

How to enter a time on a timesheet for a 28 day police employee:

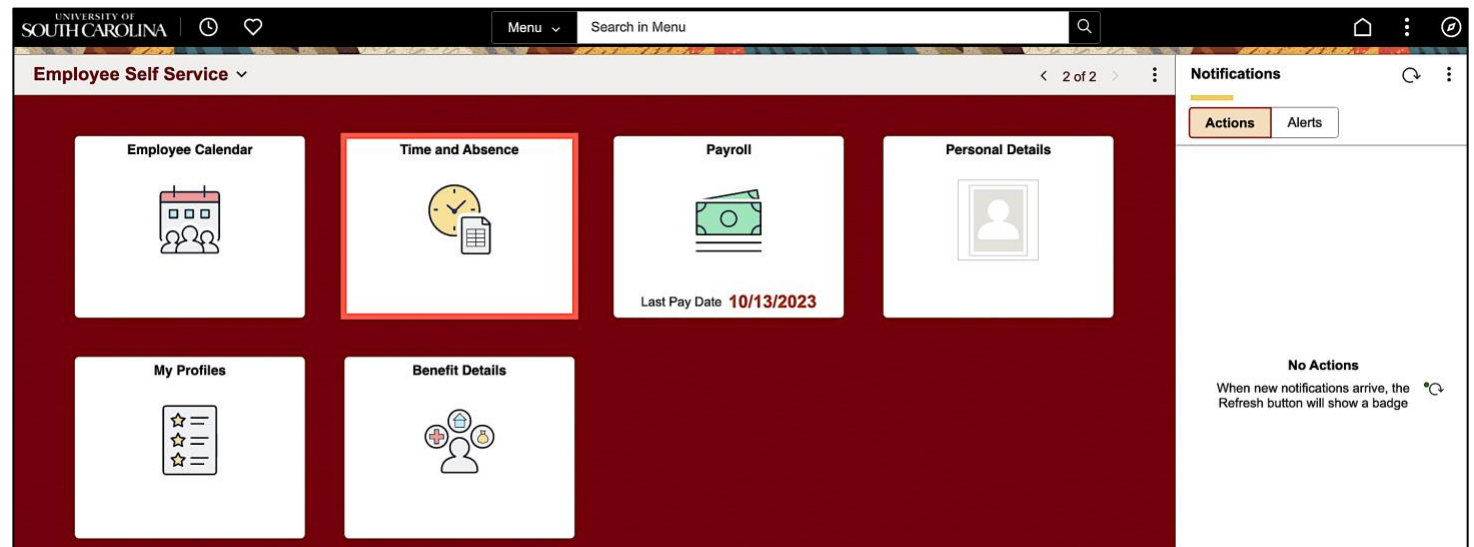
This job aid outlines how a 28 day police employee will enter time on a timesheet.

Navigation: Employee Self Service > Time and Absence > Enter Time

Processing Steps

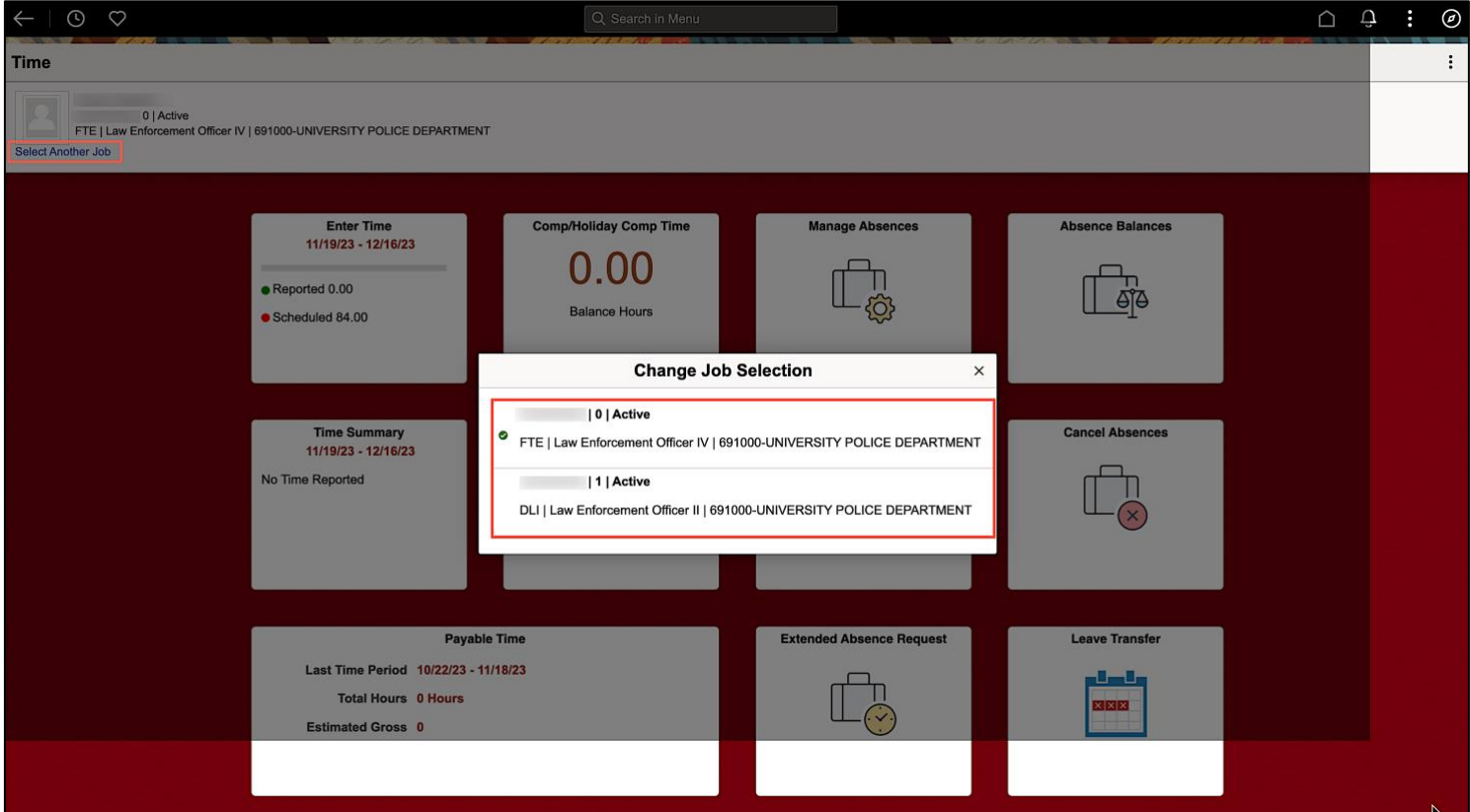
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screen Shots

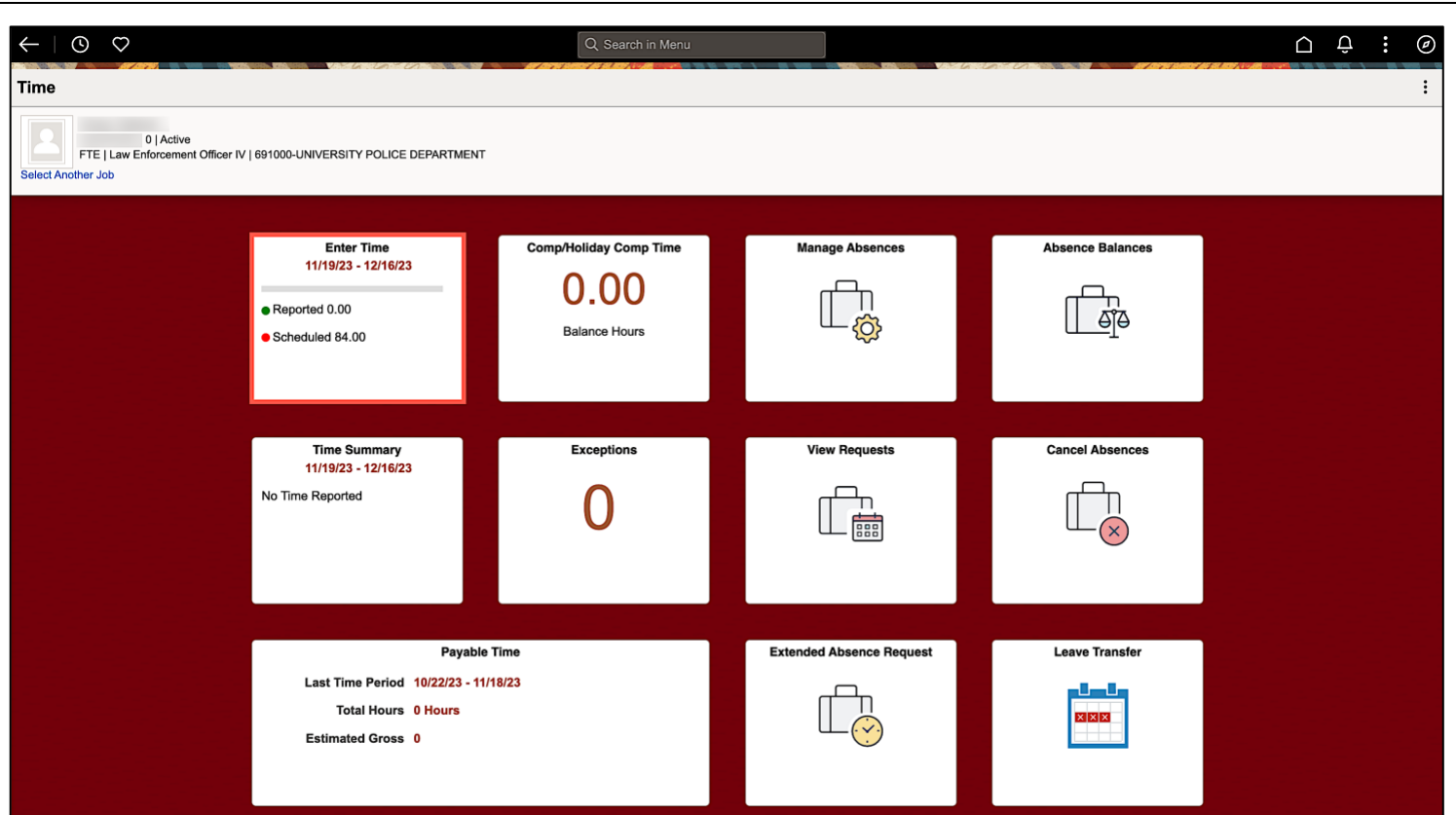


Step 2: Click the **Select Another Job** link to select the applicable job for which you need to enter time on a timesheet.

Note: Many police officers have an FTE along with an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.



Step 3: Click the **Enter Time** tile to enter time on a timesheet.

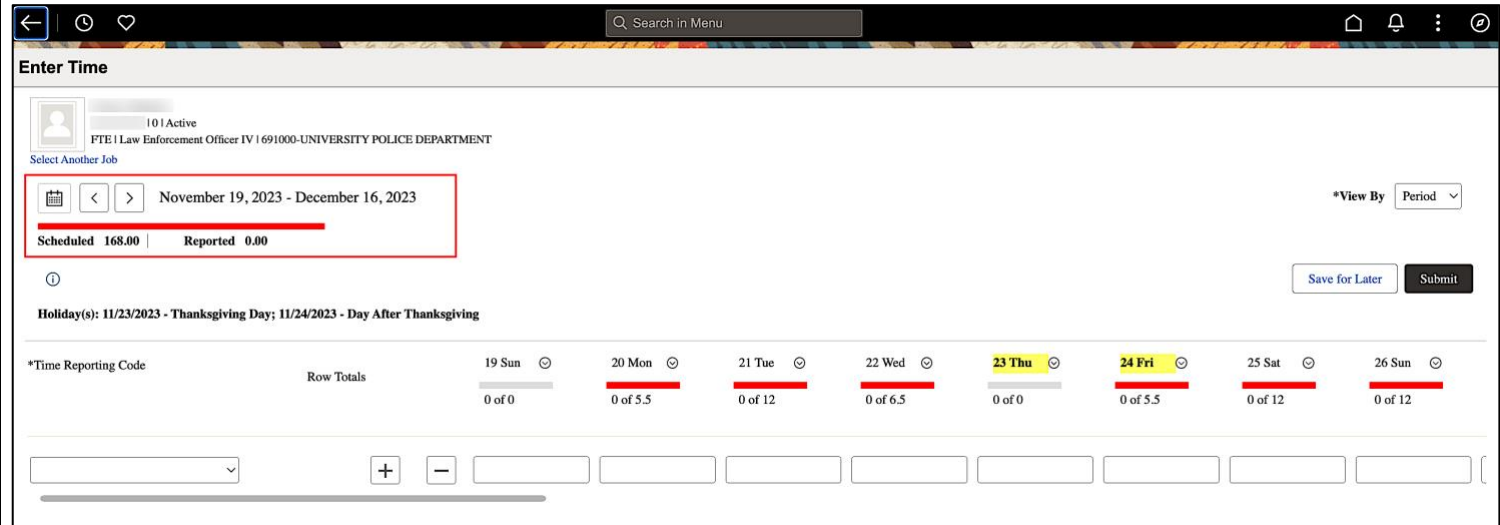


The screenshot shows the 'Time' dashboard for a user. The user's profile is visible at the top: '0 | Active', 'FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT', and a link to 'Select Another Job'. The dashboard contains several tiles:

- Enter Time (11/19/23 - 12/16/23):** This tile is highlighted with a red border. It shows 'Reported 0.00' and 'Scheduled 84.00'.
- Comp/Holiday Comp Time:** Shows a balance of 0.00 hours.
- Manage Absences:** Includes an icon of a briefcase and a gear.
- Absence Balances:** Includes an icon of a briefcase and a scale.
- Time Summary (11/19/23 - 12/16/23):** Shows 'No Time Reported'.
- Exceptions:** Shows a large '0'.
- View Requests:** Includes an icon of a briefcase and a calendar.
- Cancel Absences:** Includes an icon of a briefcase and a red 'X'.
- Payable Time (Last Time Period 10/22/23 - 11/18/23):** Shows 'Total Hours 0 Hours' and 'Estimated Gross 0'.
- Extended Absence Request:** Includes an icon of a briefcase and a clock.
- Leave Transfer:** Includes an icon of a calendar with red 'X's.

Step 4: Be sure to select the correct timeframe for the full 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

Note: 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Reported time can be entered daily or weekly for the 28-day period, making sure to save for later along the way. At the end of the 28 day schedule, click the **Submit** button to submit the entire 28 days' timesheet.



Enter Time

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

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 0.00

*View By Period

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
		0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12

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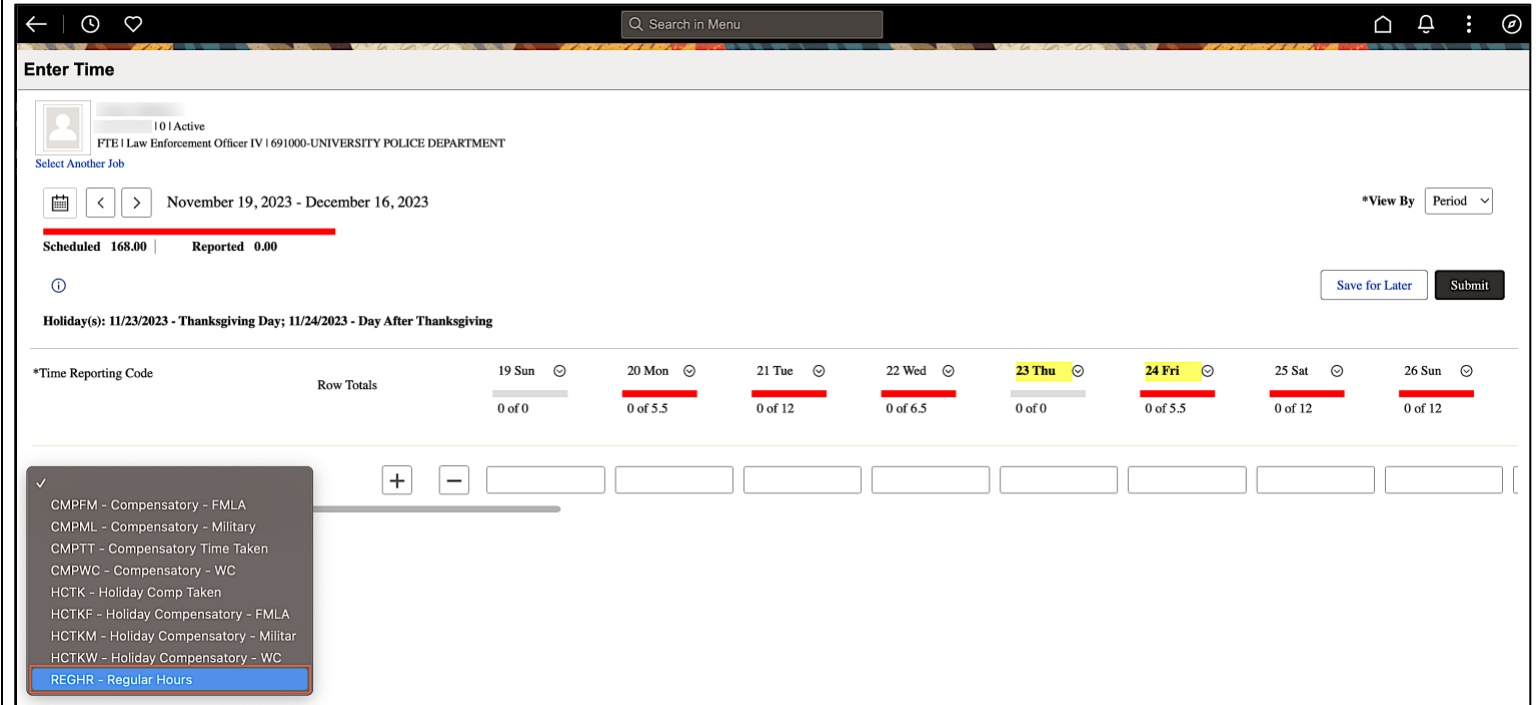
Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 5: Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 6: Click the **Time Reporting Code** drop-down arrow.

Step 7: Select **REGHR – Regular Hours**.



Enter Time

101 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT
[Select Another Job](#)

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

Scheduled 168.00 | Reported 0.00

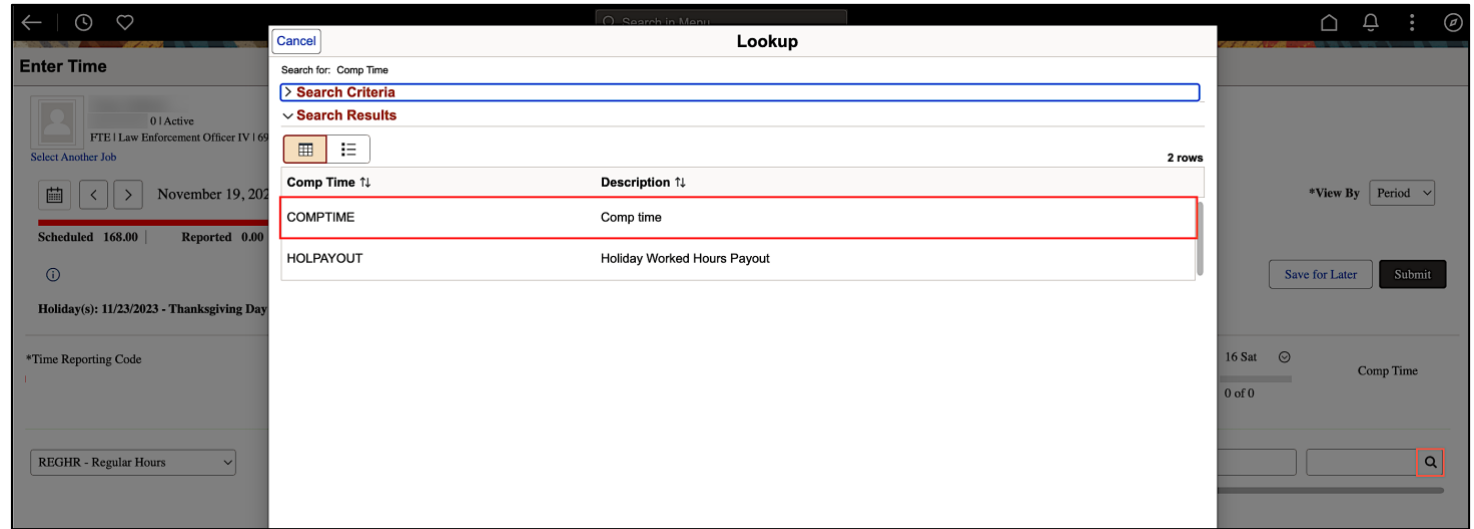
[Save for Later](#) [Submit](#)

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
		0 of 0	0 of 5.5	0 of 12	0 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12

- ✓ CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPT - 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

Step 8: Scroll all the way to the right to click the **Comp Time Lookup** icon and select the **Comp Time** option. This will ensure to always capture any overtime hours as Comp Time.

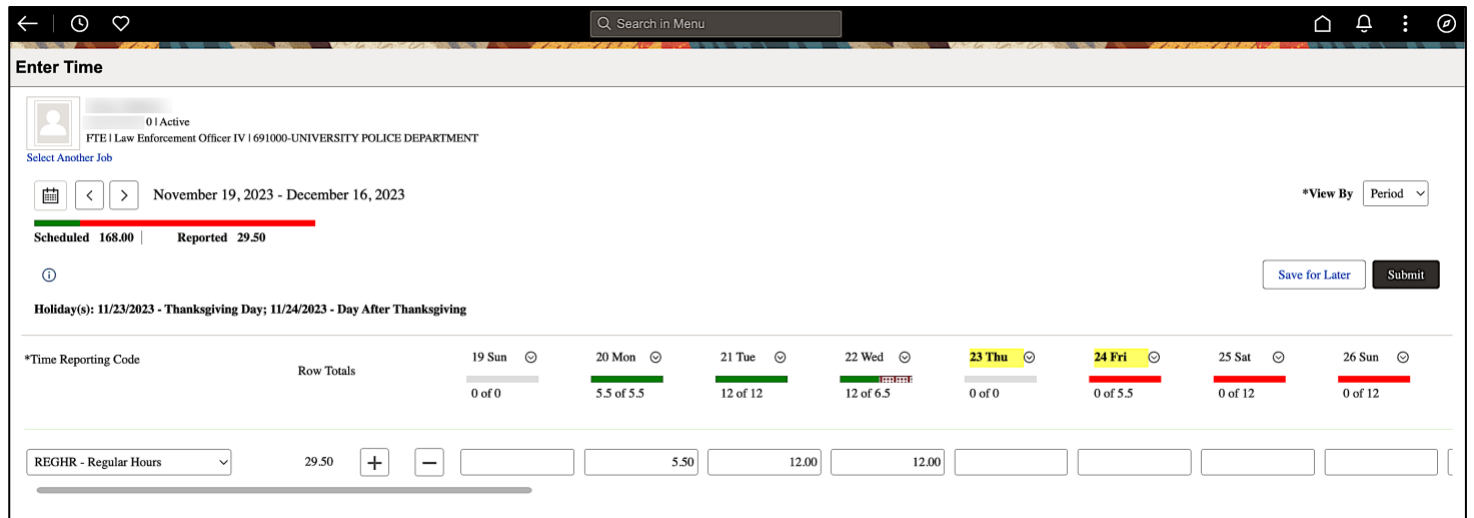


The screenshot shows the 'Enter Time' page for a user named '01 Active FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT'. A 'Lookup' modal is open, displaying search results for 'Comp Time'. The results table is as follows:

Comp Time	Description
COMPTIME	Comp time
HOLPAYOUT	Holiday Worked Hours Payout

The 'COMPTIME' row is highlighted with a red border. The background shows the 'Enter Time' page with a calendar for November 19, 2023, and a 'Time Reporting Code' dropdown set to 'REGHR - Regular Hours'.

Step 9: Click in the **Time Entry** field and enter hours worked for each day. This week you were authorized to work overtime to assist due to unforeseen absence of a fellow officer.



The screenshot shows the 'Enter Time' page for the same user, now displaying a weekly timesheet grid for the period 'November 19, 2023 - December 16, 2023'. The 'Reported' hours are 29.50. The grid shows hours worked for each day:

Row Totals	19 Sun	20 Mon	21 Tue	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun
0 of 0	5.5 of 5.5	12 of 12	12 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12	

At the bottom, there is a 'Time Reporting Code' dropdown set to 'REGHR - Regular Hours' and a row of input fields for hours worked on each day, with the total '29.50' displayed.

You can enter comments about the time entries if you feel additional information is needed. This is a good place to inform approvers you were given supervisor approval for the overtime hours worked.

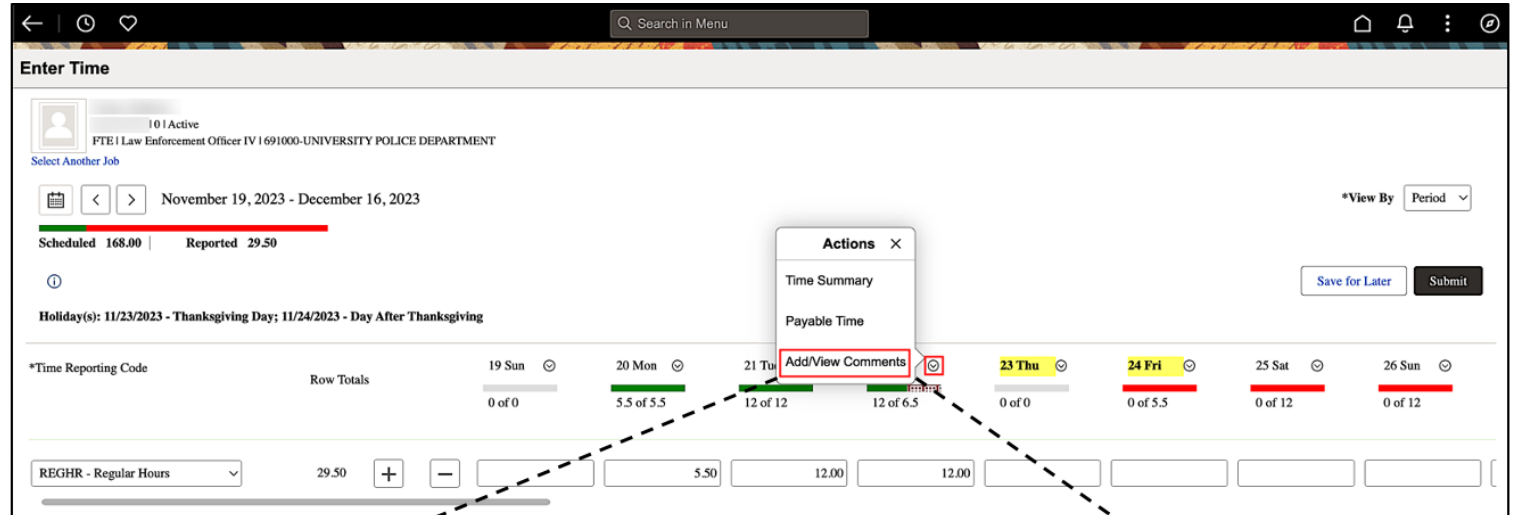
Step 10: Click the **Related Actions** drop-down arrow and select **Add/View Comments** from the list.

Use the **Comments** page to enter comments for the reported time.

Step 11: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 12: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 13: Click the **X** to close the Time Reporting Comments page.



Enter Time

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

Select Another Job

November 19, 2023 - December 16, 2023

Scheduled 168.00 | Reported 29.50

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 Tu	22 Wed	23 Thu	24 Fri	25 Sat	26 Sun
		0 of 0	5.5 of 5.5	12 of 12	12 of 6.5	0 of 0	0 of 5.5	0 of 12	0 of 12

REGHR - Regular Hours 29.50 + - 5.50 12.00 12.00



Time Reporting Comments

Comments related to Time entered for 11/22/2023

Comment once entered cannot be altered or removed.

Add a new Comment

Add Comment Clear

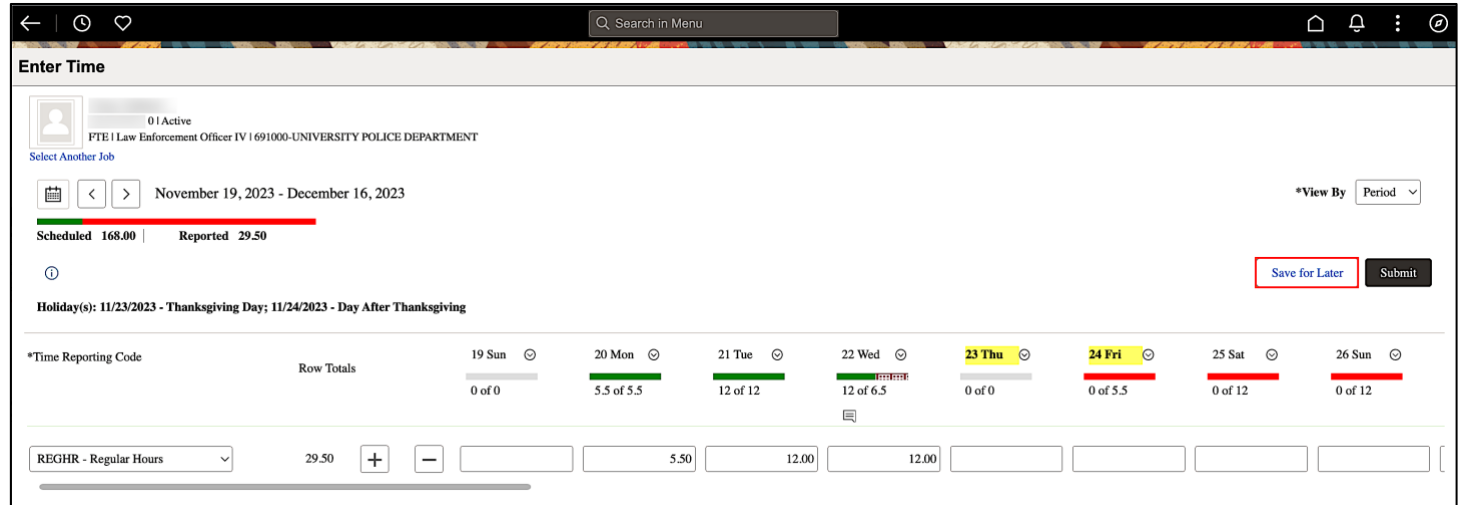
Entered on 11/30/2023 12:34 PM by

Add important information here.

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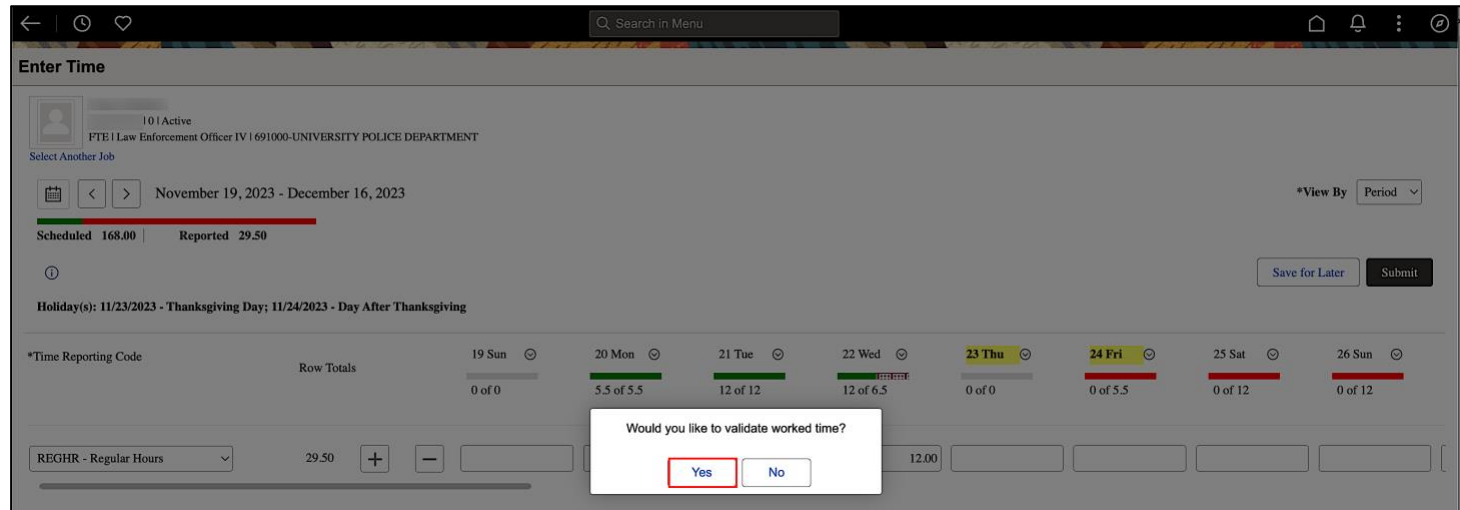
Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 14: You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.



The screenshot shows the 'Enter Time' interface for a user named '0 | Active' (PTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT). The date range is 'November 19, 2023 - December 16, 2023'. The 'Scheduled' time is 168.00 and the 'Reported' time is 29.50. The interface includes a calendar view for the week of November 19-26, 2023, with reporting codes for each day. The '23 Thu' and '24 Fri' days are highlighted in yellow. At the bottom, there is a summary row for 'REGHR - Regular Hours' with a total of 29.50. The 'Save for Later' button is highlighted with a red box.





Step 15: Click the **Yes** button to validate the time worked.
















This screenshot is identical to the previous one, but with a dialog box open in the center asking 'Would you like to validate worked time?'. The dialog box has two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

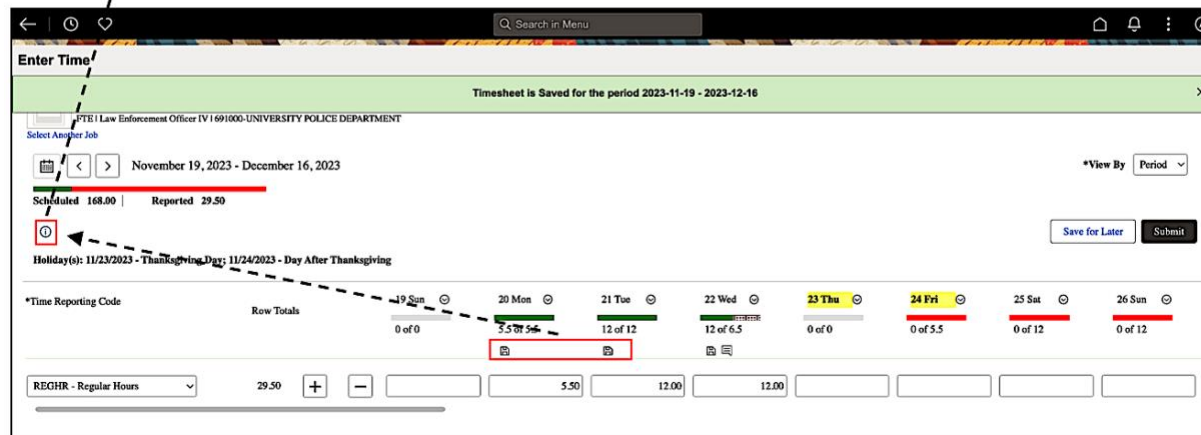
Step 16: When Saved for Later, the **Saved** icon appears for the days' time is entered indicating the timesheet has been updated but not yet submitted for approval. Click the **View Legend** icon to view the legends used and a short description of each one.

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.

Legend ✕

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



The screenshot shows the 'Enter Time' interface. At the top, a green notification bar states 'Timesheet is Saved for the period 2023-11-19 - 2023-12-16'. Below this, the user's name and job title are displayed. The main area shows a calendar for the period from November 19, 2023, to December 16, 2023. The 'Daily Status' bar at the bottom shows the status for each day. For November 20th (Monday), the status is 'Saved', indicated by a red box around the 'Saved' icon. The 'Row Totals' section shows a total of 29.50 hours reported for the period.

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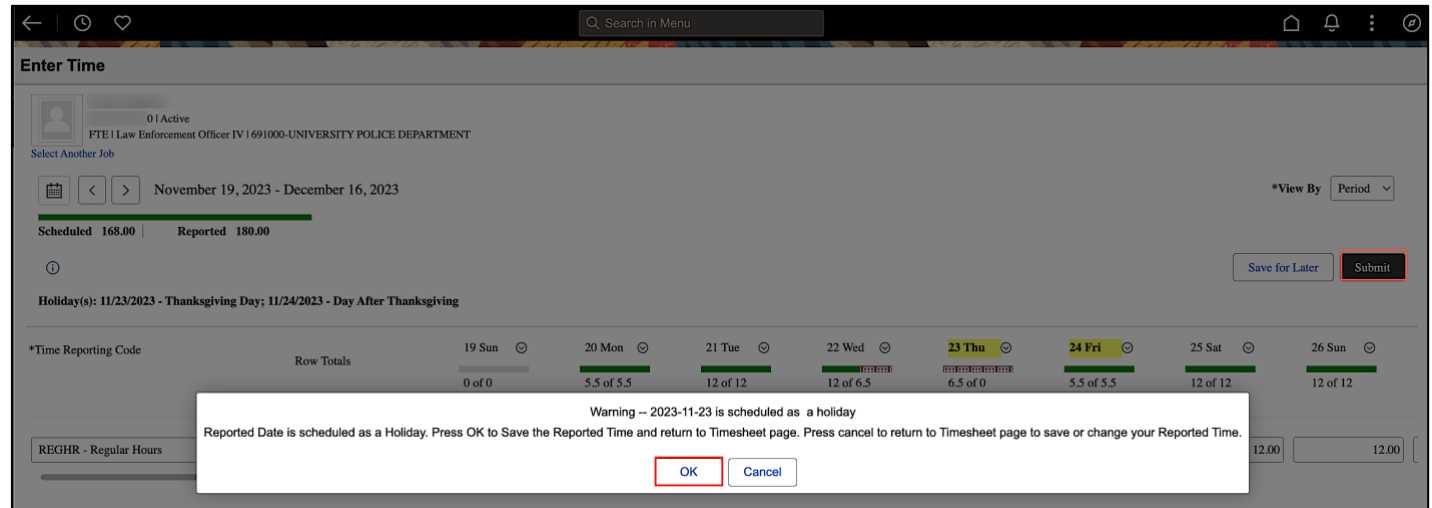
Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

Step 17: You are ready to submit your timesheet for the full 28 day cycle from Nov 19 – Dec 16, 2023. Upon clicking the **Submit** button a warning message appears to advise that you reported regular working hours (including comp time hours) on 11/23/23 and 11/24/23 which are university holidays. Click the **OK** button to complete submission.

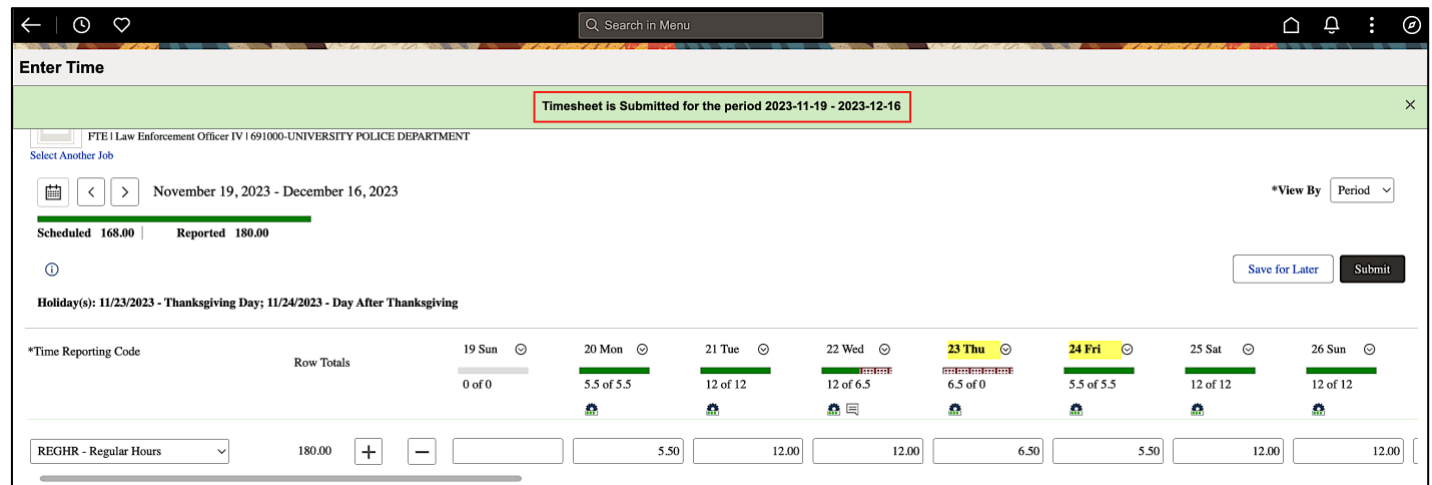
Step 18: Click the **OK** button to save your reported time, submit this 28 day timesheet, and return to the timesheet page.

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.

Note: 28 day police must submit reported time for the full 28 day schedule. Scroll through the days to verify reported time and submit. The **Scheduled** and **Reported** hours should indicate if you have forgotten to submit one or more days.




The screenshot shows the 'Enter Time' interface for a user named '0 | Active' (FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT). The period is set to 'November 19, 2023 - December 16, 2023'. The 'Scheduled' time is 168.00 and the 'Reported' time is 180.00. A warning message is displayed: 'Warning -- 2023-11-23 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.' The 'Submit' button is highlighted in red.





The screenshot shows the 'Enter Time' interface after successful submission. A green confirmation message is displayed at the top: 'Timesheet is Submitted for the period 2023-11-19 - 2023-12-16'. The 'Scheduled' time is 168.00 and the 'Reported' time is 180.00. The 'Submit' button is now greyed out.


Step 19: When submitted, the **Pending Approvals** icon appear for the days’ time entered indicating the timesheet is waiting for approval. 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 time on a timesheet as 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

Chaz Tullant
#03556385101 Active
FTE | Law Enforcement Officer IV | 691000-UNIVERSITY POLICE DEPARTMENT

Select Another Job

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

Scheduled 168.00 | Reported 180.00

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	12 of 6.5	6.5 of 0	5.5 of 5.5	12 of 12	12 of 12
REGHR - Regular Hours	180.00	5.50	12.00	12.00	6.50	5.50	12.00	12.00