

**University of South Carolina  
Time and Labor – TL/ABS Approver  
Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders  
on Behalf of an Hourly Employee**

**How to enter or adjust time on an elapsed hourly timesheet for multiple work orders:**

This job aid outlines how a TL/ABS Approver can enter or adjust time on an elapsed hourly timesheet with multiple work orders on behalf of an hourly employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

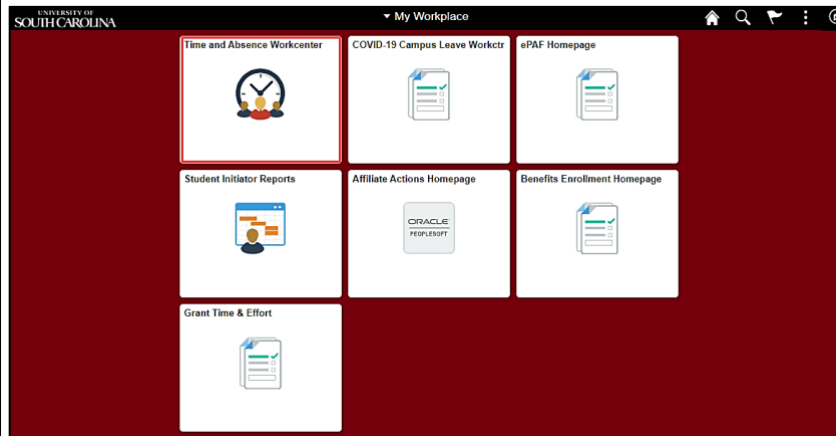
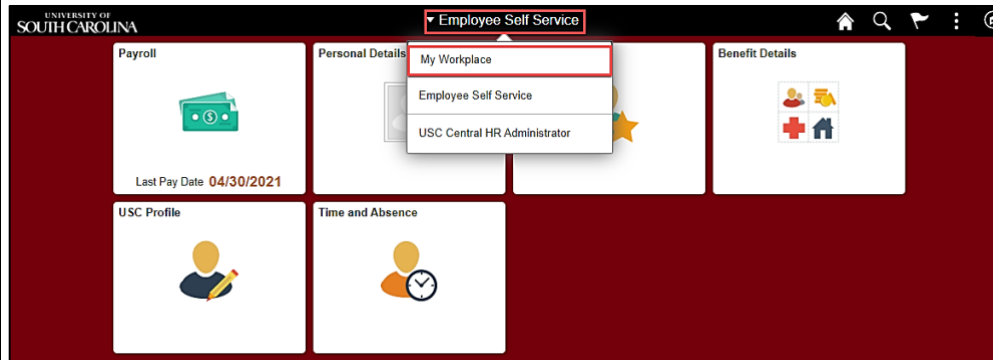
**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace** 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 TL/ABS Approvers 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.

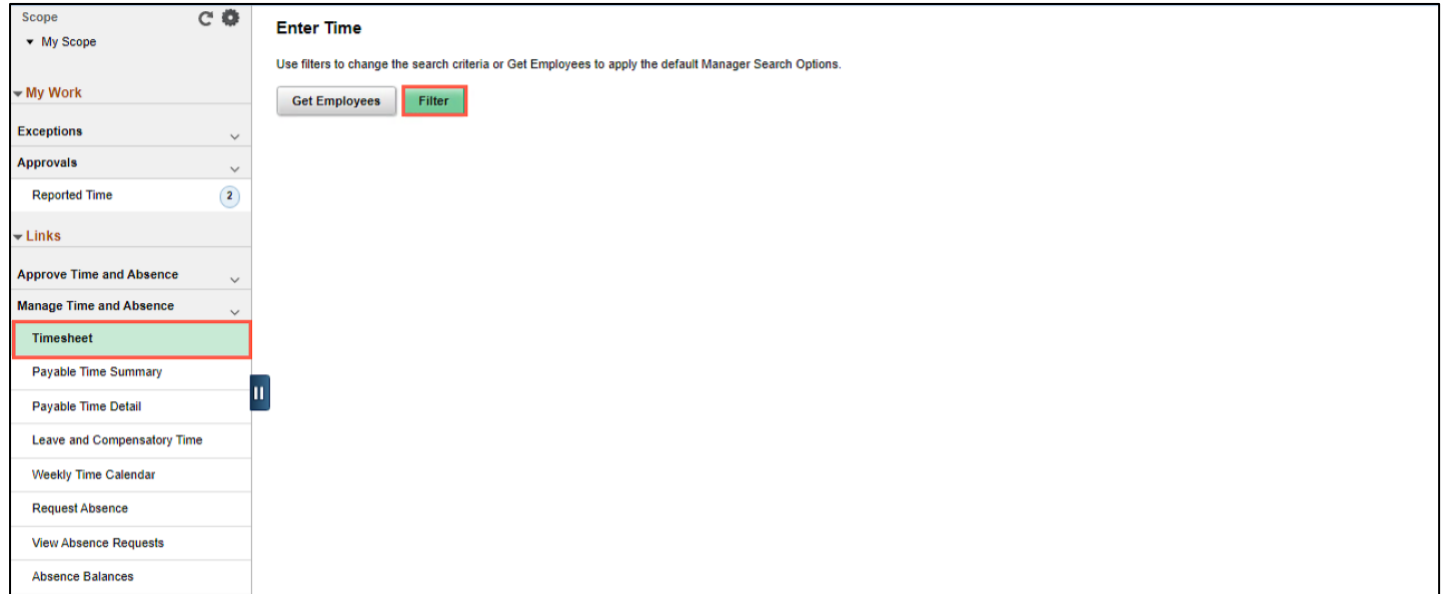
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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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.

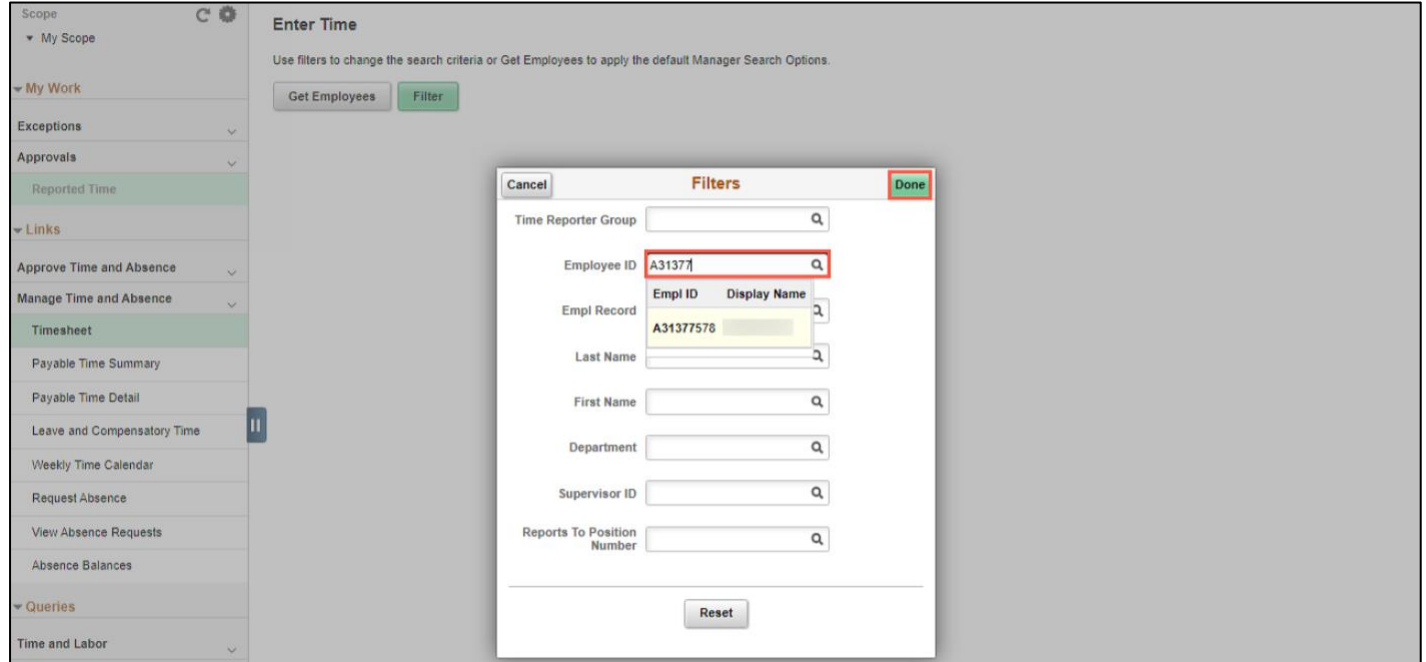


The screenshot displays the 'Enter Time' interface. On the left is a navigation menu with the following items: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted with a red box), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, and Absence Balances. The main content area is titled 'Enter Time' and includes the instruction 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

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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.

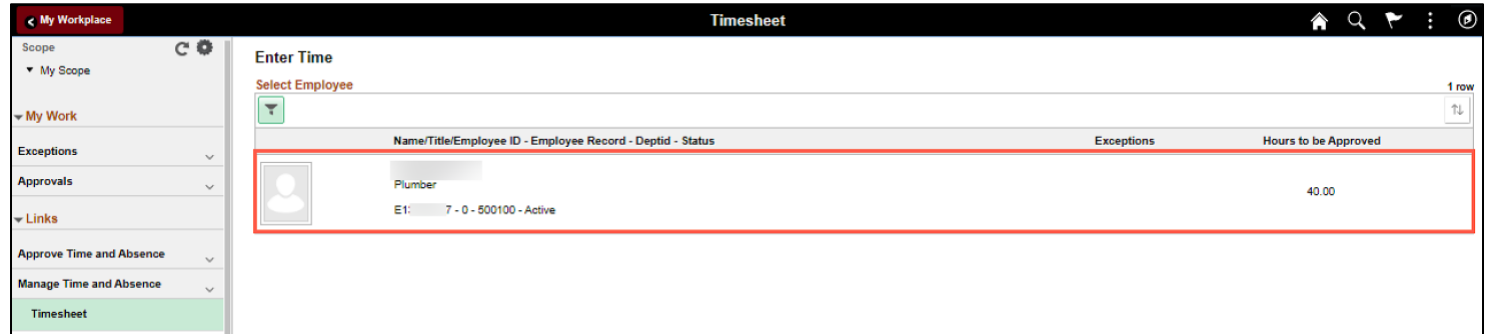
**Step 7:** Click **Done** to move on to the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope, 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, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Queries, and Time and Labor. The main area is titled 'Enter Time' and contains a search prompt: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are 'Get Employees' and 'Filter' buttons. A 'Filters' modal is open, showing search fields for Time Reporter Group, Employee ID (containing 'A31377'), Empl Record (showing 'A31377578'), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. A 'Reset' button is at the bottom of the modal. The modal has 'Cancel', 'Filters', and 'Done' buttons at the top.

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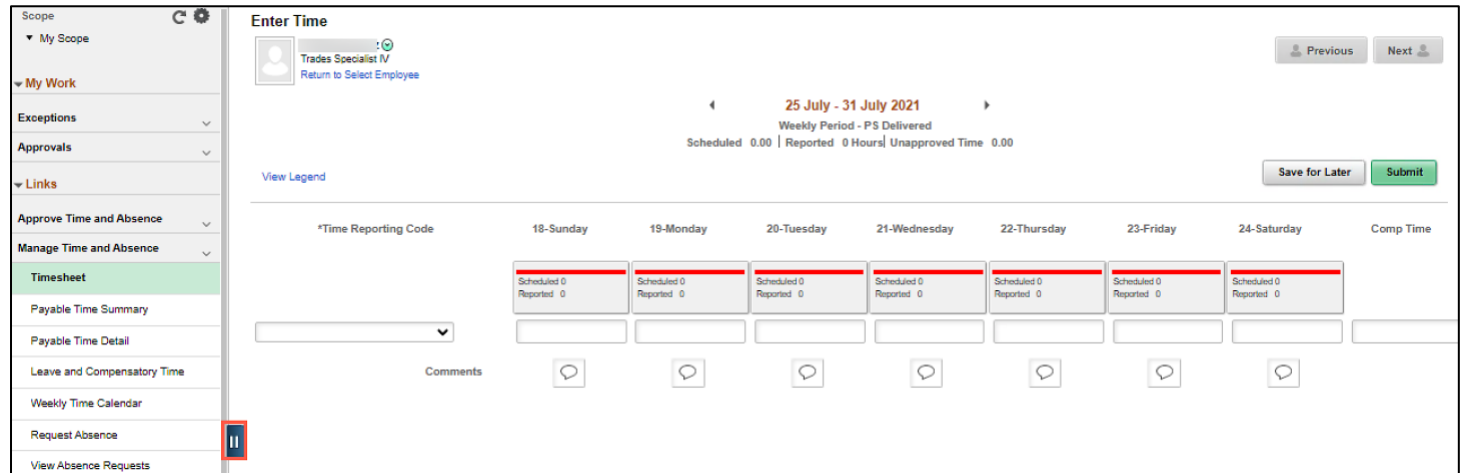
**Step 8:** Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with 'Timesheet' selected. The main area is titled 'Enter Time' and contains a 'Select Employee' dropdown. Below it is a table with the following data:

Name/Title/Employee ID - Employee Record - Deptid - Status	Exceptions	Hours to be Approved
Plumber E1: 7 - 0 - 500100 - Active		40.00

**Step 9:** Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



The screenshot shows the expanded 'Enter Time' page. The left sidebar has 'Expand Page' (represented by three vertical bars) highlighted with a red box. The main area shows a weekly calendar for '25 July - 31 July 2021'. The calendar includes columns for 18-Sunday, 19-Monday, 20-Tuesday, 21-Wednesday, 22-Thursday, 23-Friday, and 24-Saturday. Each day has a bar for 'Scheduled' and 'Reported' time, both currently at 0. There are also 'Comments' input fields for each day. At the bottom right, there are 'Save for Later' and 'Submit' buttons.

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In this scenario the employee forgot to enter and/or submit their timesheet for the week of 7/25/2021 – 7/31/2021. As the TL/ABS Approver, you can enter time on behalf of employees in your area. You can go back to enter or adjust timesheets 60 days prior to the current day on behalf of an employee.

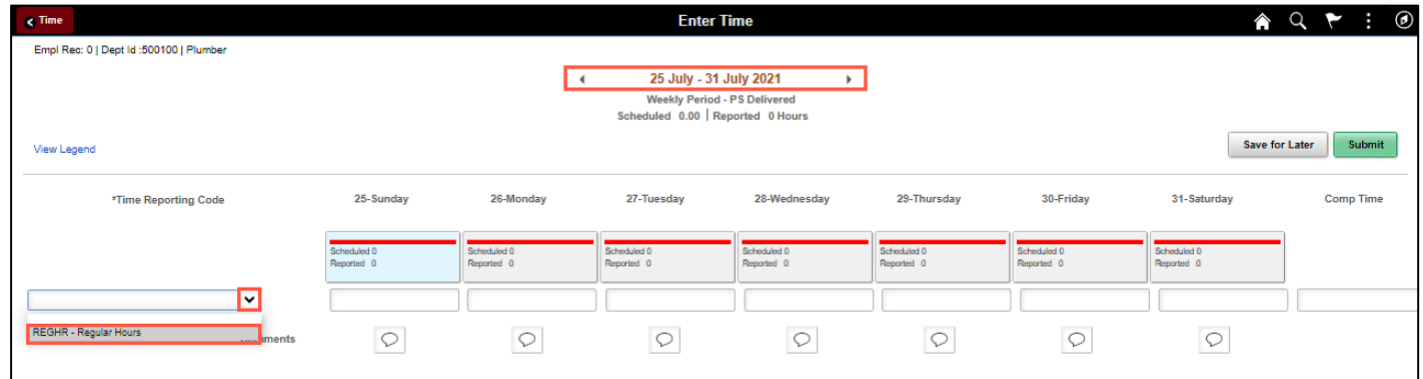
**Step 10:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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

You can only have one TRC per line.

**Step 11/Work Order Line #1:** Click the **Time Reporting Code** drop-down arrow.

**Step 12:** Select **REGHR – Regular Hours**.



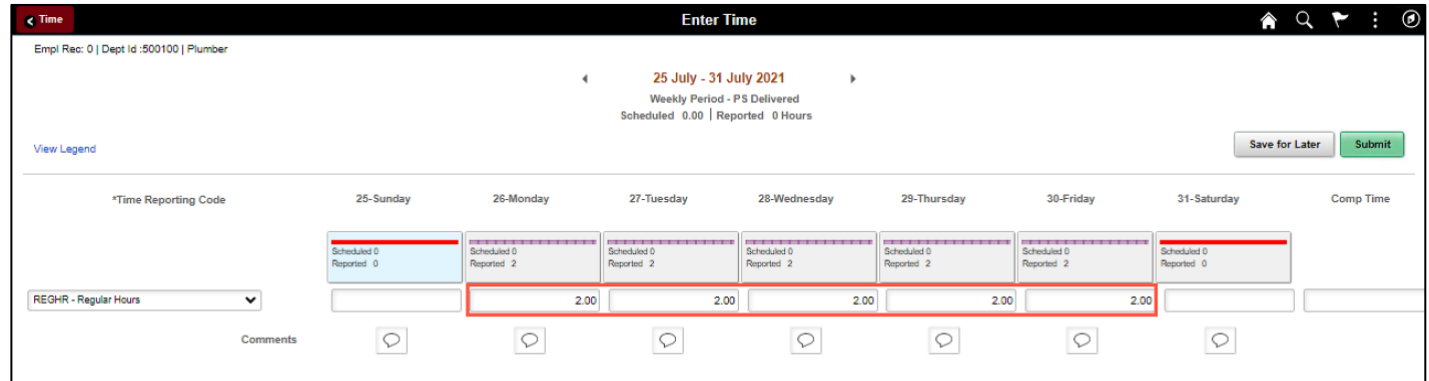
The screenshot shows the 'Enter Time' interface for an employee (Empl Rec: 0 | Dept Id :500100 | Plumber) for the weekly period of 25 July - 31 July 2021. The interface includes a date range selector, a 'View Legend' link, 'Save for Later' and 'Submit' buttons, and a table with columns for days of the week and a 'Comp Time' column. A dropdown menu for 'Time Reporting Code' is open, showing 'REGHR - Regular Hours' selected.

*Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	

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

### Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders on Behalf of an Hourly Employee

**Step 13:** Click in the **Time Entry** field and enter hours worked for each day.



*Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 2	Scheduled 0 Reported 2	Scheduled 0 Reported 2	Scheduled 0 Reported 2	Scheduled 0 Reported 2	Scheduled 0 Reported 0	
		2.00	2.00	2.00	2.00	2.00		
Comments								

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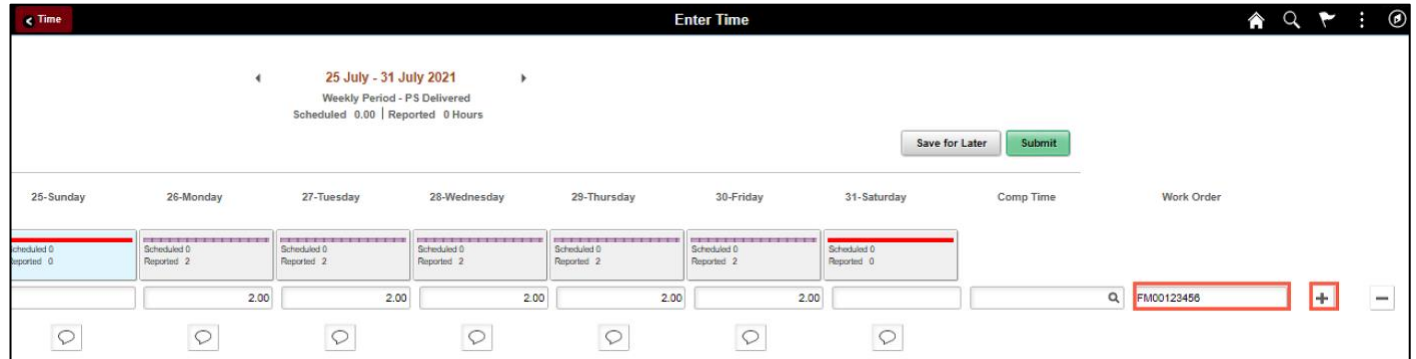
### Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders on Behalf of an Hourly Employee

**Step 14:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

**Step 15:** Click the **+** (plus) button to add an additional line for the second work order the employee worked that week.

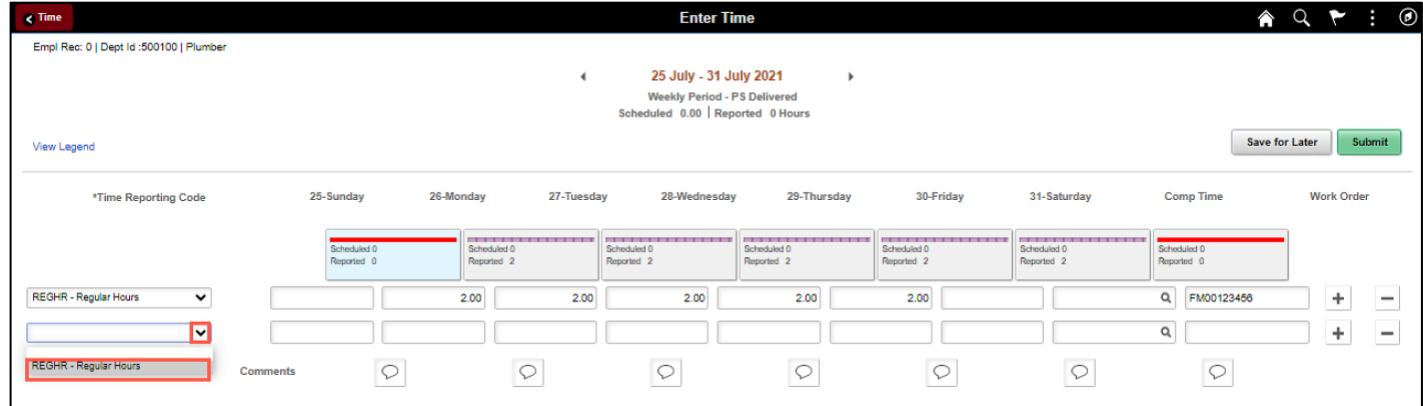
**Step 16/Work Order Line #2:** Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

**Step 17:** Select **REGHR – Regular Hours**.



The screenshot shows the 'Enter Time' interface for a weekly period from July 25 to July 31, 2021. The interface displays a grid of days with 'Scheduled' and 'Reported' hours. A search bar on the right shows 'FM00123456' and a plus button to add a new work order line.

Day	Scheduled	Reported
25-Sunday	0	0
26-Monday	0	2
27-Tuesday	0	2
28-Wednesday	0	2
29-Thursday	0	2
30-Friday	0	2
31-Saturday	0	0



The screenshot shows the 'Enter Time' interface for a weekly period from July 25 to July 31, 2021. The interface displays a grid of days with 'Scheduled' and 'Reported' hours. A search bar on the right shows 'FM00123456' and a plus button to add a new work order line. The 'Time Reporting Code' dropdown is set to 'REGHR - Regular Hours'.

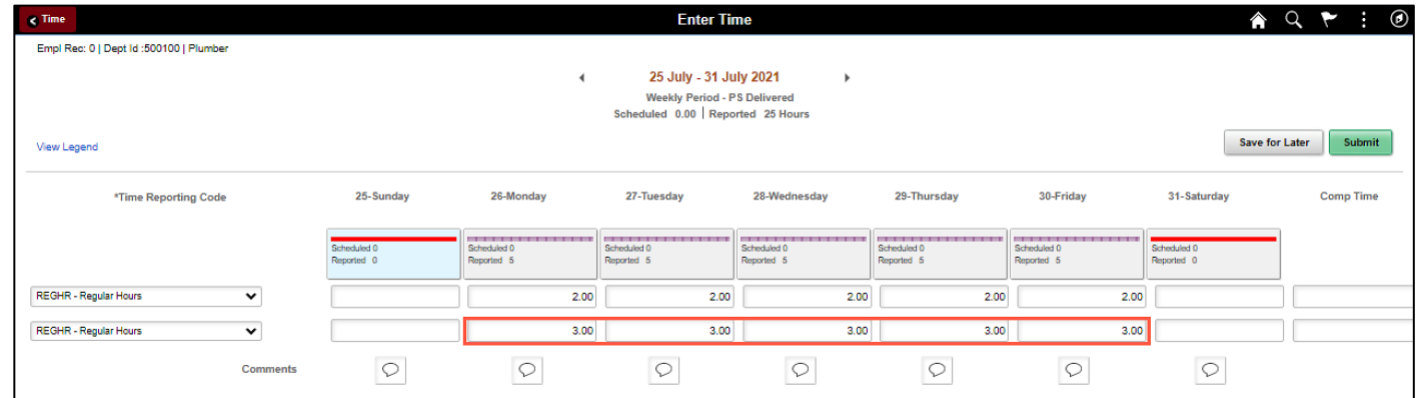
*Time Reporting Code	Day	Scheduled	Reported
REGHR - Regular Hours	25-Sunday	0	0
	26-Monday	0	2
	27-Tuesday	0	2
	28-Wednesday	0	2
	29-Thursday	0	2
	30-Friday	0	2
	31-Saturday	0	2



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### Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders on Behalf of an Hourly Employee

**Step 18:** Click in the **Time Entry** field and enter hours worked for each day.



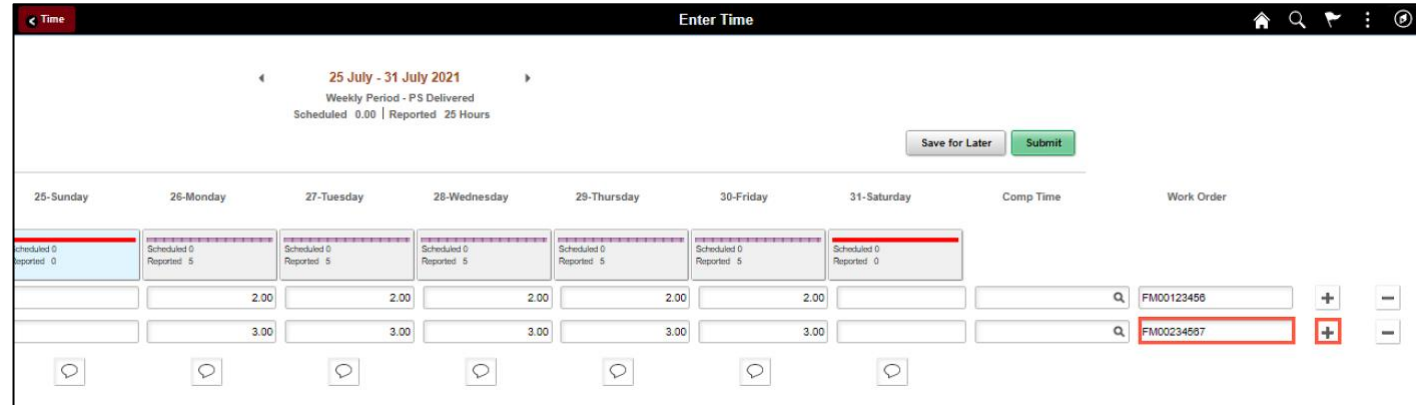
Empl Rec: 0 | Dept Id: 500100 | Plumber

25 July - 31 July 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 25 Hours

View Legend Save for Later Submit

*Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time
	Scheduled 0 Reported 0	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
Comments								

**Step 19:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the second line.



Empl Rec: 0 | Dept Id: 500100 | Plumber

25 July - 31 July 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 25 Hours

Save for Later Submit

*Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
	Scheduled 0 Reported 0	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 0		
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FMO0123456
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FMO0234567
Comments									

**Step 20:** Click the **+** (plus) button to add an additional line for the third work order the employee worked that week.

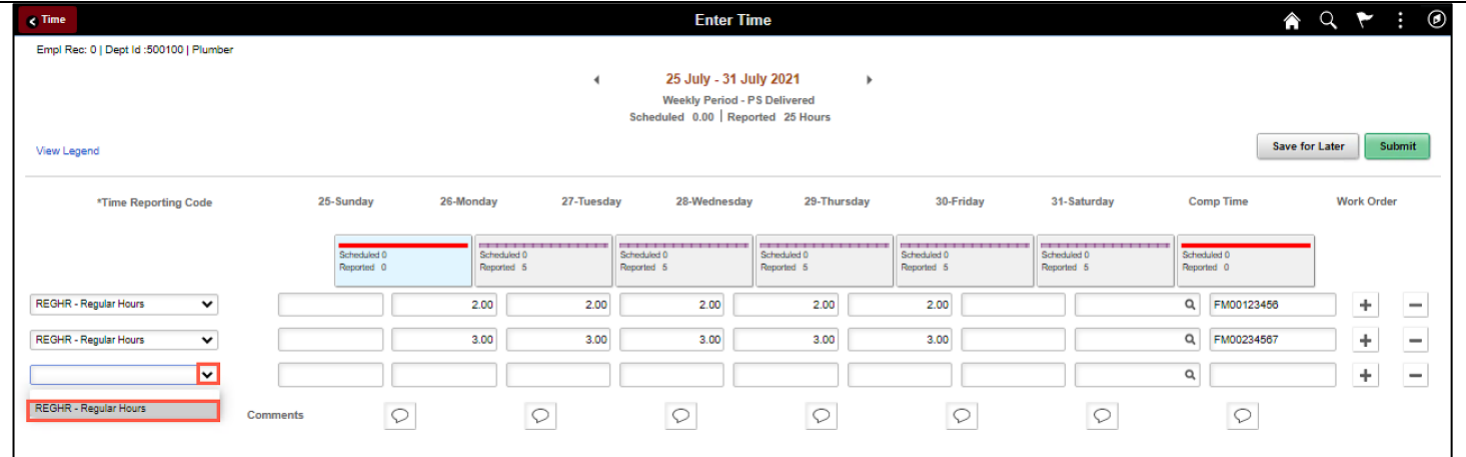
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**Step 21/Work Order Line #3:** Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

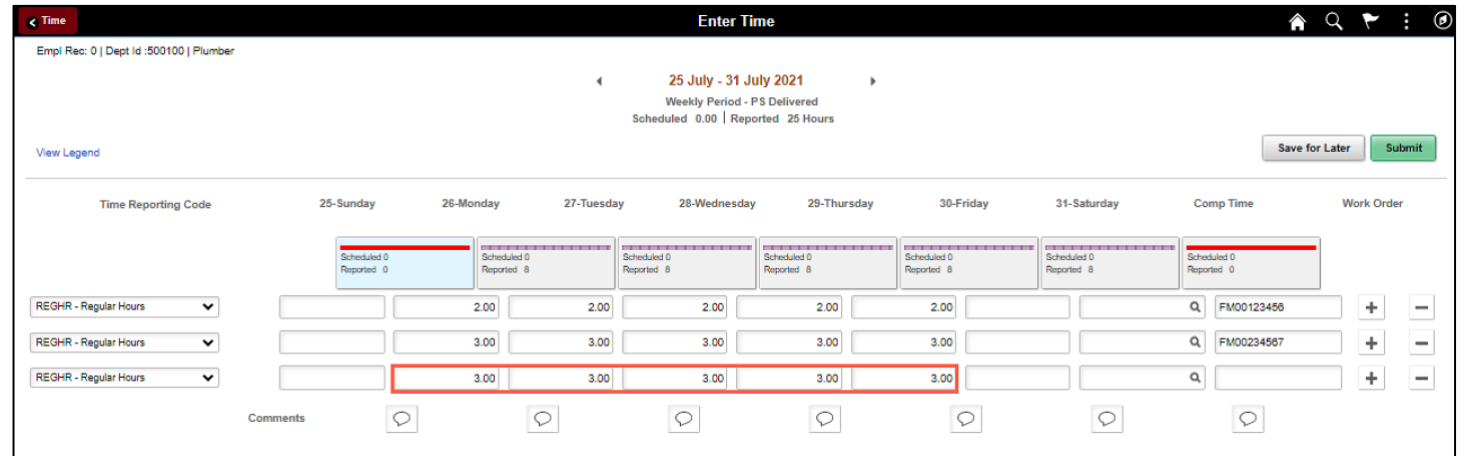
**Step 22:** Select **REGHR – Regular Hours**.

**Step 23** Click in the **Time Entry** field and enter hours worked for each day.



The screenshot shows the 'Enter Time' interface for a weekly period from July 25 to July 31, 2021. The user is a Plumber in Dept 500100. The interface displays a grid for entering time for each day. The 'Time Reporting Code' dropdown is open, and 'REGHR - Regular Hours' is selected. The grid shows reported hours for each day: Sunday (0), Monday (5), Tuesday (5), Wednesday (5), Thursday (5), Friday (5), and Saturday (5). The 'Work Order' column shows two work orders: FM00123456 and FM00234567.

*Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5		FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			
REGHR - Regular Hours									



The screenshot shows the 'Enter Time' interface after the user has entered 3.00 hours for each day from Monday to Friday for the third work order. The 'Time Reporting Code' dropdown is still open, and 'REGHR - Regular Hours' is selected. The grid shows reported hours for each day: Sunday (0), Monday (5), Tuesday (5), Wednesday (5), Thursday (5), Friday (5), and Saturday (5). The 'Work Order' column shows two work orders: FM00123456 and FM00234567.

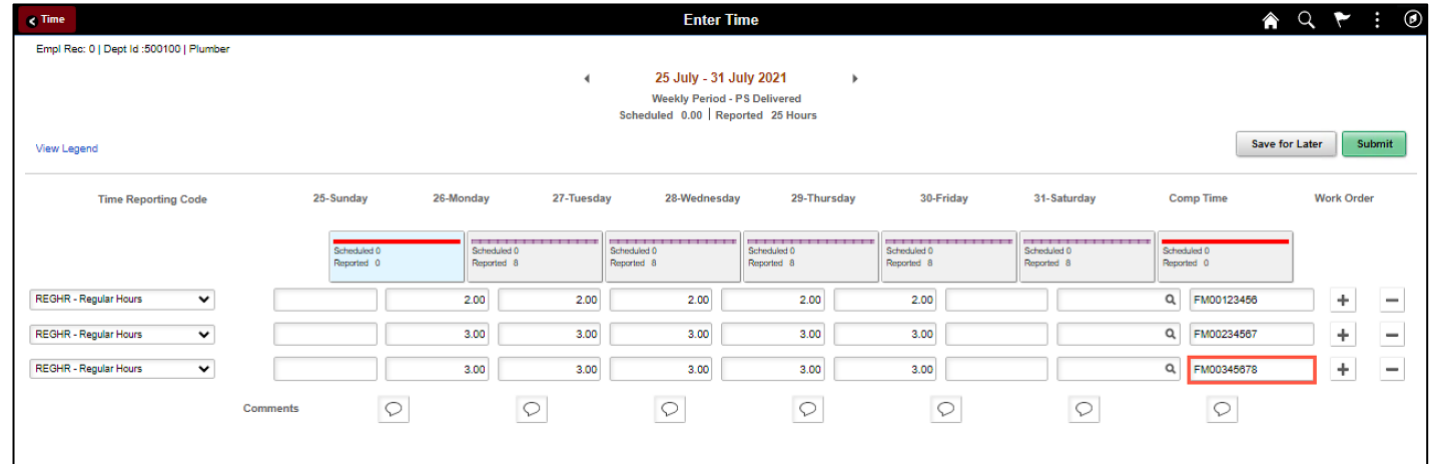
Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5	Scheduled 0 Reported 5		FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			
REGHR - Regular Hours									

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**Step 24:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

**Note:** If you need to enter hours for additional work orders, follow steps 16 through 20.

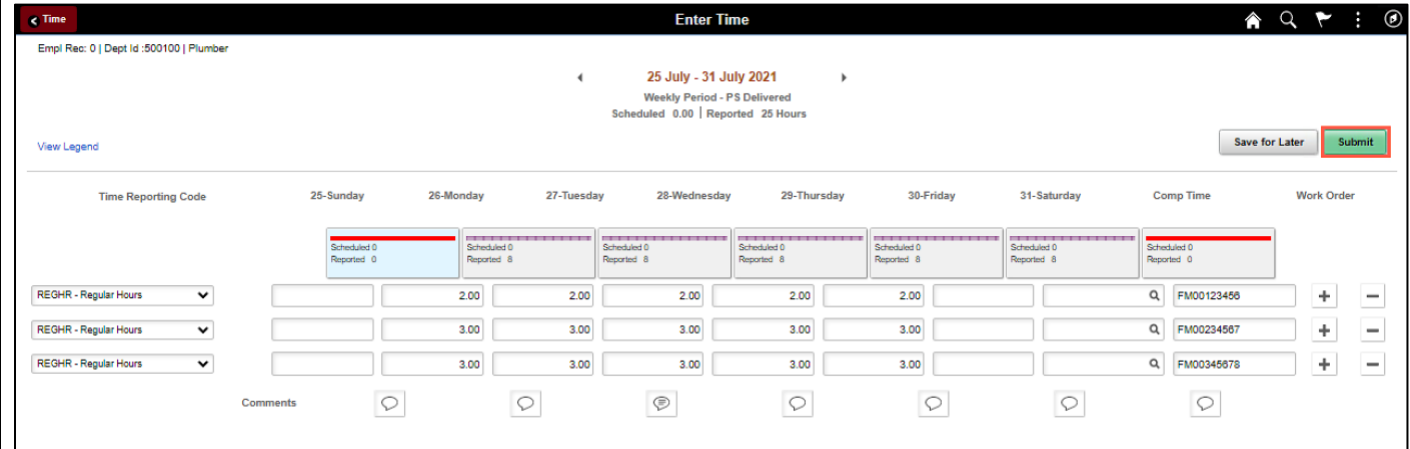


Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0		FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00234567
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00345678

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**Step 25:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Emp'l Rec: 0 | Dept Id :500100 | Plumber

25 July - 31 July 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 25 Hours

Save for Later **Submit**

Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 2.00	Scheduled 0 Reported 2.00	Scheduled 0 Reported 2.00	Scheduled 0 Reported 2.00	Scheduled 0 Reported 2.00	Scheduled 0 Reported 0		FM00123456 + -
REGHR - Regular Hours		Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 0		FM00234567 + -
REGHR - Regular Hours		Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 3.00	Scheduled 0 Reported 0		FM00345678 + -
Comments									

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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.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.

**Step 26:** Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

Timesheet is Submitted for the period 2021-07-25 - 2021-07-31

Trades Specialist IV  
Return to Select Employee

25 July - 31 July 2021

Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 40 Hours | Unapproved Time 40.00

Previous Next

Save for Later Submit

View Legend

*Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time
SCHEDULED Reported 0	SCHEDULED Reported 0	SCHEDULED Reported 8	SCHEDULED Reported 8	SCHEDULED Reported 8	SCHEDULED Reported 8	SCHEDULED Reported 8	SCHEDULED Reported 8	SCHEDULED Reported 0
REGHR - Regular Hours	2.00	2.00	2.00	2.00	2.00	2.00	2.00	
REGHR - Regular Hours	3.00	3.00	3.00	3.00	3.00	3.00	3.00	
REGHR - Regular Hours	3.00	3.00	3.00	3.00	3.00	3.00	3.00	

Manage Approvals





Date	Reported Status	Total TRC	Description	Scheduled Work Hours
07/26/2021	Approved	8.00 REGHR	Regular Hours	0.00
07/27/2021	Approved	8.00 REGHR	Regular Hours	0.00
07/28/2021	Approved	8.00 REGHR	Regular Hours	0.00
07/29/2021	Approved	8.00 REGHR	Regular Hours	0.00
07/30/2021	Approved	8.00 REGHR	Regular Hours	0.00

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**Step 27:** When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link 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 or adjust time on an elapsed hourly timesheet for multiple work orders on behalf of an employee.

**Legend** ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule

**Enter Time**

25 July - 31 July 2021  
Weekly Period - P's Delivered  
Scheduled: 0.00 | Reported: 40 Hour | Unapproved Time: 40.00

[View Legend](#)

*Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time
Scheduled	0	0	0	0	0	0	0	
Reported	0	2.00	2.00	2.00	2.00	2.00	0	
REGHR - Regular Hours								
Leave and Compensatory Time		3.00	3.00	3.00	3.00	3.00	3.00	
Weekly Time Calendar		3.00	3.00	3.00	3.00	3.00	3.00	