

**University of South Carolina  
Time and Labor – TL/ABS Approver  
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 TL/ABS Approver can enter a full 28 day timesheet on behalf of a 28 day police employee. A TL/ABS Approver has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

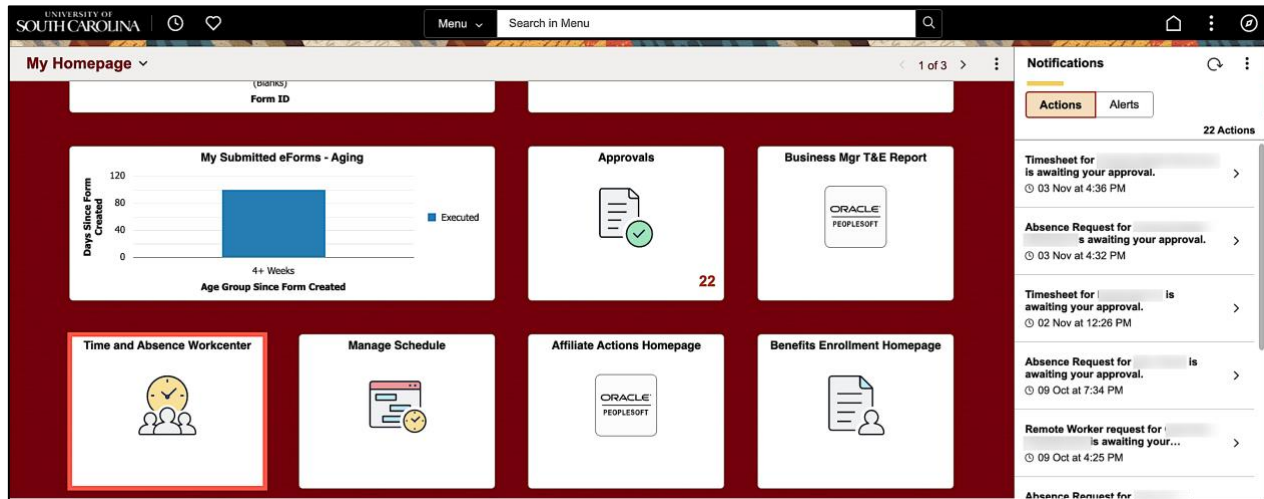
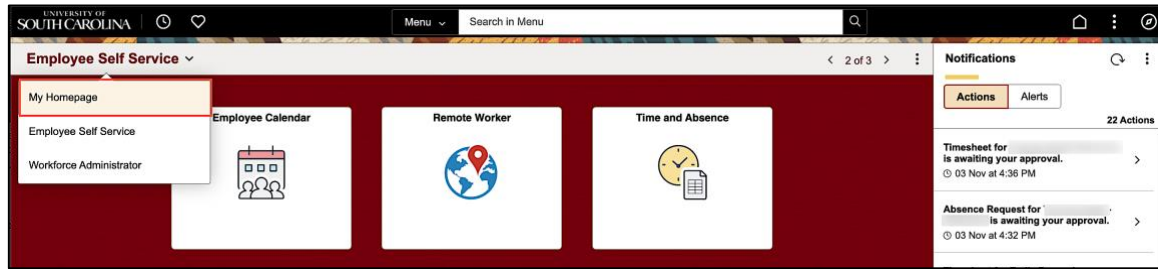
**Navigation:** Employee Self Service > My Homepage/My Workplace > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Homepage/My Workplace** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

**Screenshots**

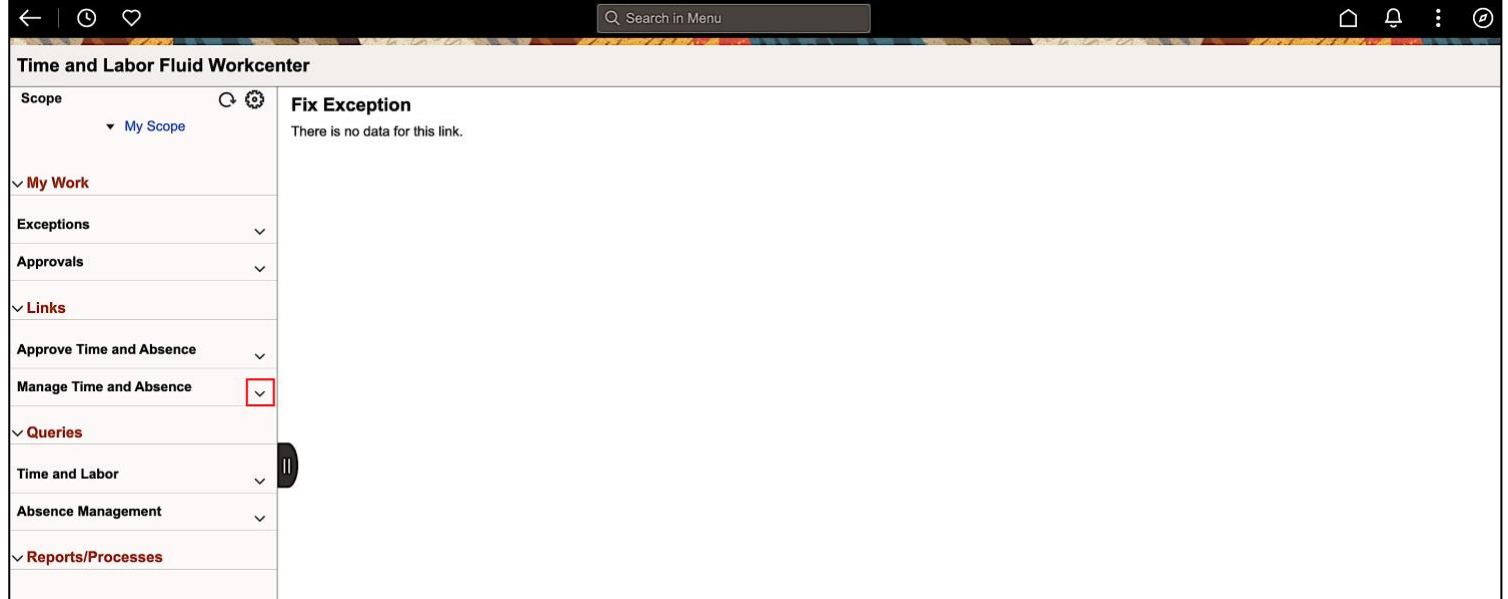


**University of South Carolina  
Time and Labor – TL/ABS Approver  
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28 Day Police Employee**

**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables TL/ABS Approver 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.

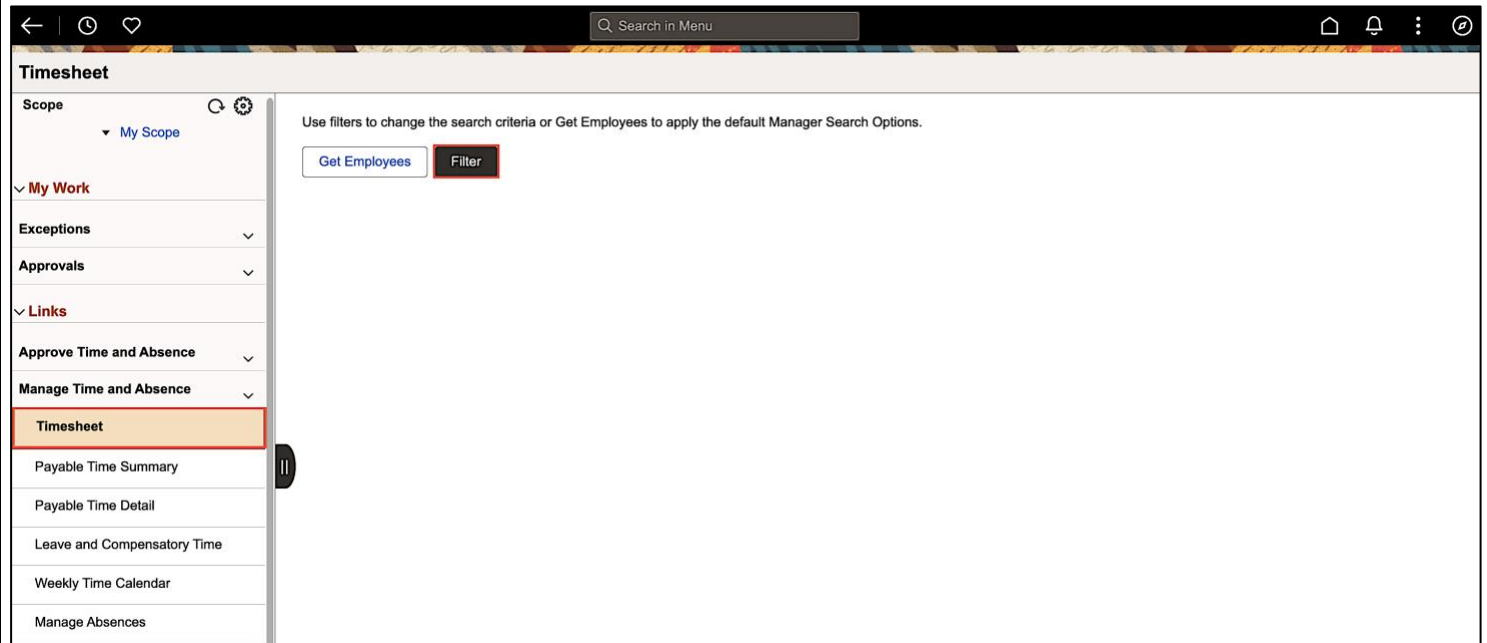
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



**University of South Carolina**  
**Time and Labor – TL/ABS Approver**  
**Enter Full 28 Day Timesheet on Behalf of**  
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**Step 4:** Click the **Timesheet** option from the list.

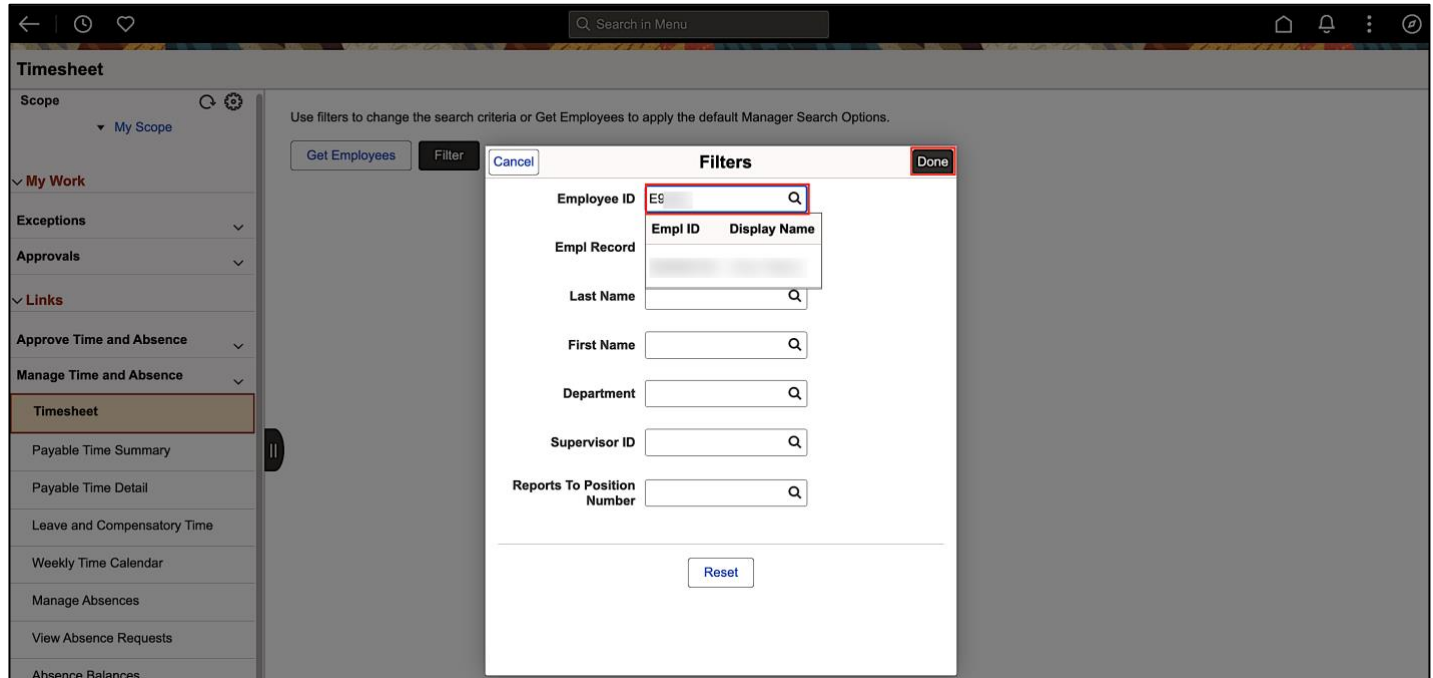
**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.



**University of South Carolina  
Time and Labor – TL/ABS Approver  
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28 Day Police Employee**

**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. A 'Filters' dialog box is open, allowing the user to search for an employee. The 'Employee ID' field contains the text 'ES'. Below this field, a dropdown menu is visible, showing a table with two columns: 'Empl ID' and 'Display Name'. The 'Done' button in the top right corner of the dialog is highlighted with a red border. The background shows the 'Timesheet' menu on the left and a search bar at the top.

**University of South Carolina  
Time and Labor – TL/ABS Approver  
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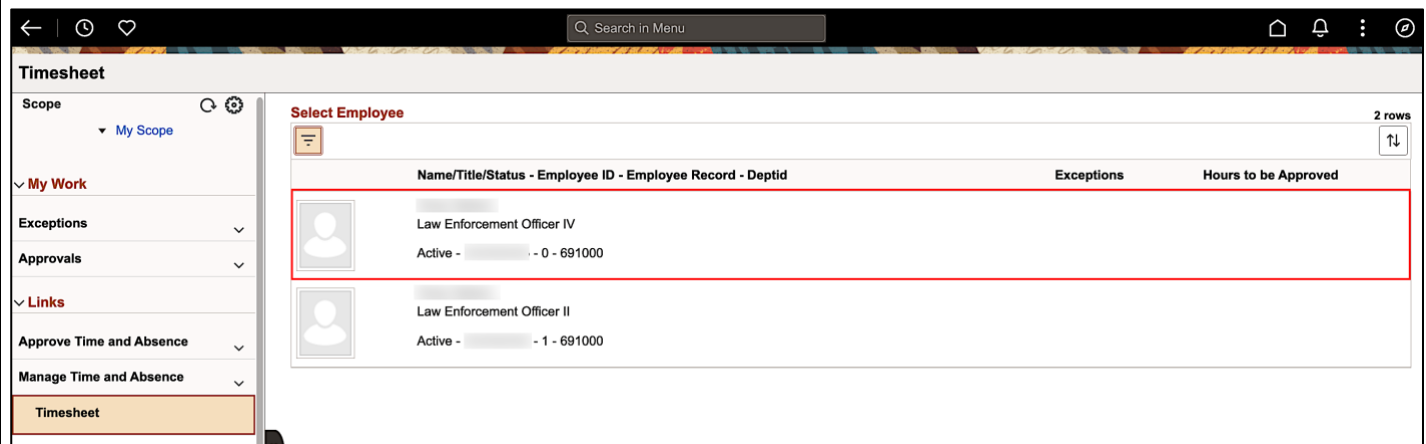
**Step 8:** Click the **Employee Name/Tile** line to view the Enter Time page. This employee has multiple jobs so be sure to click the correct row.

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 TL/ABS Approver, you can enter time on behalf of employees.

**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 TL/ABS Approver you can add missing hours.

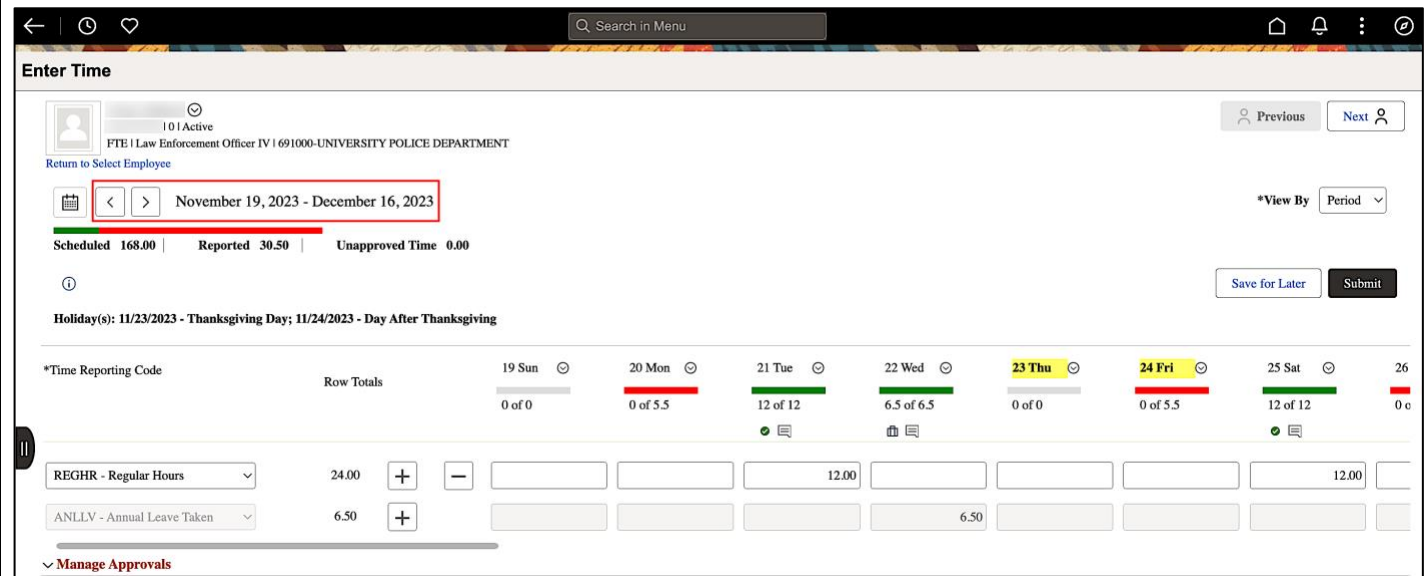


**Timesheet**

Scope: My Scope

Select Employee

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		



**Enter Time**

Employee: FTE 1 | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Return to Select Employee

Calendar: November 19, 2023 - December 16, 2023

\*View By: Period

Scheduled 168.00 | Reported 30.50 | Unapproved Time 0.00

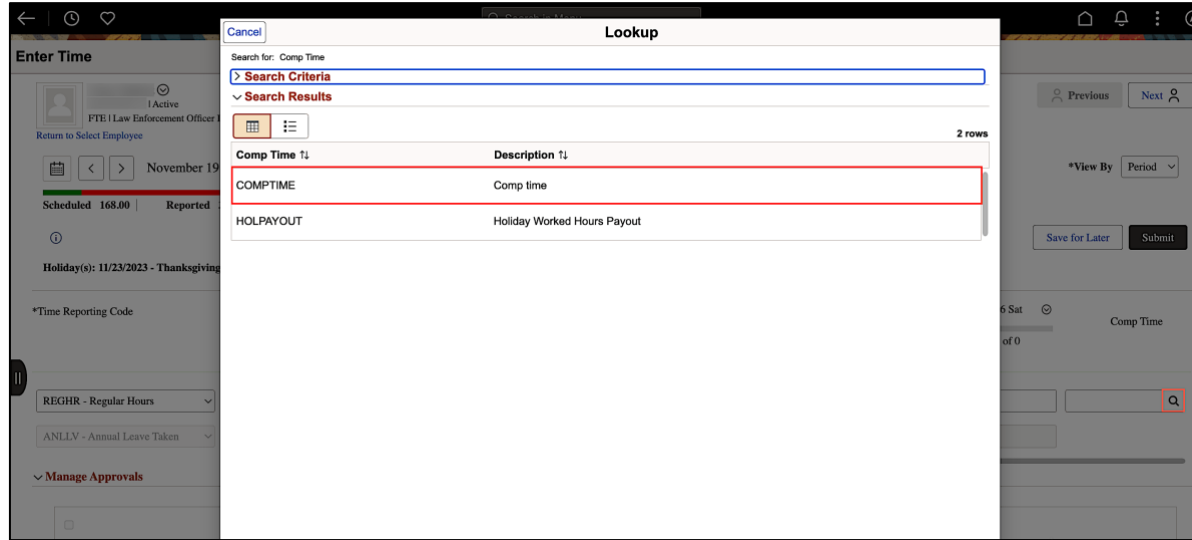
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*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				

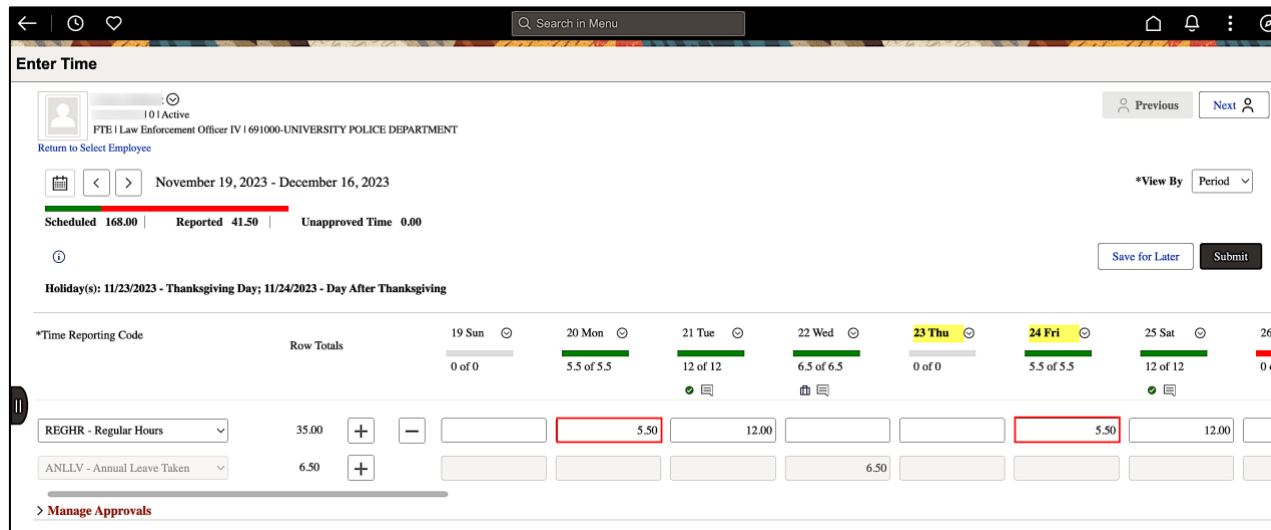
Buttons: Save for Later, Submit

**University of South Carolina  
Time and Labor – TL/ABS Approver  
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28 Day Police Employee**

**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.



## University of South Carolina Time and Labor – TL/ABS Approver Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee

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


← ⌚ ❤️

Search in Menu

🏠 🔔 ⋮

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**Enter Time**
👤 Previous Next 👤



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 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

ANLLV - Annual Leave Taken

71.00

+

-

00

12.00

6.50

5.50

12.00

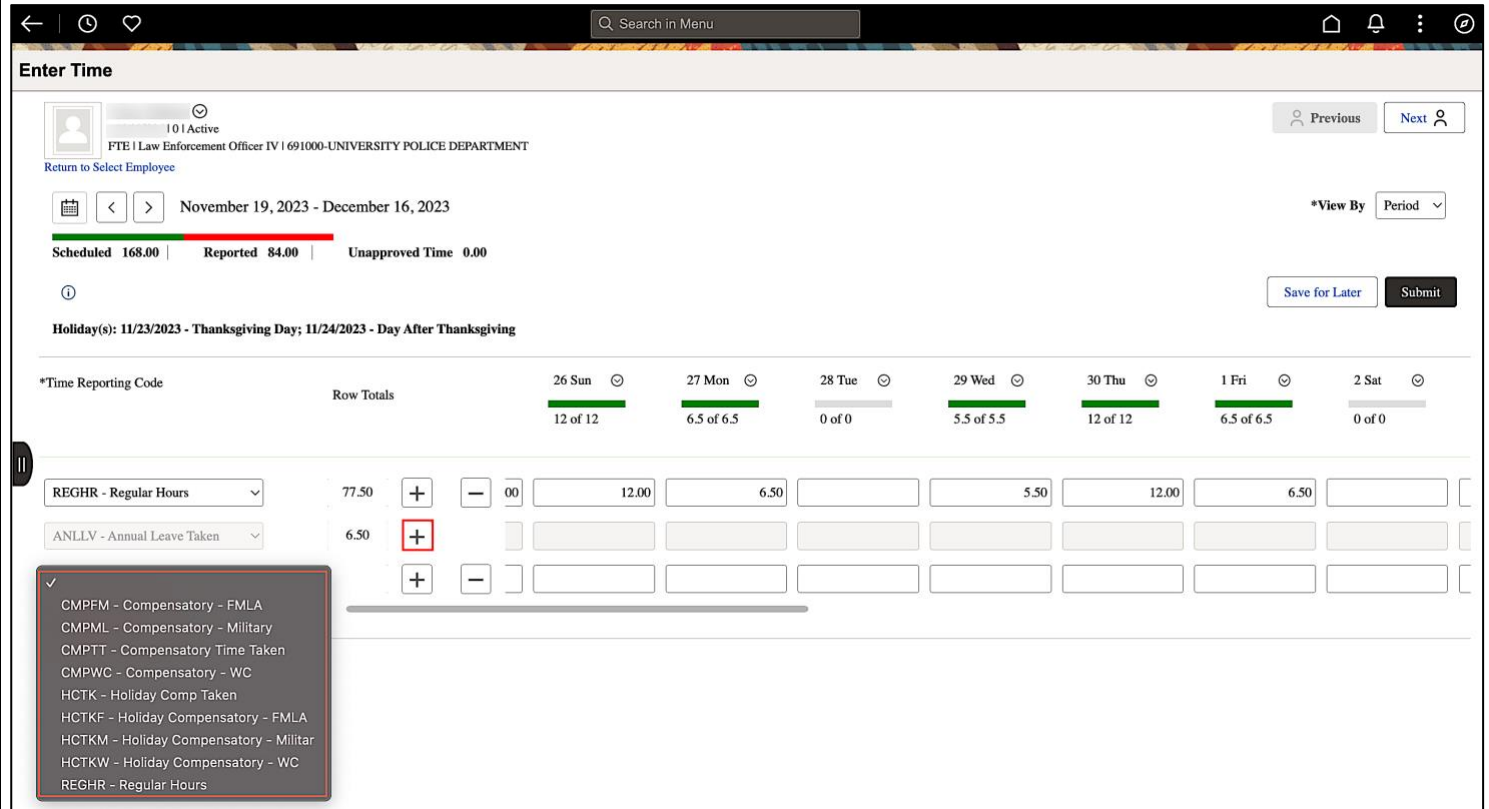
6.50

+

> [Manage Approvals](#)

## University of South Carolina Time and Labor – TL/ABS Approver Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee

**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.



The screenshot shows the 'Enter Time' interface for a user named '10 | Active' (FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT). The reporting period is from November 19, 2023, to December 16, 2023. The interface displays a progress bar for 'Scheduled 168.00', 'Reported 84.00', and 'Unapproved Time 0.00'. It also lists holidays for 11/23/2023 (Thanksgiving Day) and 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							
<b>+</b>								

A dropdown menu is open, showing the following options:

- ✓ 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

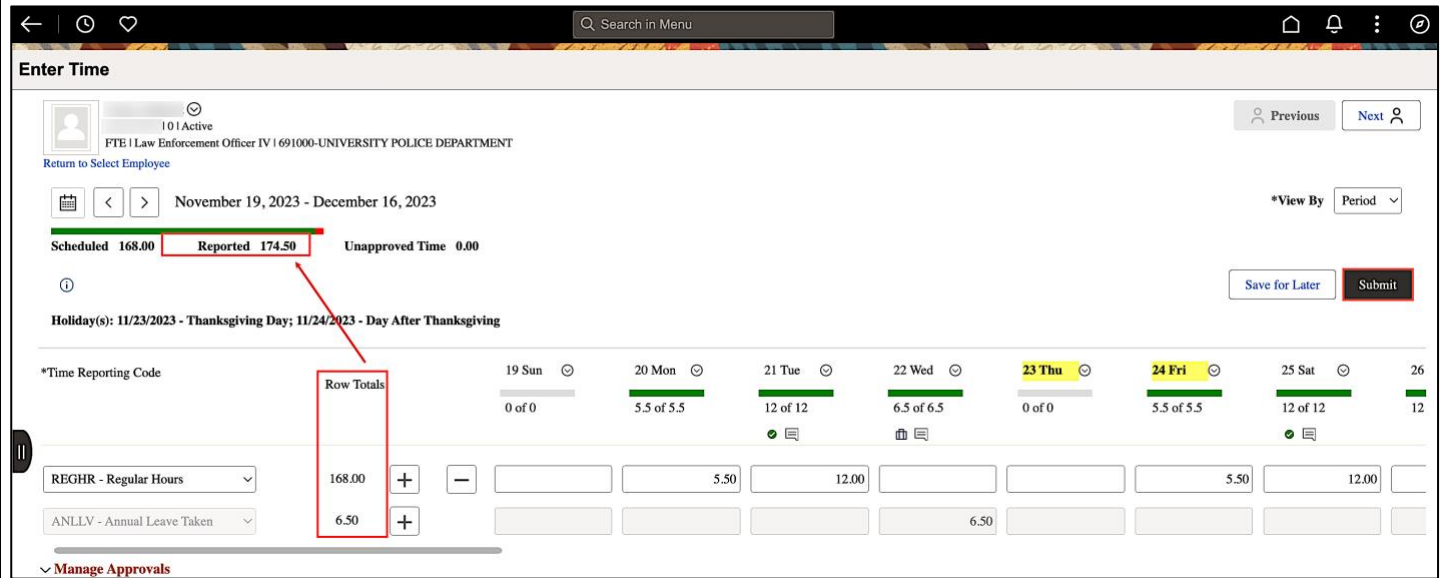


## University of South Carolina Time and Labor – TL/ABS Approver Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee

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 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

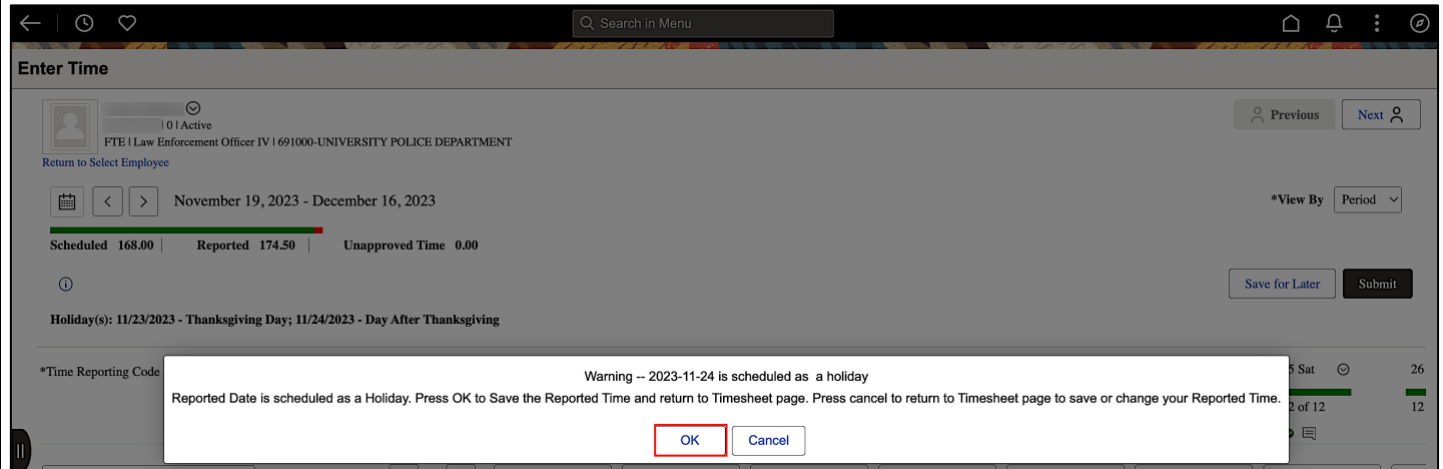
November 19, 2023 - December 16, 2023

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
<b>Row Totals</b>	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

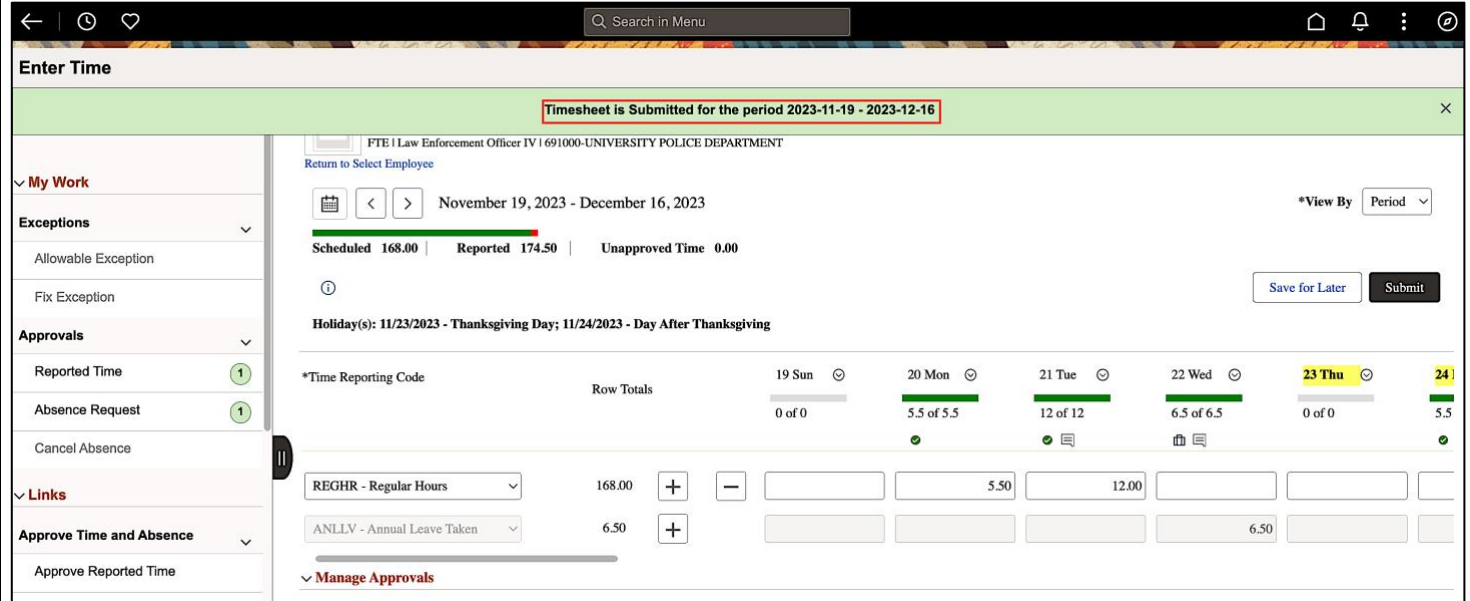
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

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

**University of South Carolina  
Time and Labor – TL/ABS Approver  
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28 Day Police Employee**

**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

Save for Later Submit

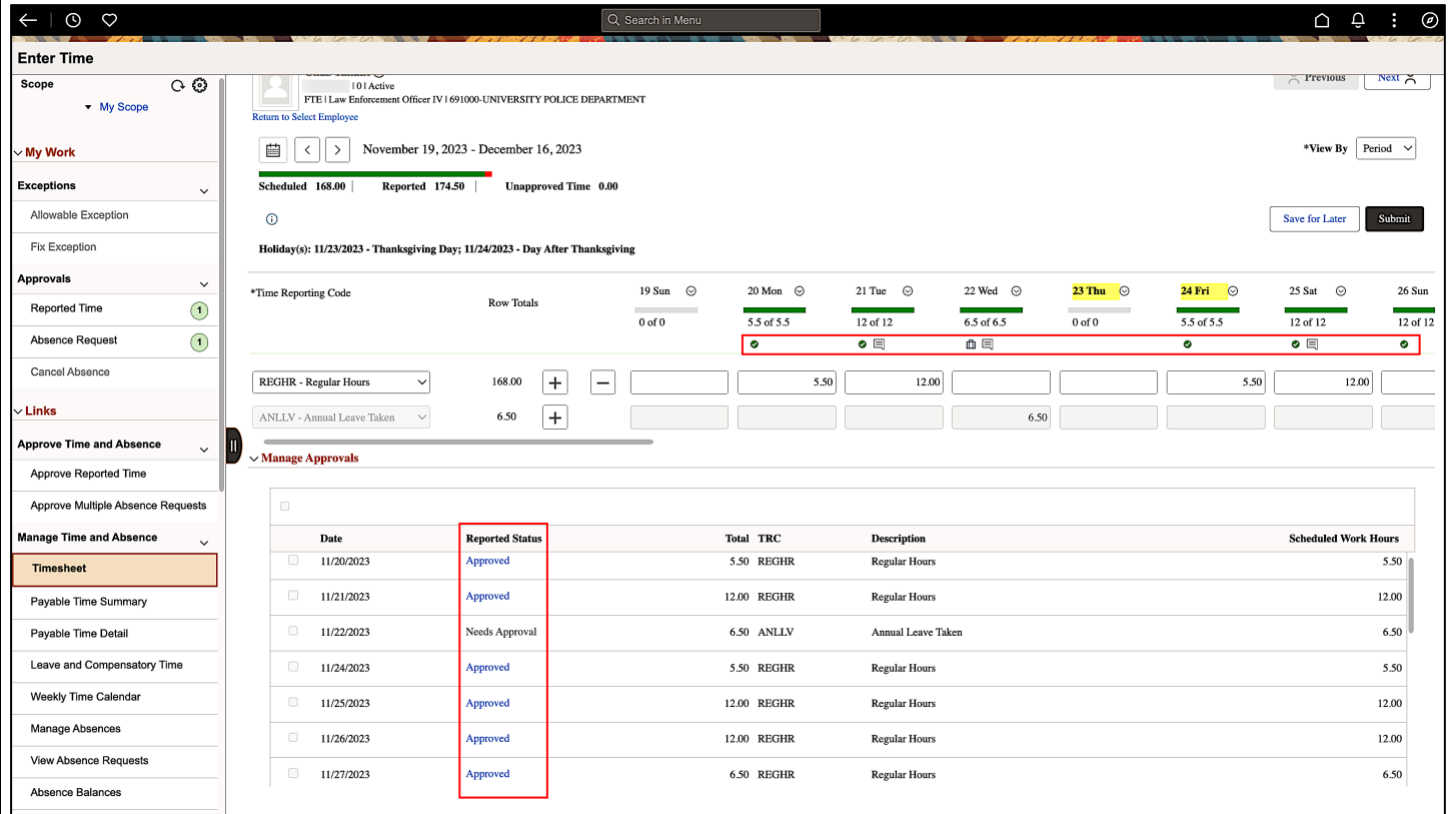
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*Time Reporting Code	Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri
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

## University of South Carolina Time and Labor – TL/ABS Approver Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee

**Step 17:** Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a TL/ABS Approver 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


**University of South Carolina  
Time and Labor – TL/ABS Approver  
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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.

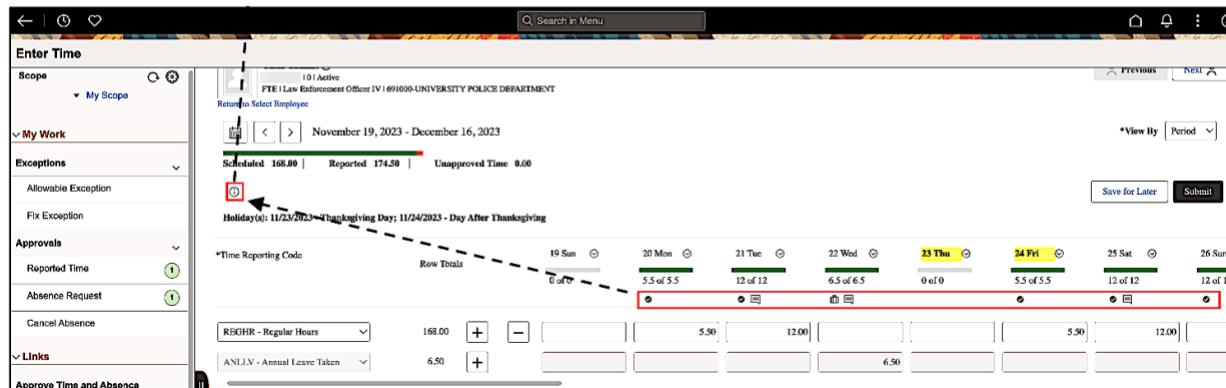
 The time entered has been submitted and is pending approval.

 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: FTE | 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				