

University of South Carolina
Time and Labor - MSS
View Weekly Time Calendar
28 Day Police Employee

How to view weekly time calendar for a 28 day police employee:

This job aid outlines how a manager can view a weekly time calendar for 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.

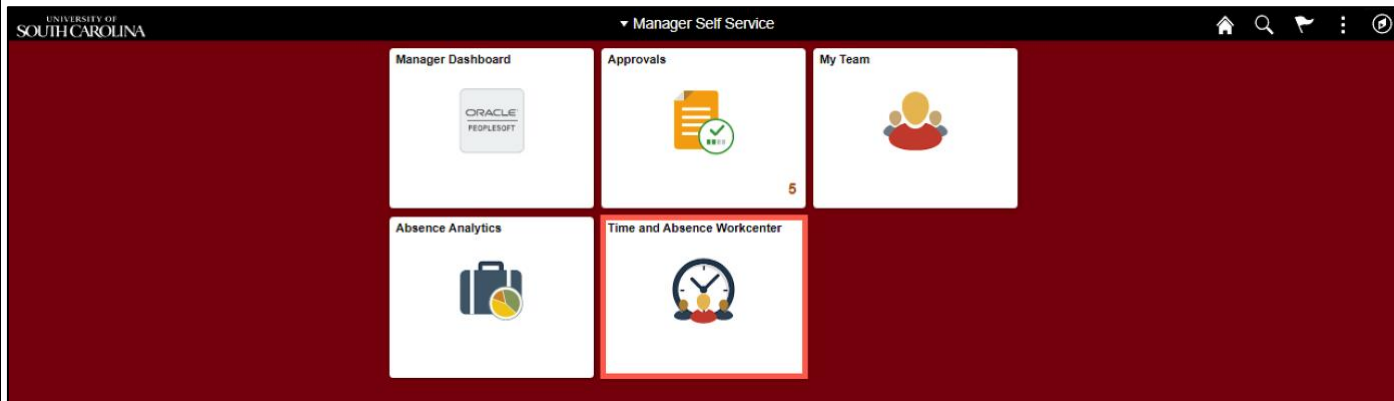
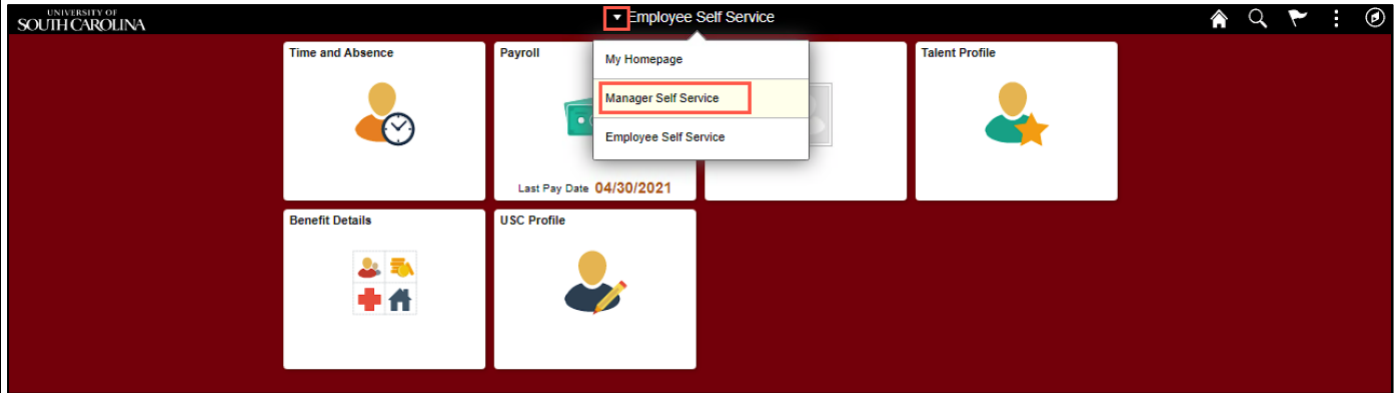
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

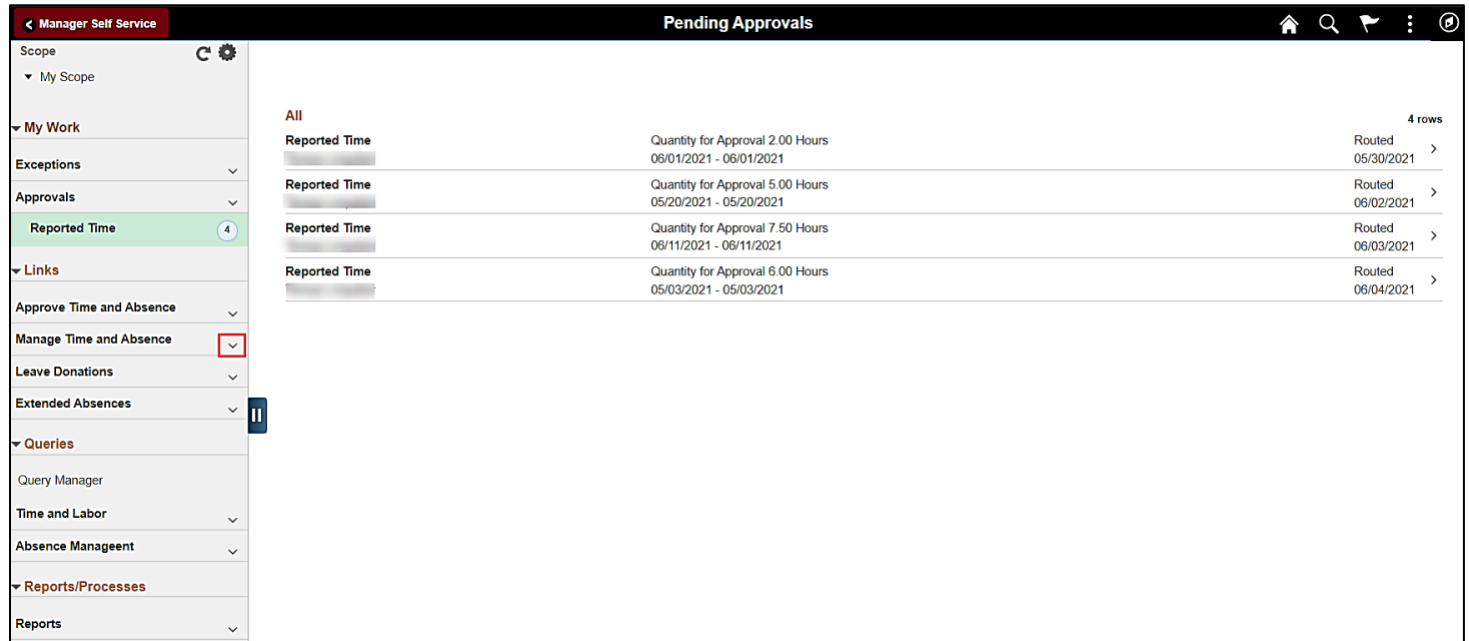


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Time and Absence WorkCenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.

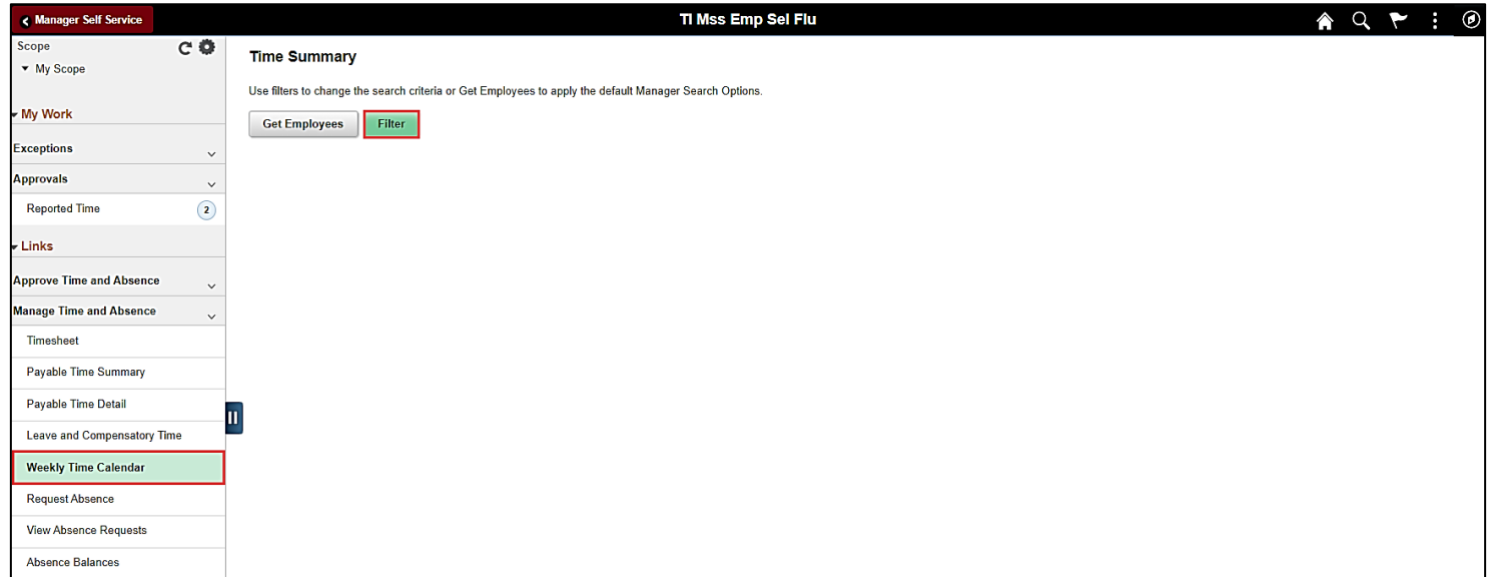


Pending Approvals			4 rows
Reported Time	Quantity for Approval 2.00 Hours 06/01/2021 - 06/01/2021	Routed	05/30/2021 >
Reported Time	Quantity for Approval 5.00 Hours 05/20/2021 - 05/20/2021	Routed	06/02/2021 >
Reported Time	Quantity for Approval 7.50 Hours 06/11/2021 - 06/11/2021	Routed	06/03/2021 >
Reported Time	Quantity for Approval 6.00 Hours 05/03/2021 - 05/03/2021	Routed	06/04/2021 >

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Step 4: Click the **Weekly Time Calendar** option from the list.

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

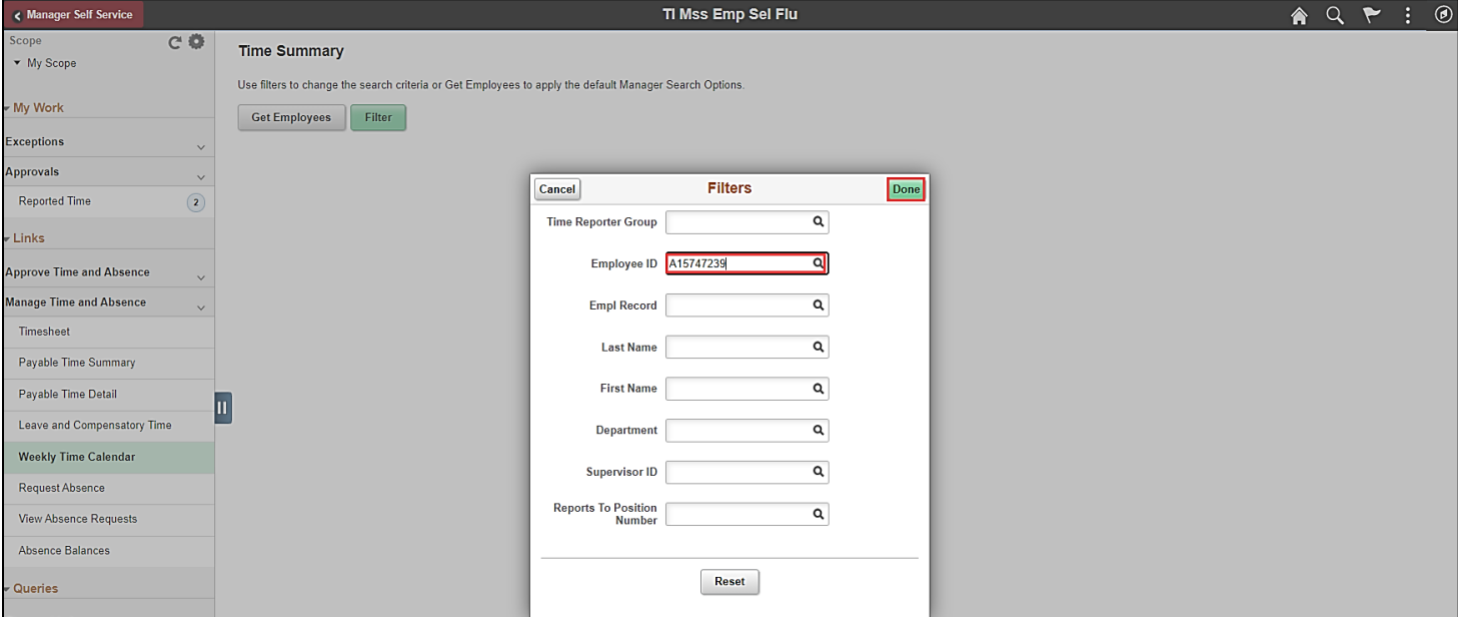


The screenshot displays the 'Manager Self Service' interface for a '28 Day Police Employee'. The left sidebar contains a list of navigation options, with 'Weekly Time Calendar' highlighted in green. The main content area shows a 'Time Summary' section with a 'Filter' button highlighted in red. The interface includes a search bar, a home icon, and a user profile icon in the top right corner. The sidebar also includes options like 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Request Absence', 'View Absence Requests', and 'Absence Balances'.

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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.

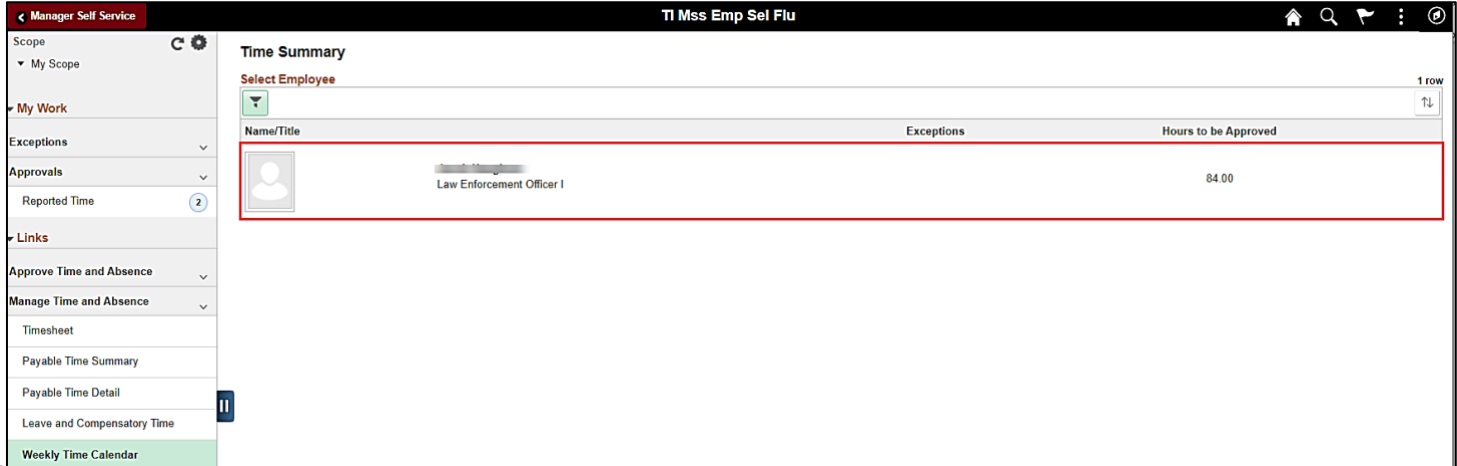
Step 7: Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Manager Self Service' interface. The main page is titled 'Time Summary' and includes a search bar with 'Get Employees' and 'Filter' buttons. A 'Filters' dialog box is open, allowing users to search for employees based on various criteria. The 'Employee ID' field in the dialog is highlighted with a red box and contains the value 'A15747239'. Other fields in the dialog include 'Time Reporter Group', 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. A 'Reset' button is located at the bottom of the dialog.


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



Time Summary

Select Employee

Name/Title	Exceptions	Hours to be Approved
 Law Enforcement Officer I		84.00

1 row





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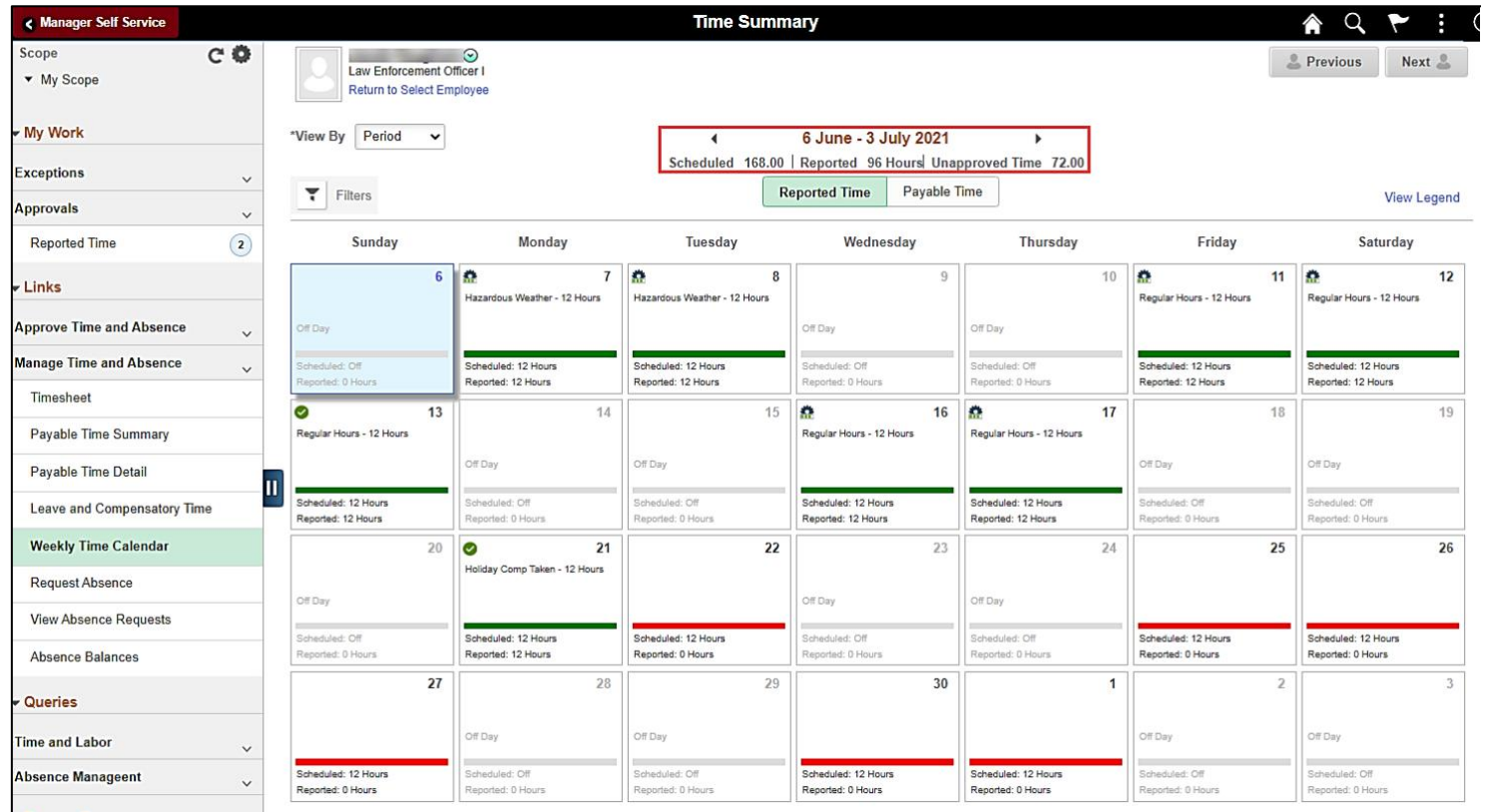
This **Time Summary** page is used to view time summary for a particular period, weekly, bi-weekly and monthly time entries.

The default view on this page for 28 day police is the current 28 day period. The current day is highlighted in blue.

Use the **Arrows** to navigate to the timesheet you would like to view.

In this view, you can see:

- scheduled off days are grayed out
- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry
- days with reported time greater than scheduled indicated by 
- all requested absences and leave taken indicated by 



Time Summary

Law Enforcement Officer I
Return to Select Employee

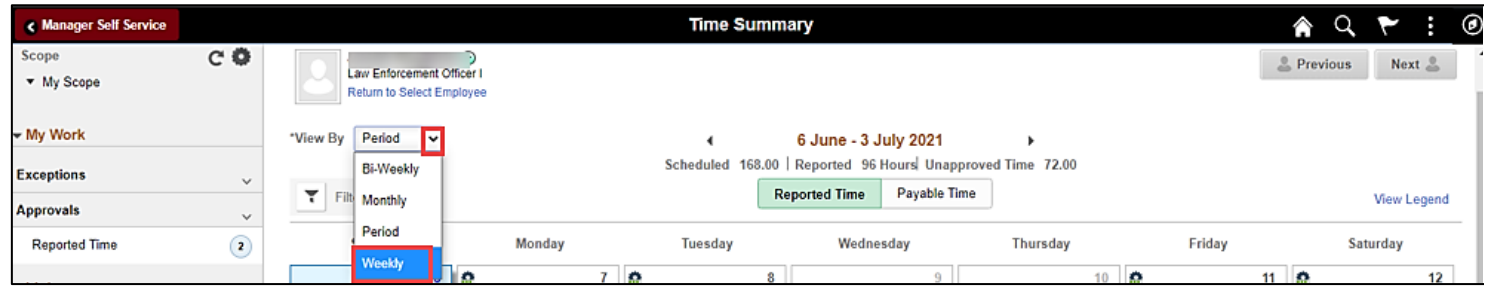
6 June - 3 July 2021
Scheduled 168.00 | Reported 96 Hours | Unapproved Time 72.00

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 Off Day Scheduled: Off Reported: 0 Hours	7 Hazardous Weather - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	8 Hazardous Weather - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	9 Off Day Scheduled: Off Reported: 0 Hours	10 Off Day Scheduled: Off Reported: 0 Hours	11 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	12 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours
13 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	14 Off Day Scheduled: Off Reported: 0 Hours	15 Off Day Scheduled: Off Reported: 0 Hours	16 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	17 Regular Hours - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	18 Off Day Scheduled: Off Reported: 0 Hours	19 Off Day Scheduled: Off Reported: 0 Hours
20 Off Day Scheduled: Off Reported: 0 Hours	21 Holiday Comp Taken - 12 Hours Scheduled: 12 Hours Reported: 12 Hours	22 Off Day Scheduled: 12 Hours Reported: 0 Hours	23 Off Day Scheduled: Off Reported: 0 Hours	24 Off Day Scheduled: Off Reported: 0 Hours	25 Off Day Scheduled: 12 Hours Reported: 0 Hours	26 Off Day Scheduled: 12 Hours Reported: 0 Hours
27 Off Day Scheduled: 12 Hours Reported: 0 Hours	28 Off Day Scheduled: Off Reported: 0 Hours	29 Off Day Scheduled: Off Reported: 0 Hours	30 Off Day Scheduled: 12 Hours Reported: 0 Hours	1 Off Day Scheduled: 12 Hours Reported: 0 Hours	2 Off Day Scheduled: Off Reported: 0 Hours	3 Off Day Scheduled: Off Reported: 0 Hours

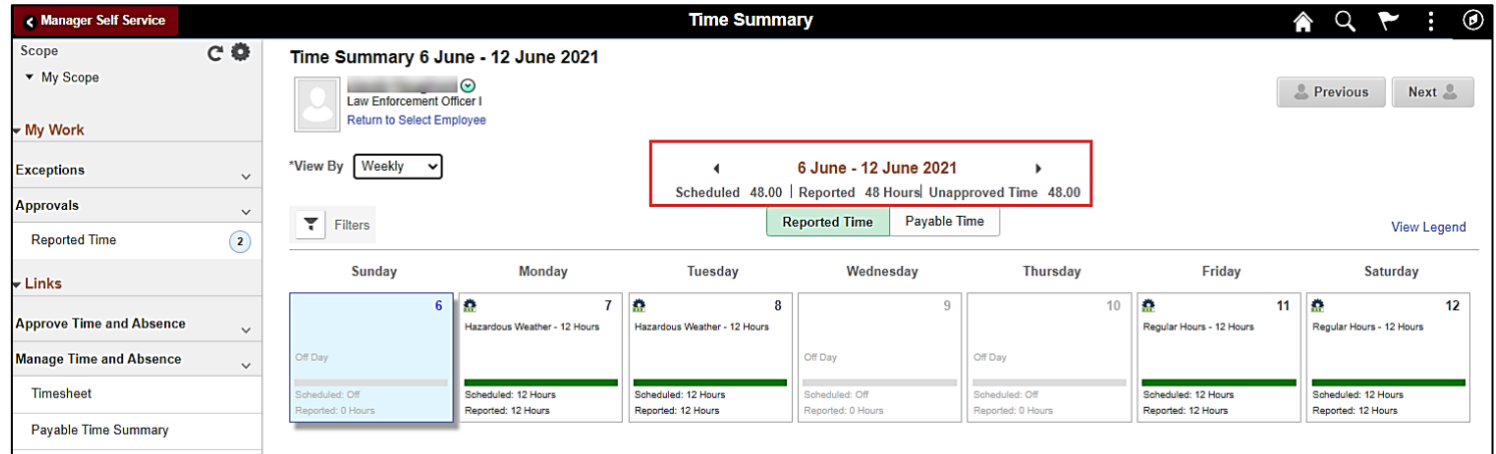
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Step 9: To see a weekly view of the officer's timesheets, click the **View By** drop-down arrow and select **Weekly** from the list.

Use the **Arrows** to navigate through timesheets by week.



The screenshot shows the 'Time Summary' interface for a Law Enforcement Officer I. The 'View By' dropdown menu is open, showing options: Period, Bi-Weekly, Monthly, and Weekly. The 'Weekly' option is highlighted in blue. The main display shows a weekly calendar for the period '6 June - 3 July 2021'. The calendar shows days from Monday to Saturday with scheduled hours (7, 8, 9, 10, 11, 12) and a 'Reported Time' button.



The screenshot shows the 'Time Summary' interface for a Law Enforcement Officer I. The 'View By' dropdown menu is set to 'Weekly'. The main display shows a weekly view for the period '6 June - 12 June 2021'. The calendar shows days from Sunday to Saturday with scheduled hours (6, 7, 8, 9, 10, 11, 12) and a 'Reported Time' button. The calendar details are as follows:












Day	Sunday (6)	Monday (7)	Tuesday (8)	Wednesday (9)	Thursday (10)	Friday (11)	Saturday (12)
Status	Off Day	Hazardous Weather - 12 Hours	Hazardous Weather - 12 Hours	Off Day	Off Day	Regular Hours - 12 Hours	Regular Hours - 12 Hours
Scheduled	Off	12 Hours	12 Hours	Off	Off	12 Hours	12 Hours
Reported	0 Hours	12 Hours	12 Hours	0 Hours	0 Hours	12 Hours	12 Hours

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Step 10: Click the View Legend link to view the legends used and a short description of each one.

You successfully learned how to view the weekly time calendar for a 28 day police employee.

Legend

	Saved
	Approved
	Pending Approvals
	Denied
	Pushed Back
	Exception
	Absence
	Reported
	Reported Under Schedule
	Reported Over Schedule
	OFF Day

Manager Self Service Time Summary

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals

Law Enforcement Officer I
[Return to Select Employee](#)

View By: Period

Filters

6 June - 3 July 2021

Scheduled 168.00 | Reported 96 Hours | Unapproved Time 72.00

Reported Time
Payable Time

Previous Next

[View Legend](#)