

**University of South Carolina
Time and Labor - MSS
Enter Full 28 Day Timesheet on Behalf of
28 Day Police Employee**

How to enter full 28 day timesheet on behalf of a 28 day police employee:

This job aid outlines how a manager can enter a full 28 day timesheet on behalf of a 28 day police 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.

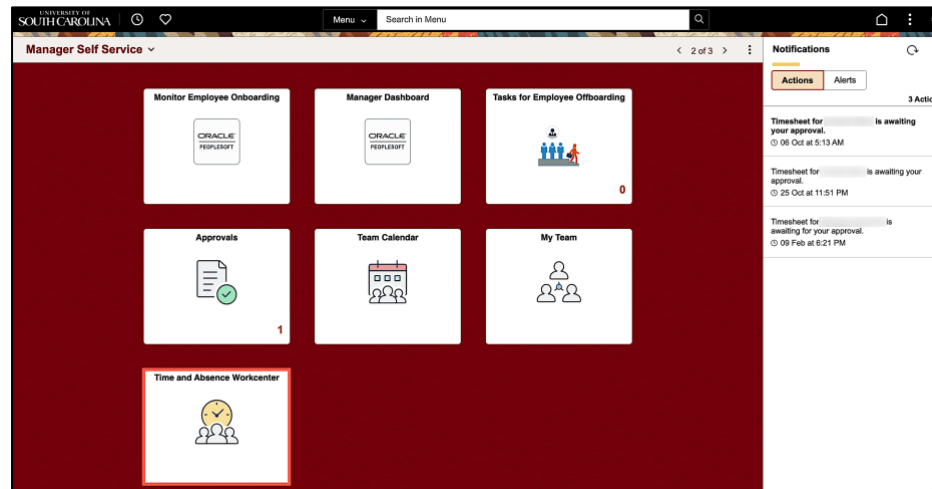
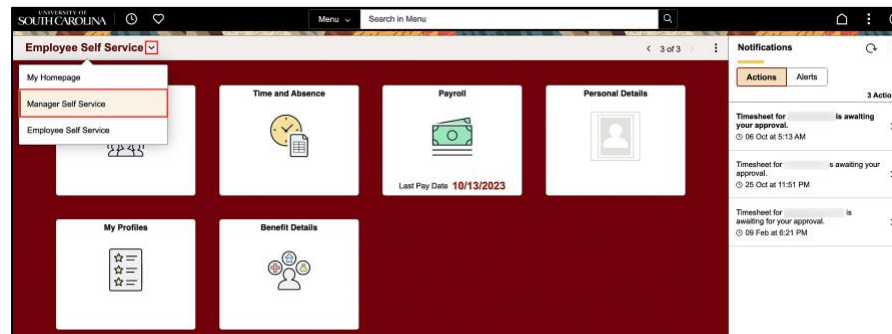
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

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.

Screenshots

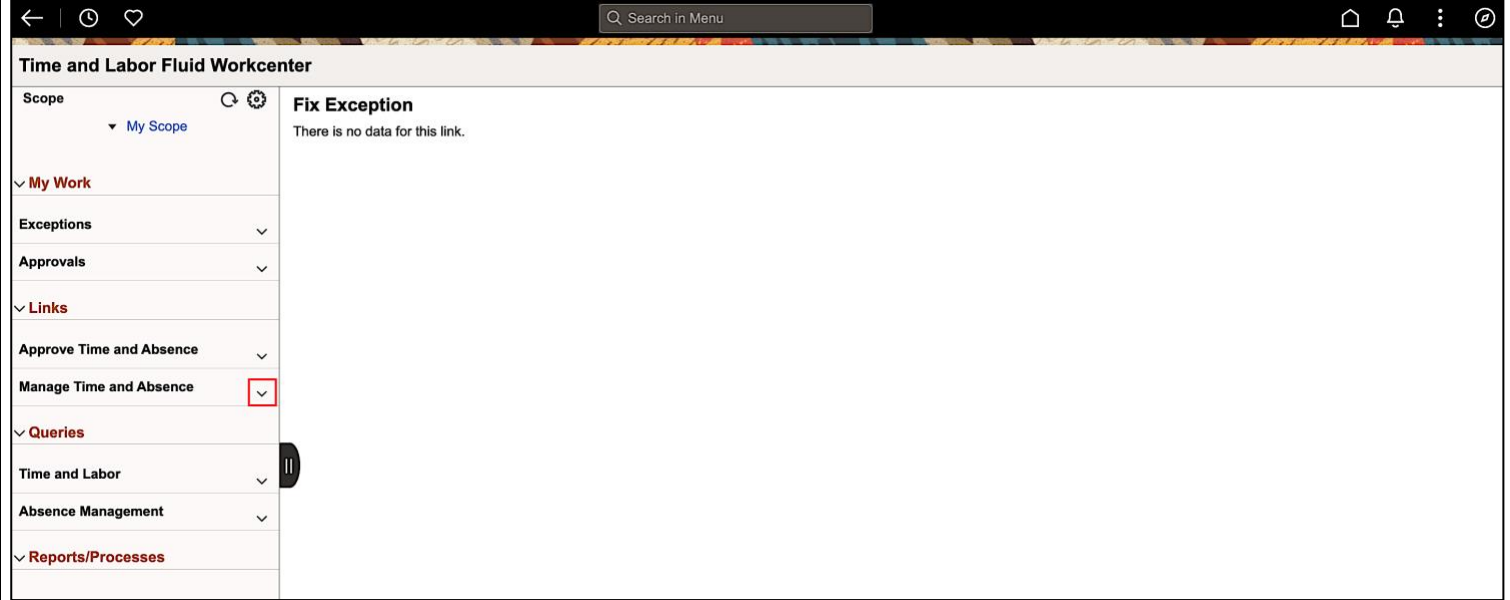


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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

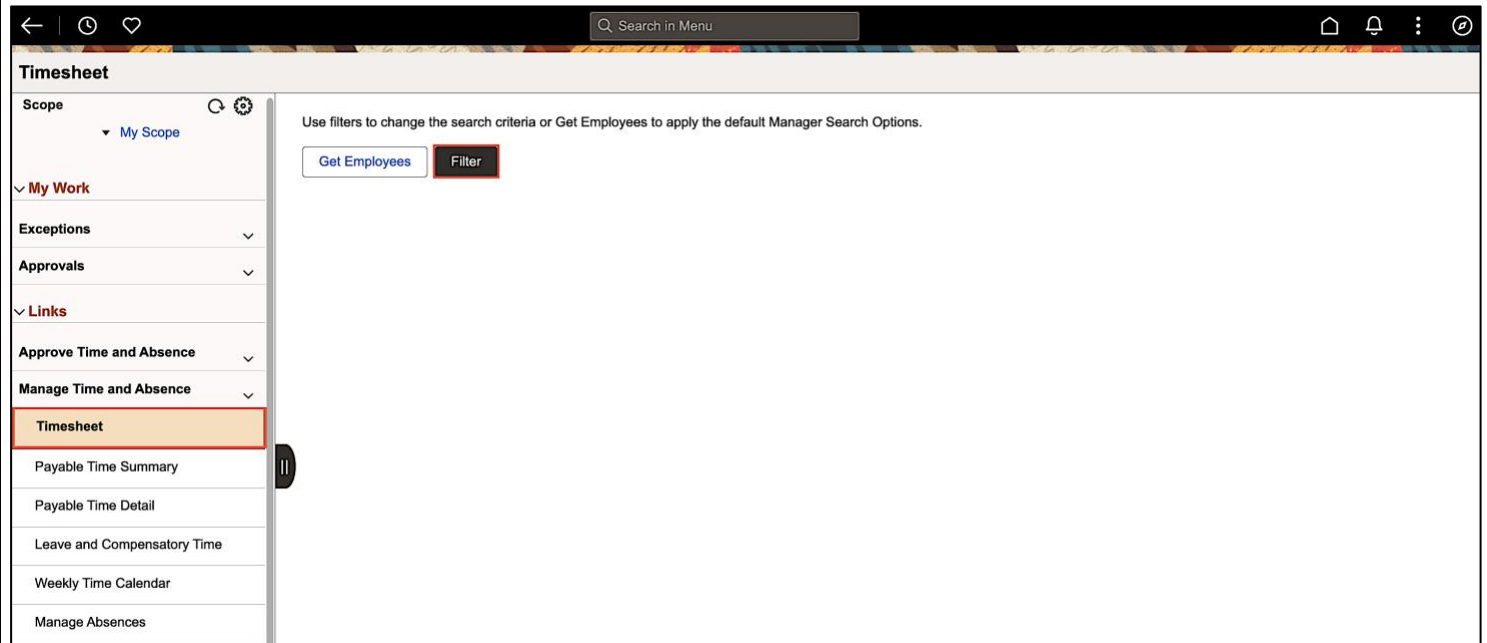
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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

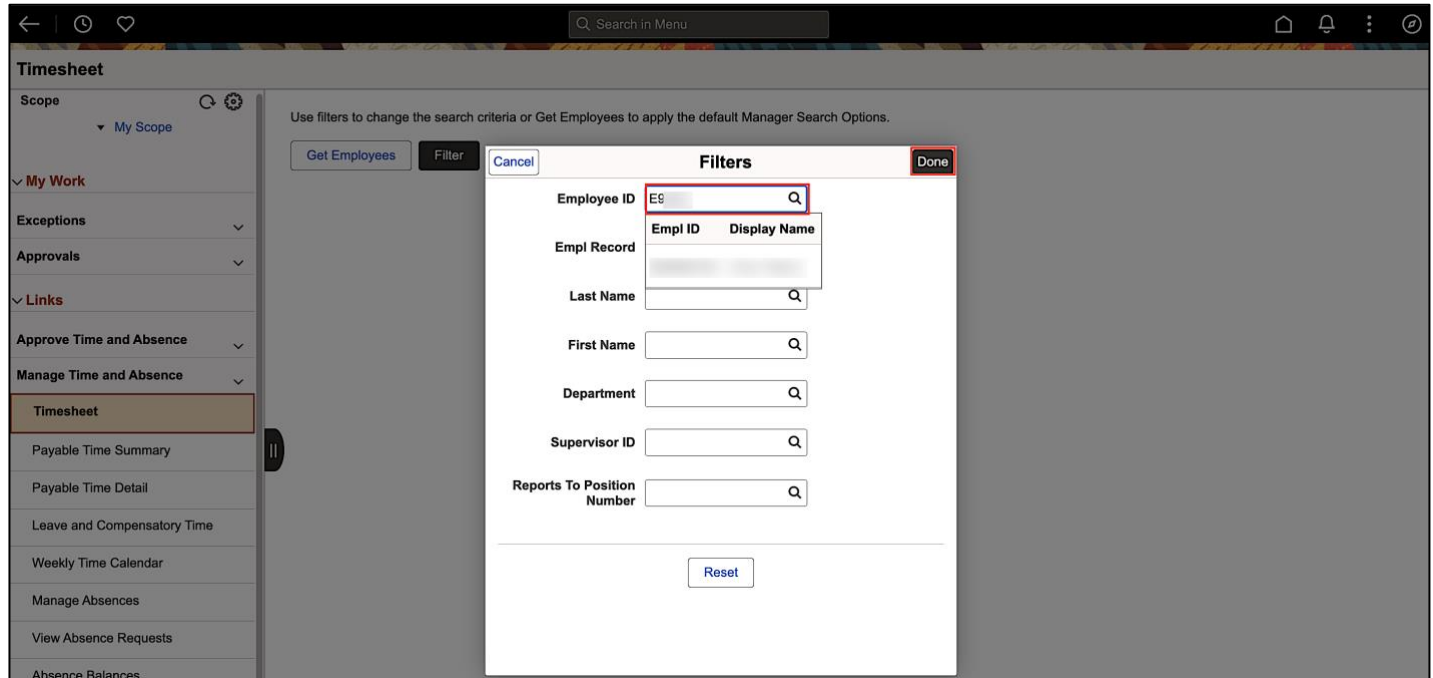
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



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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.



The screenshot shows the 'Timesheet' application interface. On the left is a navigation menu with options like 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Manage Absences', 'View Absence Requests', and 'Absence Balances'. The 'Timesheet' option is currently selected. The main area displays a 'Filters' dialog box with the following fields:

- Employee ID: (highlighted with a red box)
- Empl Record:

Empl ID	Display Name
- Last Name:
- First Name:
- Department:
- Supervisor ID:
- Reports To Position Number:

Buttons for 'Get Employees', 'Filter', 'Cancel', 'Done', and 'Reset' are visible. A search bar at the top of the dialog says 'Search in Menu'.

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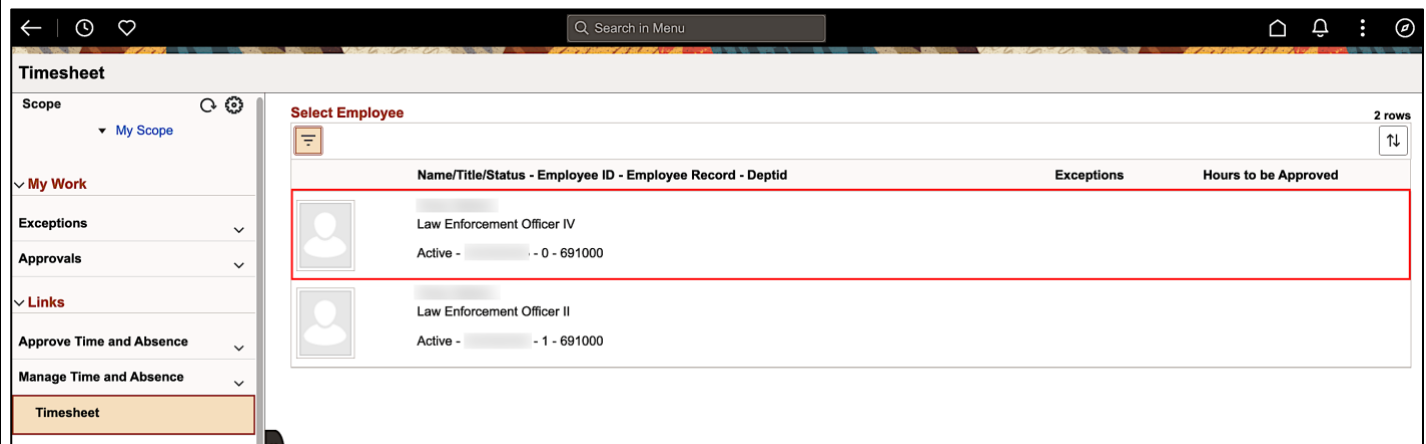
Step 8: Click the **Employee Name/Tile** line to view the Enter Time page. This employee has multiple jobs so be sure to click the correct row.

In this scenario the officer forgot to enter and/or submit their timesheet for the 28 day cycle from 11/19/2023 – 12/16/2023. As the manager, you can enter time on behalf of your direct reports.

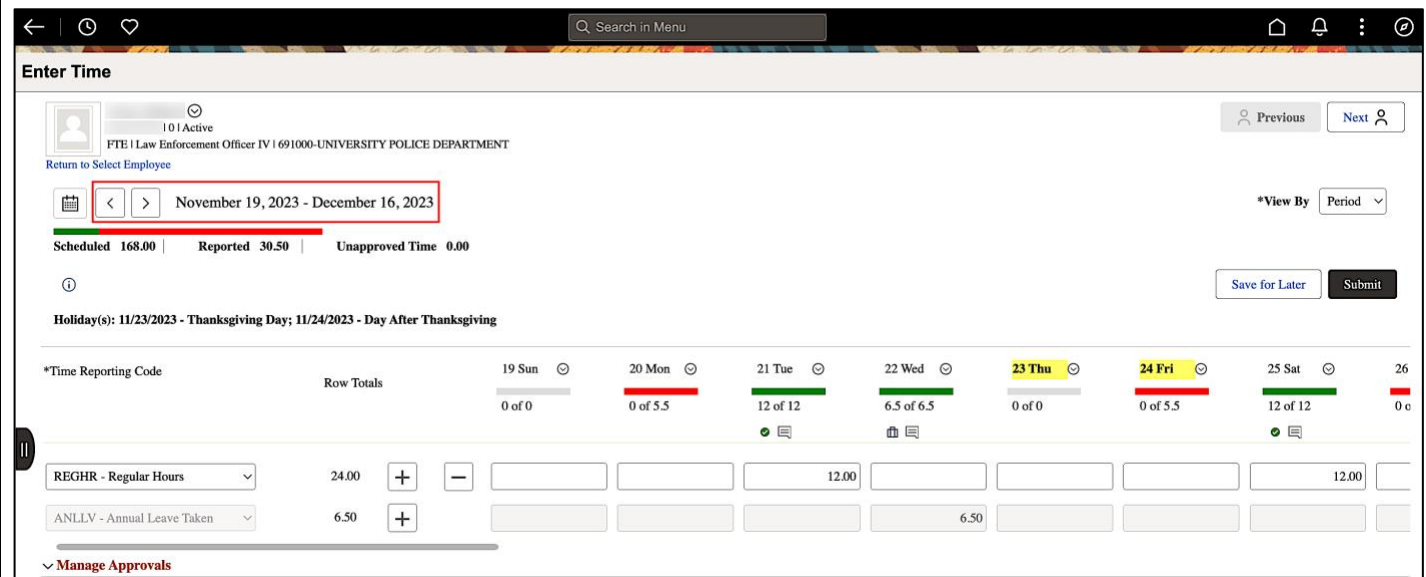
Step 9: Be sure to select the correct timeframe for the full 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

Notice there is a Time Reporting row for Annual Leave.

Some days for this 28 day schedule have already been approved, but other days are showing zero hours reported. As the manager you should add missing hours.



Name/Title/Status	Employee ID	Employee Record	Deptid	Exceptions	Hours to be Approved
Law Enforcement Officer IV	Active -	- 0 -	691000		
Law Enforcement Officer II	Active -	- 1 -	691000		

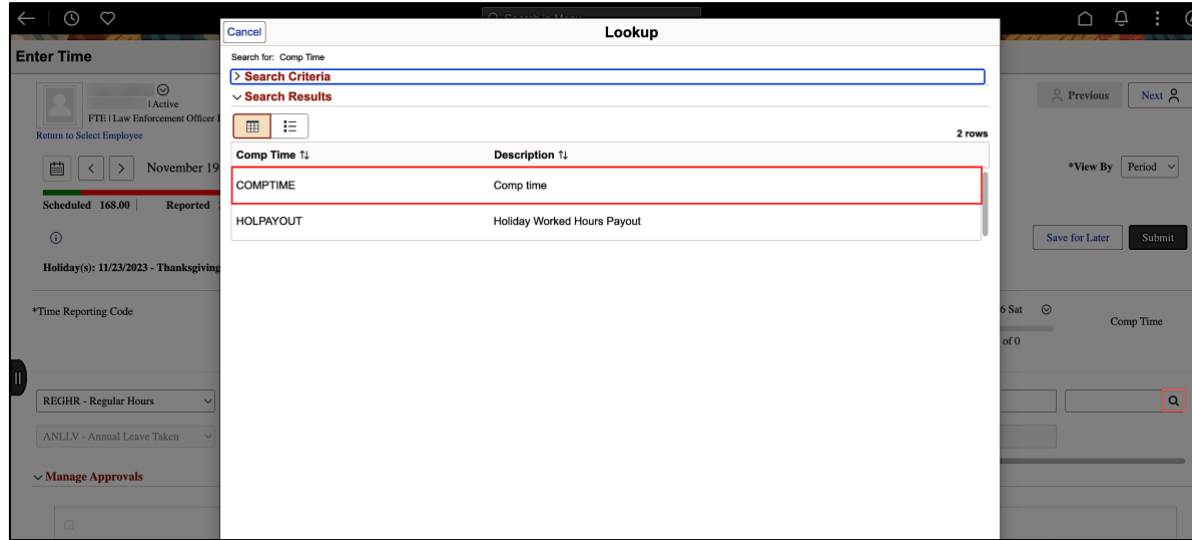


Scheduled 168.00 | Reported 30.50 | Unapproved Time 0.00
 Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

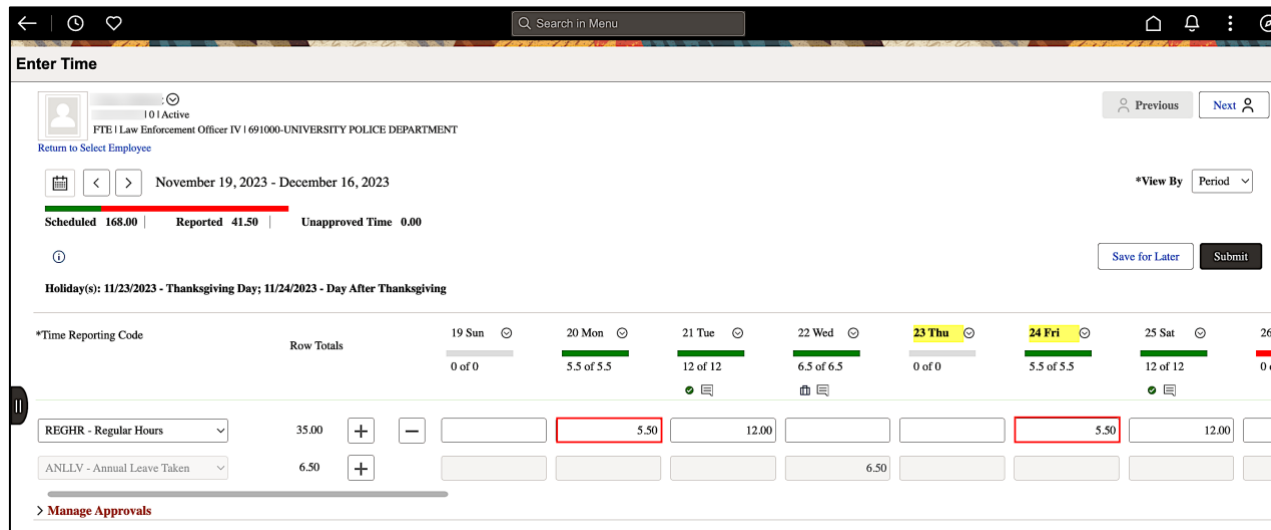
*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26
REGHR - Regular Hours	24.00	0 of 0	0 of 5.5	12 of 12	6.5 of 6.5	0 of 0	0 of 5.5	12 of 12	0 of 0
ANLLV - Annual Leave Taken	6.50				6.50				

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Step 10: To ensure to always capture any overtime hours as Comp Time, scroll all the way to the right to click the **Comp Time Lookup** icon and select the **Comp Time** option.



Step 11: Click in the **Time Entry** fields for 11/20/2023 and 11/24/2023 to enter hours worked matching the scheduled 5.5 hours each day.




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Step 12: Use the **Scroll bar** to navigate through the 28 day schedule to enter time for days showing zero hours entered.

← 🕒 ♥ 🏠 🔔 ⋮

Enter Time



101 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
[Return to Select Employee](#)

Previous Next

📅 < > November 19, 2023 - December 16, 2023 *View By Period ▼

Scheduled **168.00** | Reported **77.50** | Unapproved Time **0.00**

Save for Later Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	26 Sun ☺	27 Mon ☺	28 Tue ☺	29 Wed ☺	30 Thu ☺	1 Fri ☺	2 Sat ☺
		12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	0 of 6.5	0 of 0

REGHR - Regular Hours ▼

71.00

+

-

00

12.00

6.50

5.50

12.00

ANLLV - Annual Leave Taken ▼

6.50

+

> [Manage Approvals](#)

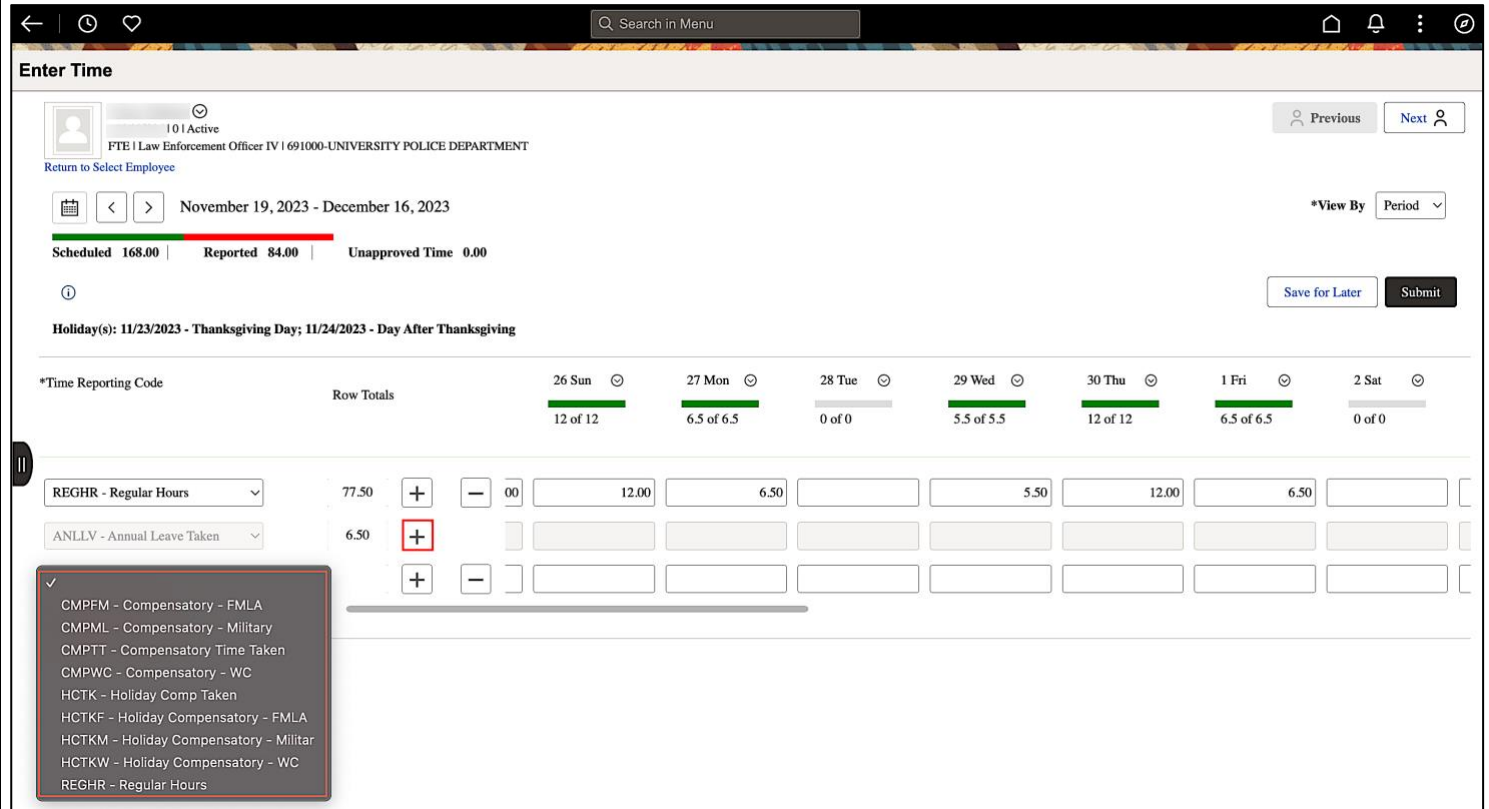
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7

December 2023

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Step 13/Optional: If another time reporting code is needed, scroll to click the **Add a Row +** button. Click the **Time reporting Code** drop-down arrow to add another time code.



Enter Time

10 | Active
 FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 84.00 | Unapproved Time 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	1 Fri	2 Sat
REGHR - Regular Hours	77.50	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	6.5 of 6.5	0 of 0
ANLLV - Annual Leave Taken	6.50							

Time Reporting Code dropdown menu:

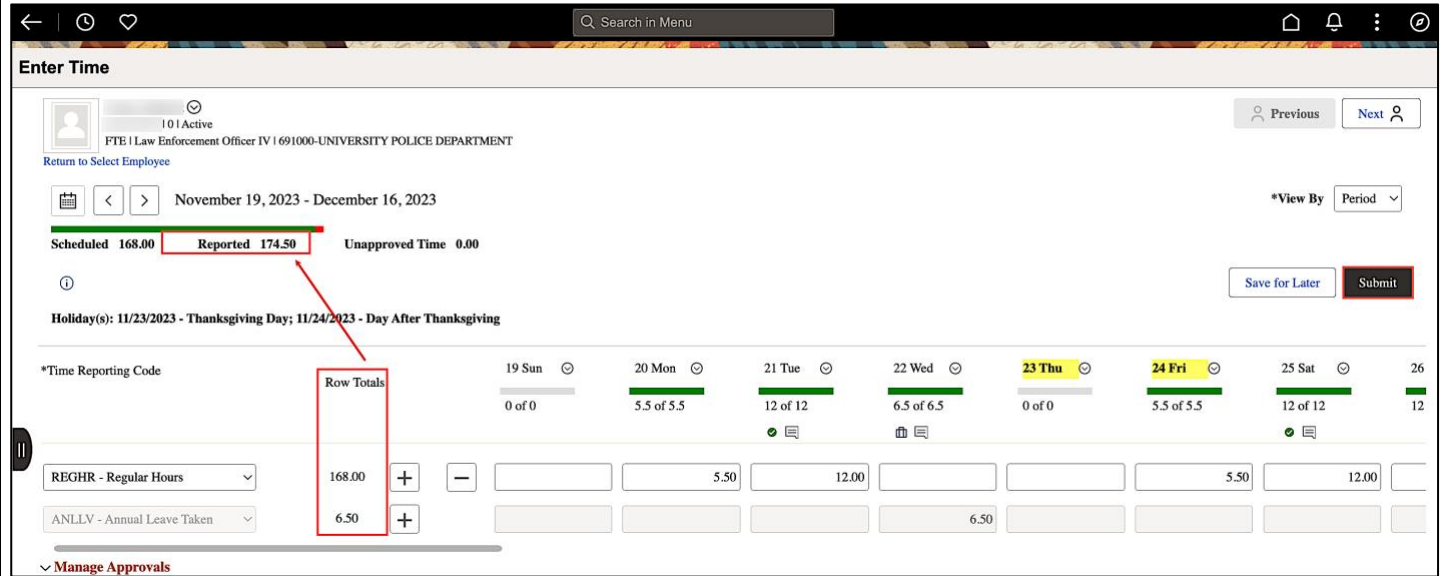
- ✓ CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPTT - Compensatory Time Taken
- CMPWC - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - WC
- REGHR - Regular Hours

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Notice the **Row Totals** match the **Reported** time.

Step 14: Click the **Submit** button to submit the full 28 day timesheet.

Step 15: Upon clicking the **Submit** button a warning message appears because one of the days, 11/24/23, in the 28 day timesheet was a university holiday. Click the **OK** button to approve the time as submitted.



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

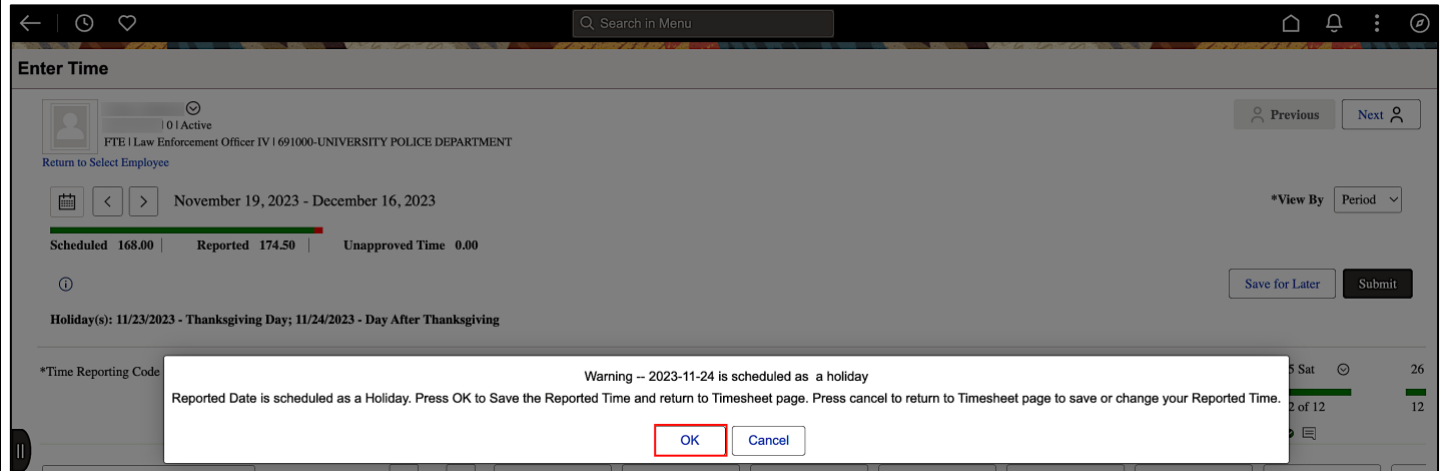
November 19, 2023 - December 16, 2023

Scheduled 168.00 | **Reported 174.50** | Unapproved Time 0.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26
Row Totals	0 of 0	5.5 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12
REGHR - Regular Hours		5.50	12.00			5.50	12.00	
ANLLV - Annual Leave Taken				6.50				

Save for Later | **Submit**



Enter Time

10 | Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 174.50 | Unapproved Time 0.00

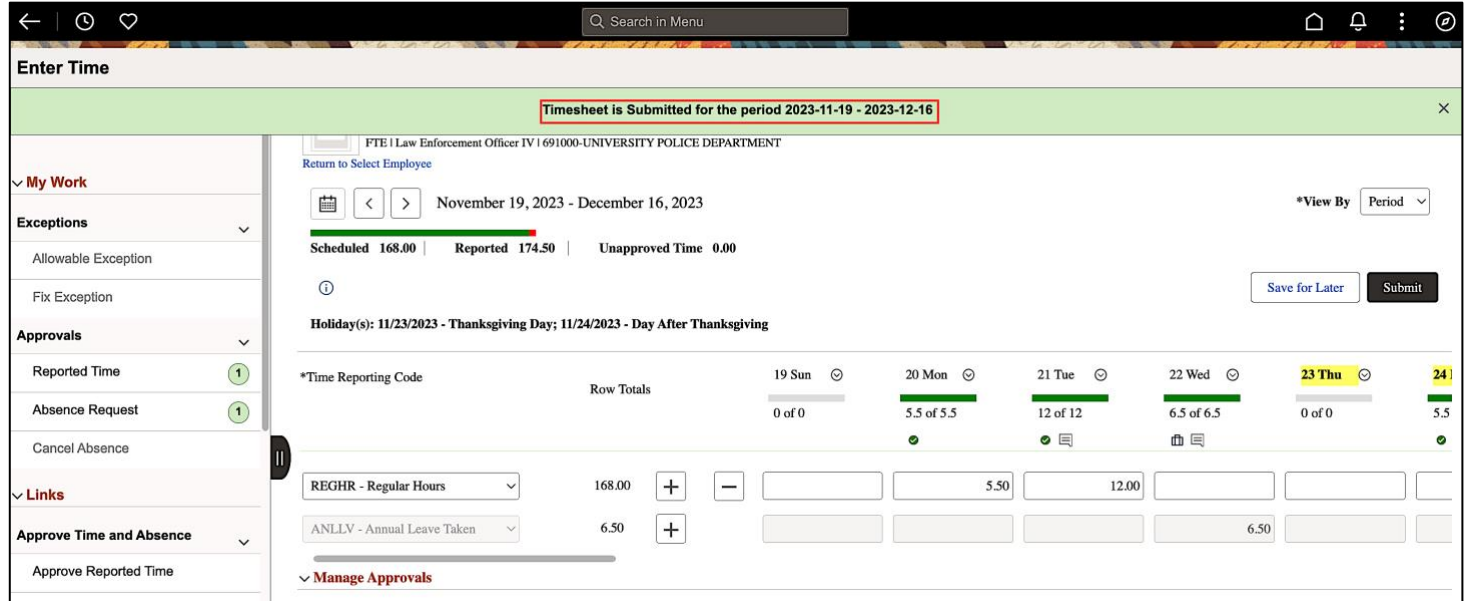
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

Warning - 2023-11-24 is scheduled as a holiday
Reported Date is scheduled as a Holiday. Press OK to Save the Reported Time and return to Timesheet page. Press cancel to return to Timesheet page to save or change your Reported Time.

OK | Cancel

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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.



Enter Time

Timesheet is Submitted for the period 2023-11-19 - 2023-12-16

FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
 Return to Select Employee

November 19, 2023 - December 16, 2023 *View By Period

Scheduled 168.00 | Reported 174.50 | Unapproved Time 0.00

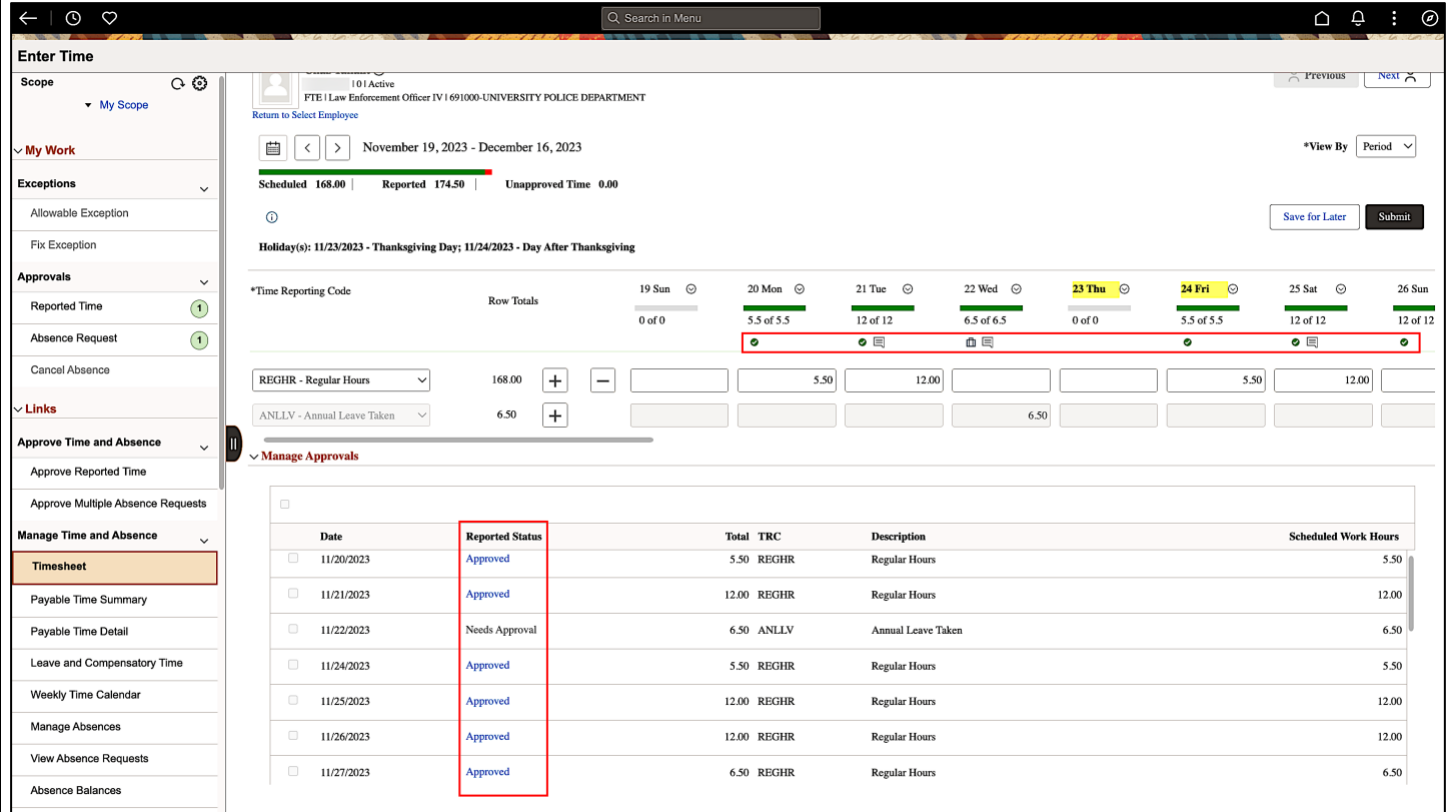
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri
REGHR - Regular Hours	168.00	0 of 0	5.5 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5
ANLLV - Annual Leave Taken	6.50				6.50		

Manage Approvals

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Step 17: Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a manager on behalf of an employee, additional approval is not required.



Enter Time

Scope: My Scope

My Work

Exceptions

Approvals

Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

Manage Absences

View Absence Requests

Absence Balances

101 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Return to Select Employee

November 19, 2023 - December 16, 2023

*View By: Period

Scheduled 168.00 | Reported 174.50 | Unapproved Time 0.00

Save for Later | Submit

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun
REGHR - Regular Hours	168.00	0 of 0	5.5 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12
ANLLV - Annual Leave Taken	6.50				6.50				


Manage Approvals


Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
11/20/2023	Approved	5.50	REGHR	Regular Hours	5.50
11/21/2023	Approved	12.00	REGHR	Regular Hours	12.00
11/22/2023	Needs Approval	6.50	ANLLV	Annual Leave Taken	6.50
11/24/2023	Approved	5.50	REGHR	Regular Hours	5.50
11/25/2023	Approved	12.00	REGHR	Regular Hours	12.00
11/26/2023	Approved	12.00	REGHR	Regular Hours	12.00
11/27/2023	Approved	6.50	REGHR	Regular Hours	6.50


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Step 18: When submitted, the Approved icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** icon 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.

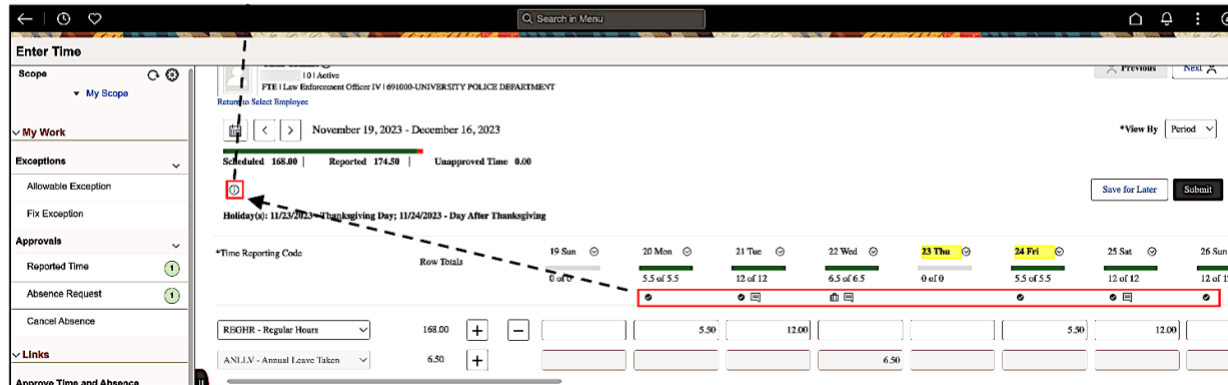
 The time entered has been submitted and is pending approval.

 The entered time has been approved.

You successfully learned how to enter and submit a full 28 day timesheet on behalf of a 28 day police employee.

Legend ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule
-  Reported Over Schedule
-  OFF Day
-  Holiday



Enter Time

Scope: My Scope

Employee: FFE | Law Enforcement Officer IV | 694600-UNIVERSITY POLICE DEPARTMENT

Period: November 19, 2023 - December 16, 2023

Scheduled: 168.00 | Reported: 174.50 | Unapproved Time: 8.00

Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun
Row Totals	0 of 0	5.5 of 5.5	12 of 12	6.5 of 6.5	0 of 0	5.5 of 5.5	12 of 12	12 of 12
REGHR - Regular Hours	168.00	5.50	12.00			5.50	12.00	
ANLLV - Annual Leave Taken	6.50			6.50				