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

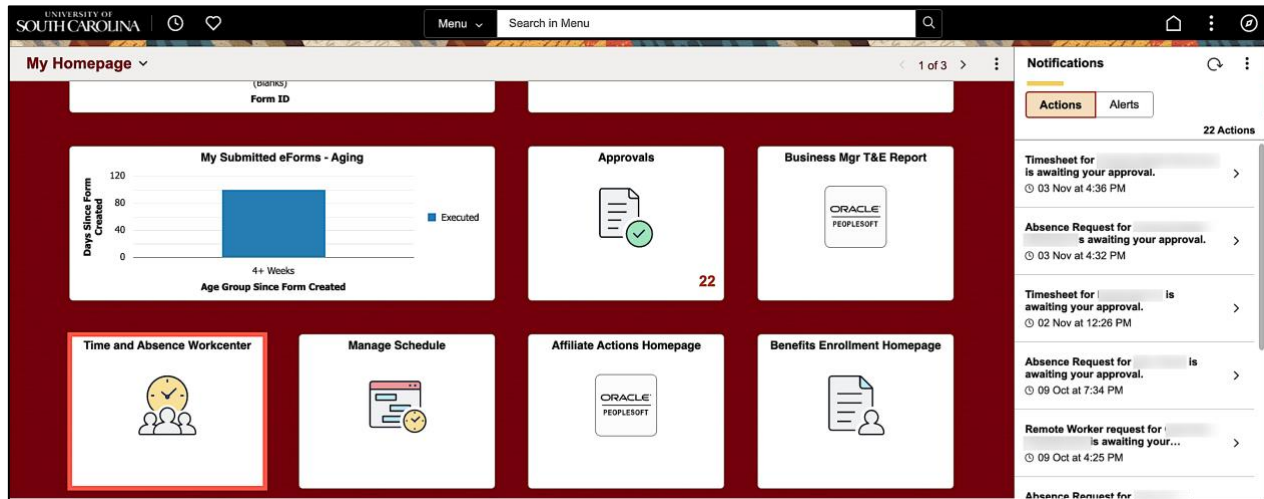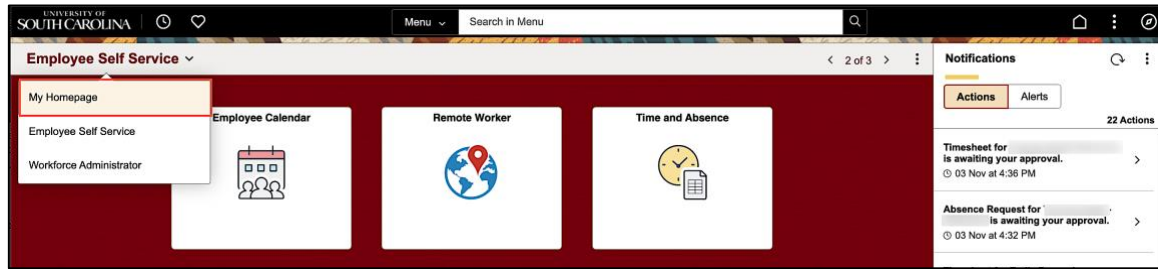| How to enter full 28 day timesheet on behalf of a 28 day police employee: |
|---|
| This job aid outlines how a TL/ABS Approver can enter a full 28 day timesheet on behalf of a 28 day police employee. A TL/ABS Approver has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities. |
| **Navigation:** Employee Self Service > My Homepage/My Workplace > Time and Absence Workcenter |

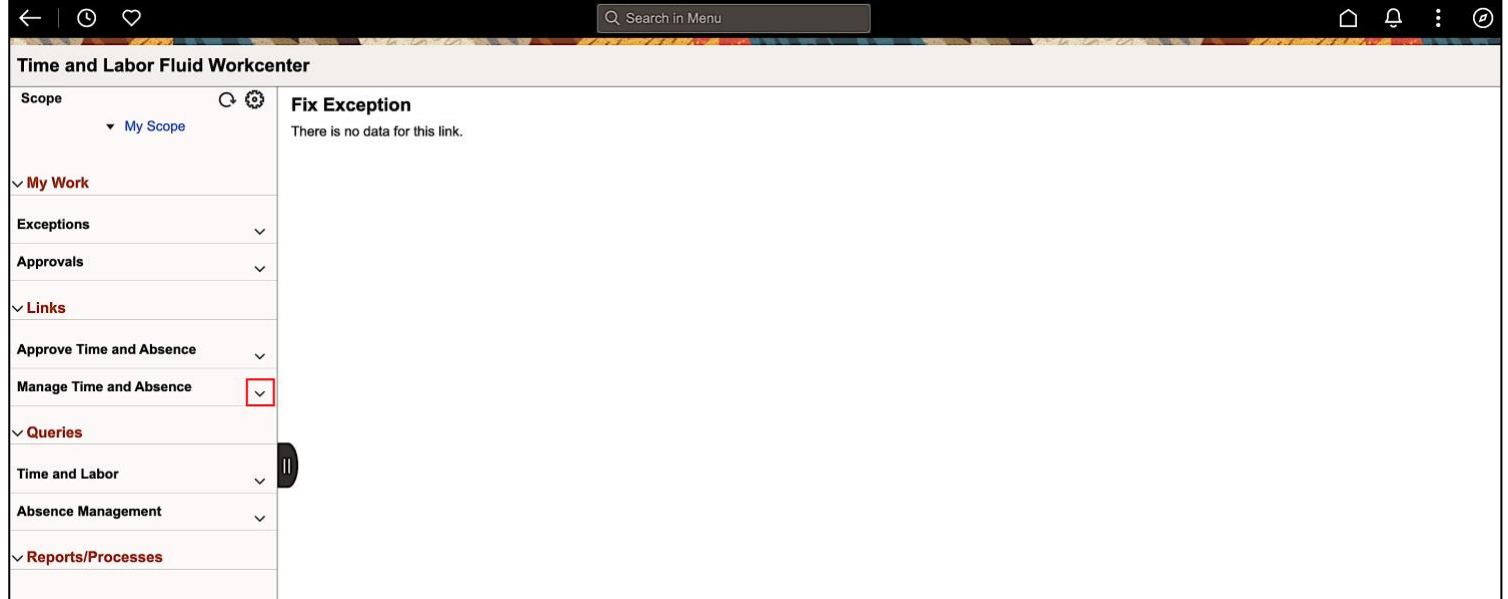| Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Homepage/My Workplace** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

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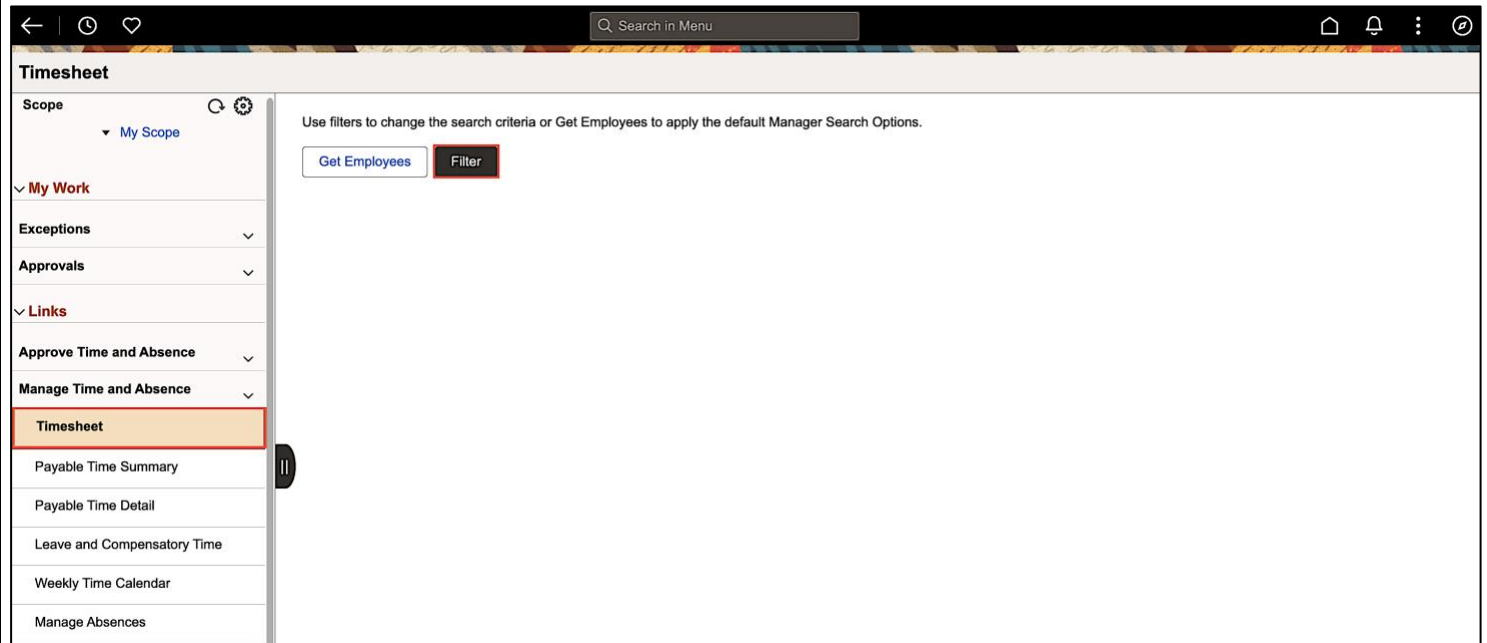
Step 3: Click the **Manage Time and Absence** drop-down arrow.

Time and Labor Fluid Workcenter	Fix Exception
Scope	There is no data for this link.
▼ My Scope	
∨ **My Work**	
Exceptions ∨	
Approvals ∨	
∨ **Links**	
Approve Time and Absence ∨	
Manage Time and Absence ∨	
∨ **Queries**	
Time and Labor ∨	
Absence Management ∨	
∨ **Reports/Processes**	

Step 4: Click the **Timesheet** option from the list.
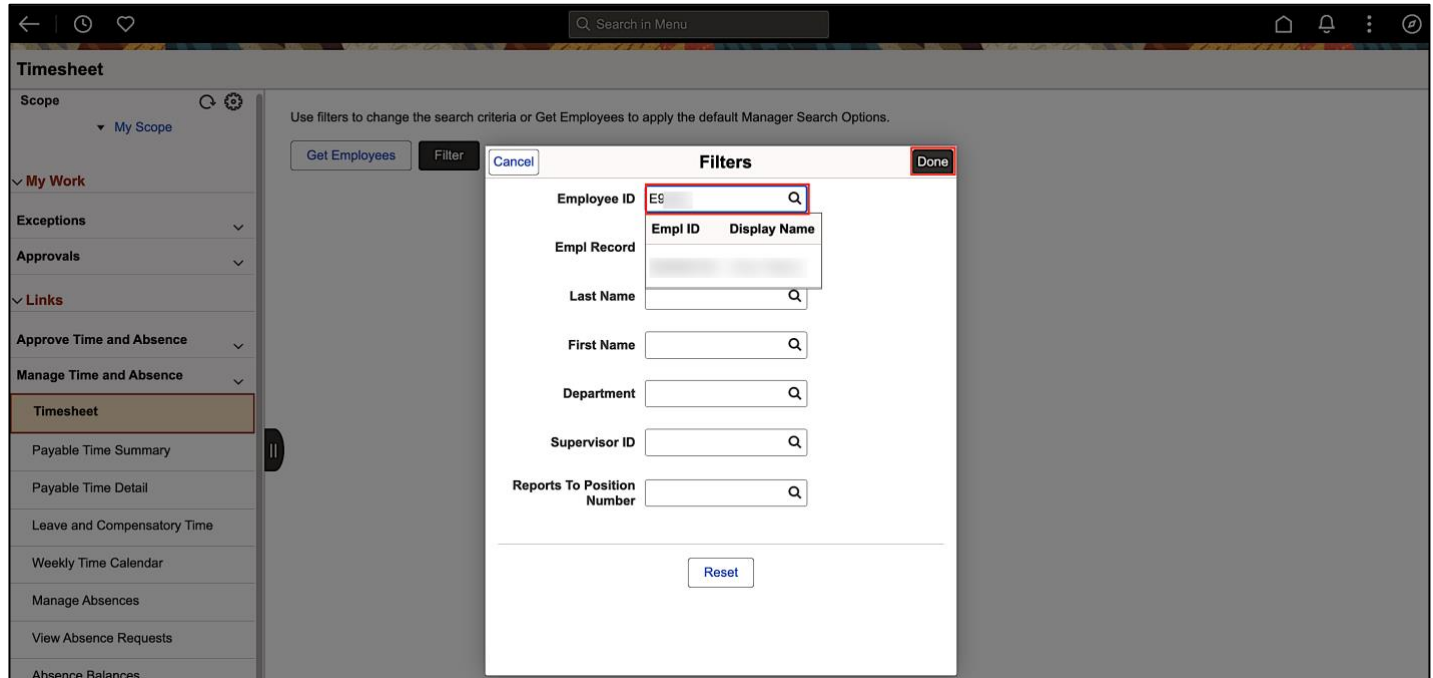
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.

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.
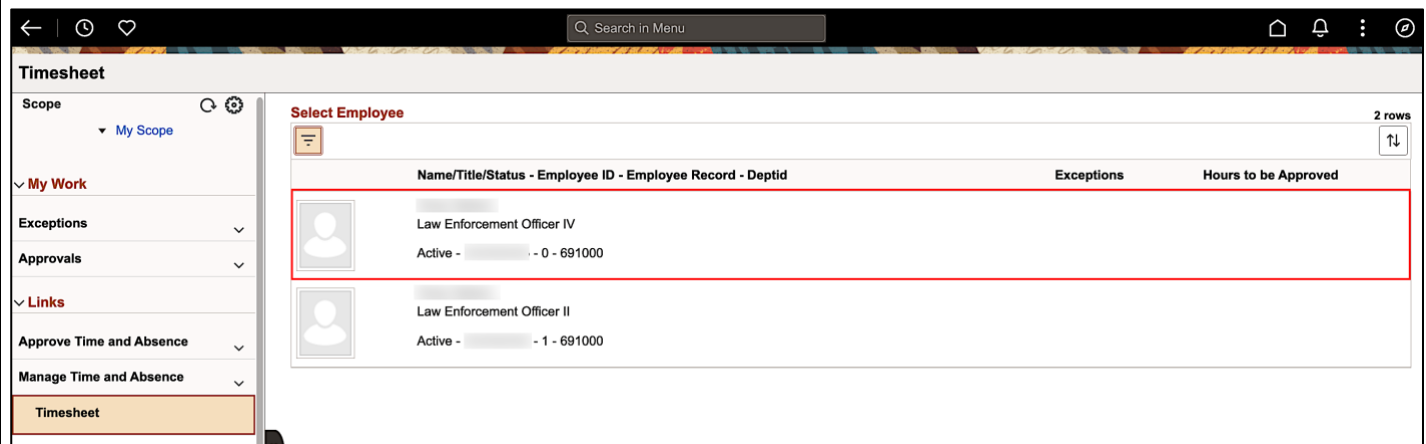
Step 7: Click **Done** to move on to the Enter Time page.

Step 8: Click the **Employee Name/Tile** line to view the Enter Time page. 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.
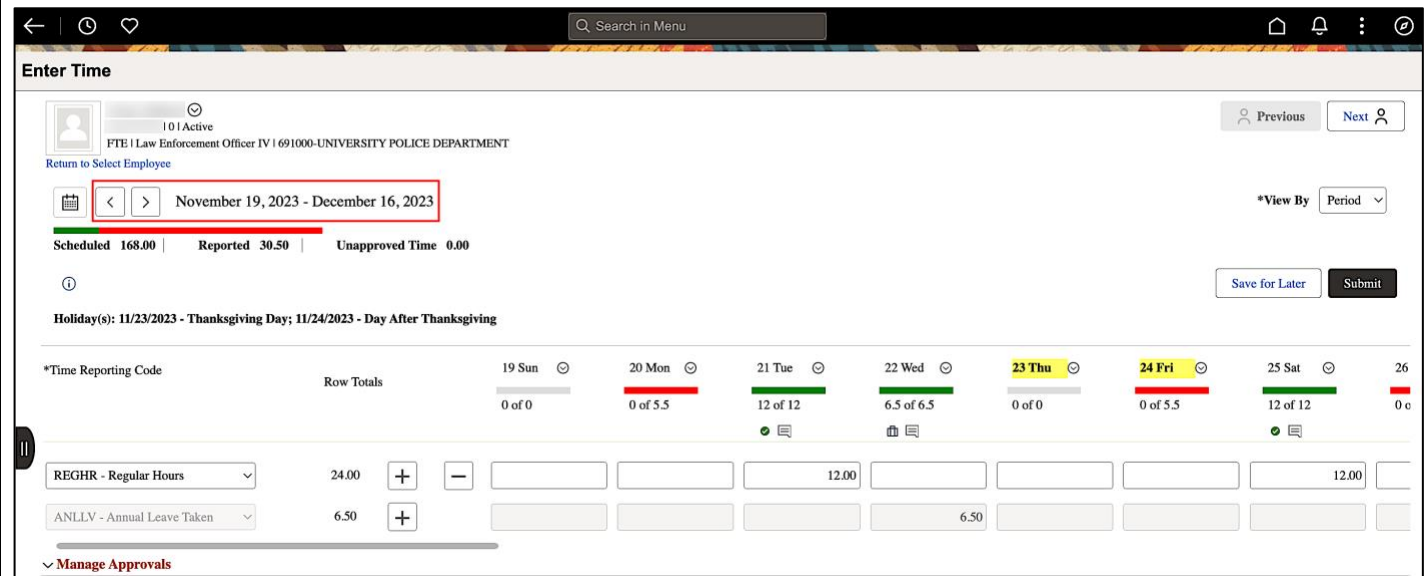
Step 10: To ensure to always capture any overtime hours as Comp Time, scroll all the way to the right to click the **Comp Time Lookup** icon and select the **Comp Time** option.
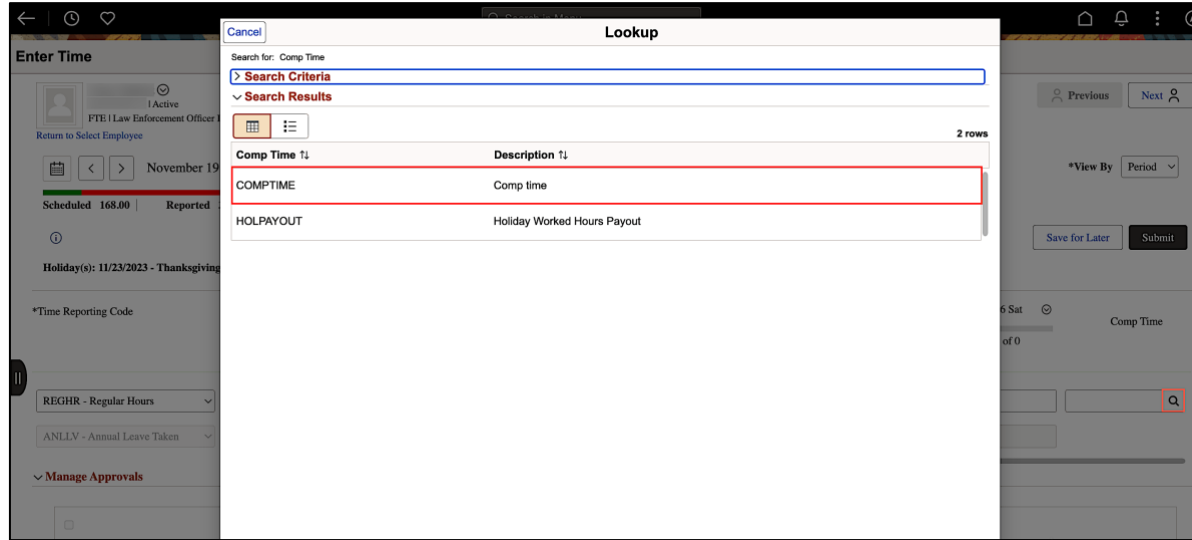
Step 11: Click in the **Time Entry** fields for 11/20/2023 and 11/24/2023 to enter hours worked matching the scheduled 5.5 hours each day.
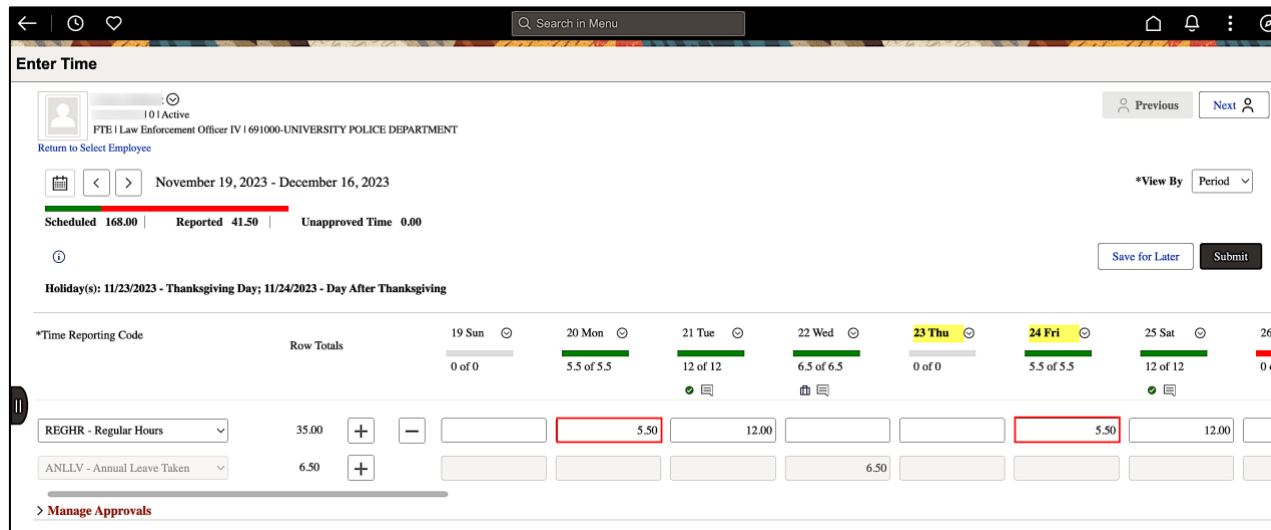
Step 12: Use the **Scroll bar** to navigate through the 28 day schedule to enter time for days showing zero hours entered.

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

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

Previous   Next
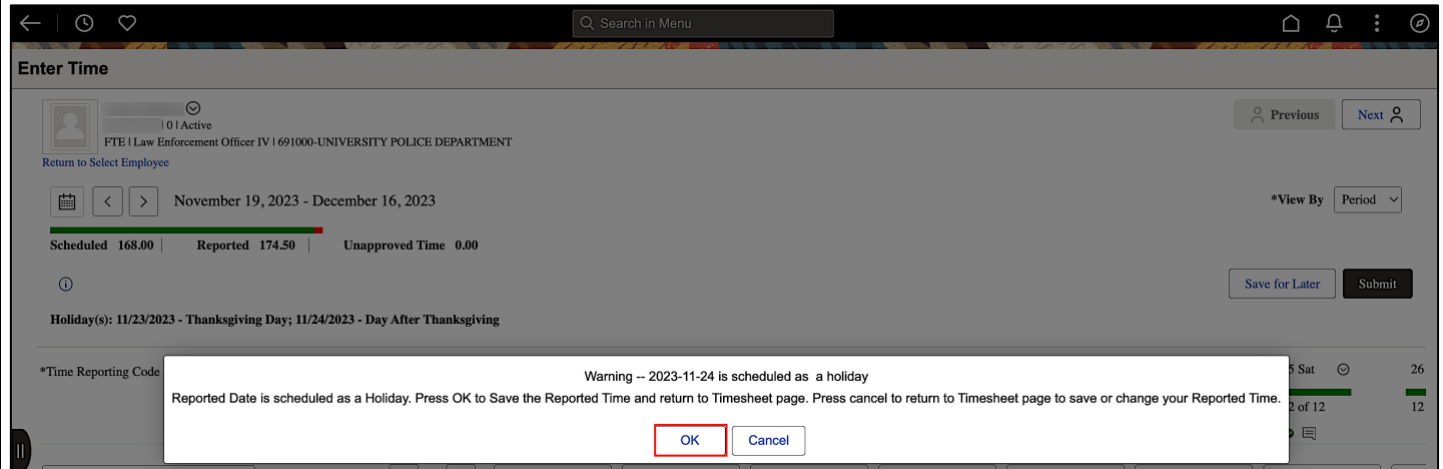
November 19, 2023 - December 16, 2023

*View By   Period

Scheduled 168.00 | Reported 84.00 | Unapproved Time 0.00

Save for Later   Submit
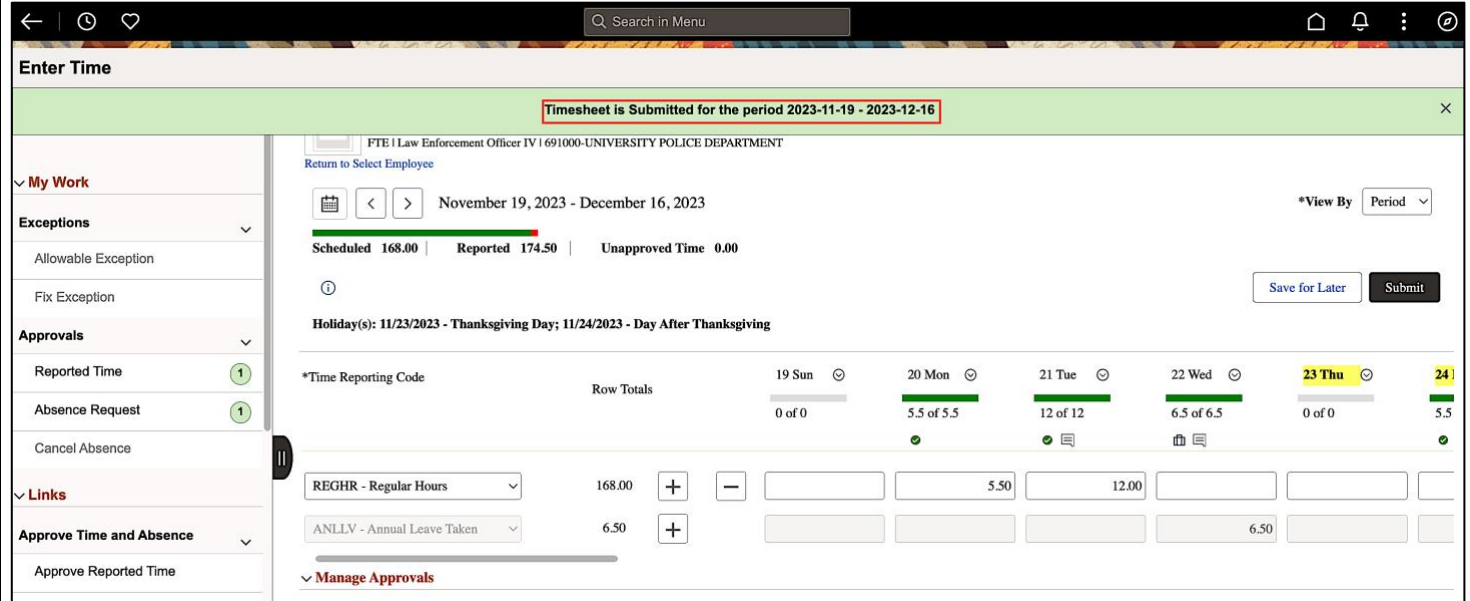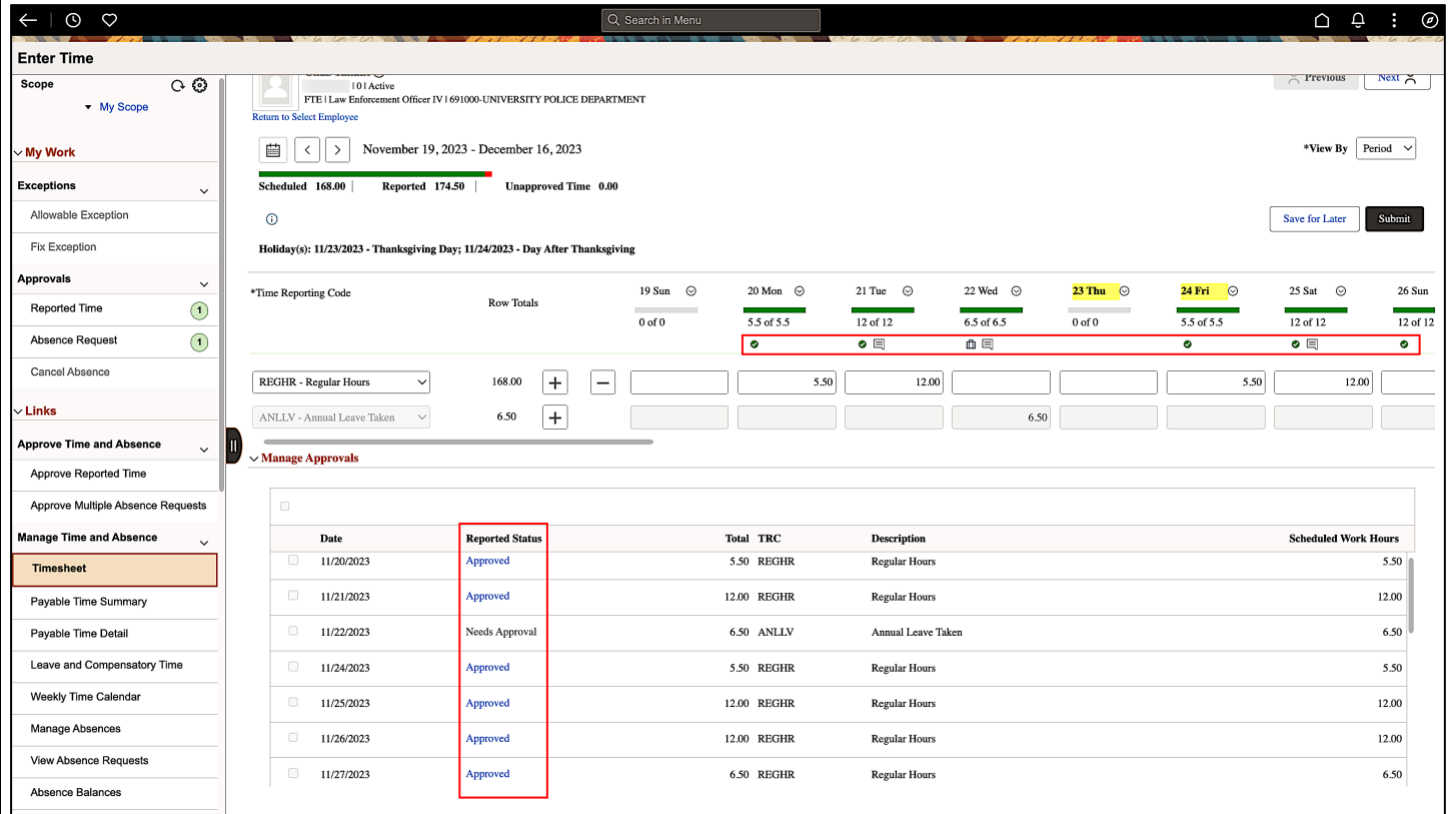
Holiday(s): 11/23/2023 - Thanksgiving Day; 11/24/2023 - Day After Thanksgiving

*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	6.5 of 6.5	0 of 0
REGHR - Regular Hours	77.50	+	— 00	12.00	6.50		5.50	12.00	6.50	
ANLLV - Annual Leave Taken	6.50	+								
		+	—							

✓
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

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.

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 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.

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.

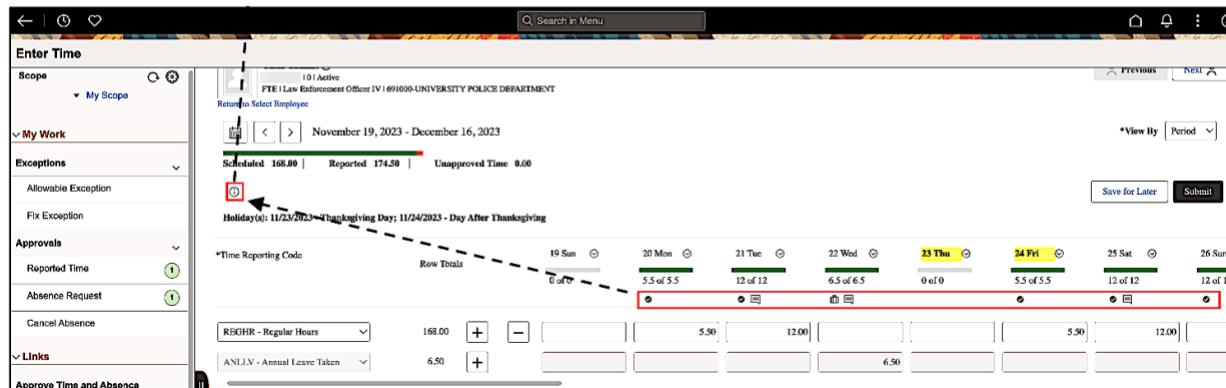💾 The timesheet has been saved for later.

🏛️ 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.