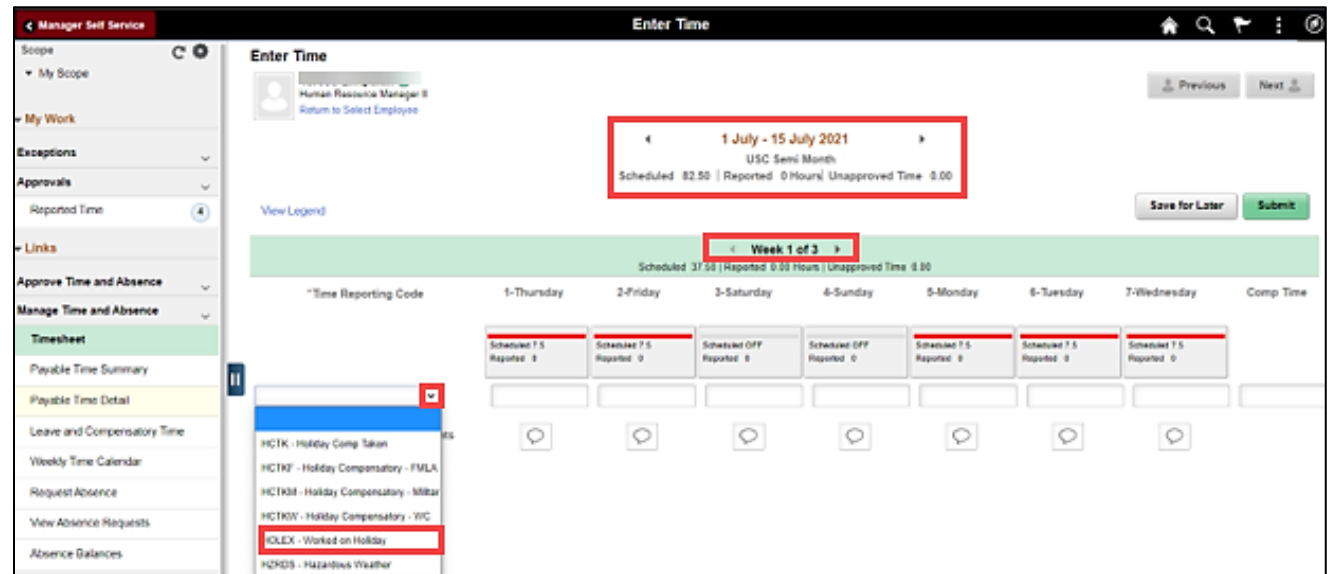
Step 12: Click in the **Time Entry** field for 7/5/2021 and enter the hours worked on the university holiday.

Step 13/Optional: Click the **Comment** icon to add additional information.

Step 14: Click the **Submit** button to submit the timesheet for approval.

Step 15: Upon clicking submit a warning message appears since the time reported was on a university holiday. Click the **OK** button to save the time as reported.

Step 16: 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 the employee.

Step 17: Notice the time for 7/5/2021 is automatically approved at submission. When time is entered by a manager on behalf of an employee, additional approval is not required.

Step 18: When submitted, the Approved icon appears for the days' time is entered indicating the timesheet is approved. Click the View Legend link to view the legends used and a short description of each one.

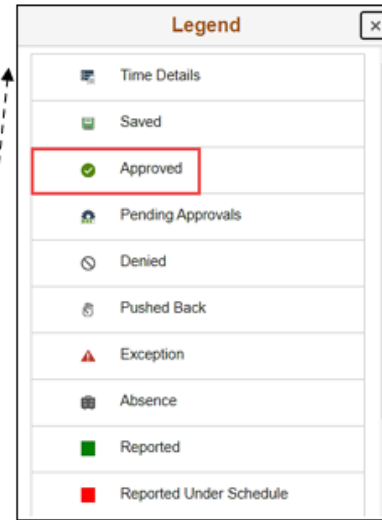The most common icons that may appear in the **Daily Status** box are:

⚠ 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 hazardous weather on a timesheet on behalf of a salary non-exempt employee.