

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

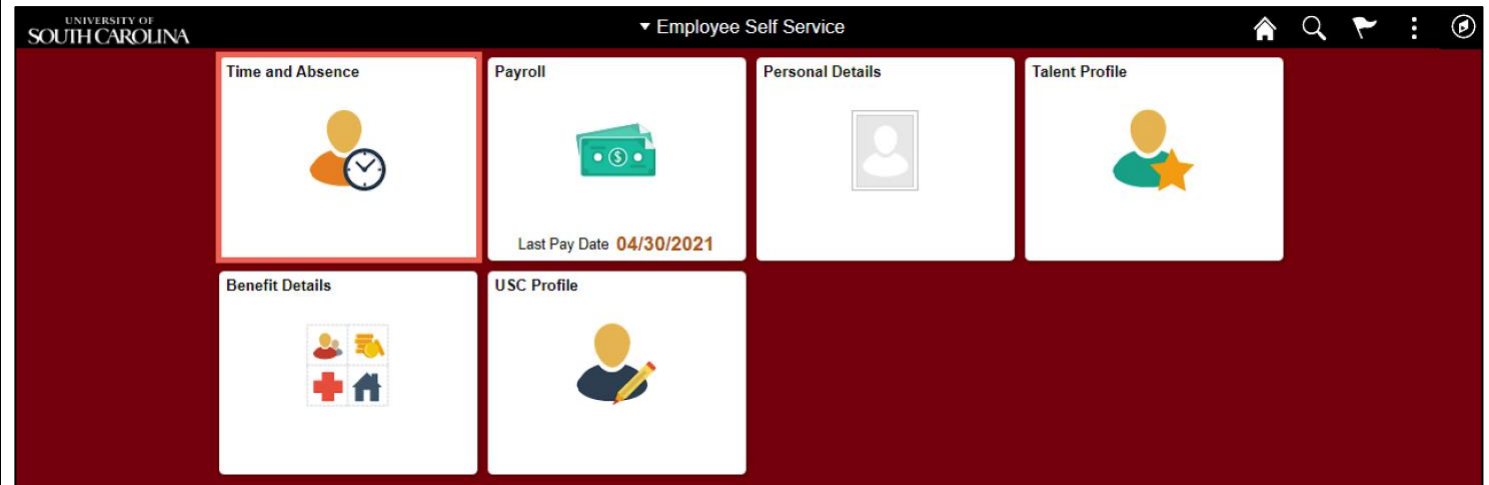
This job aid outlines how an employee will enter or adjust time on an elapsed hourly timesheet with multiple work orders.

**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.

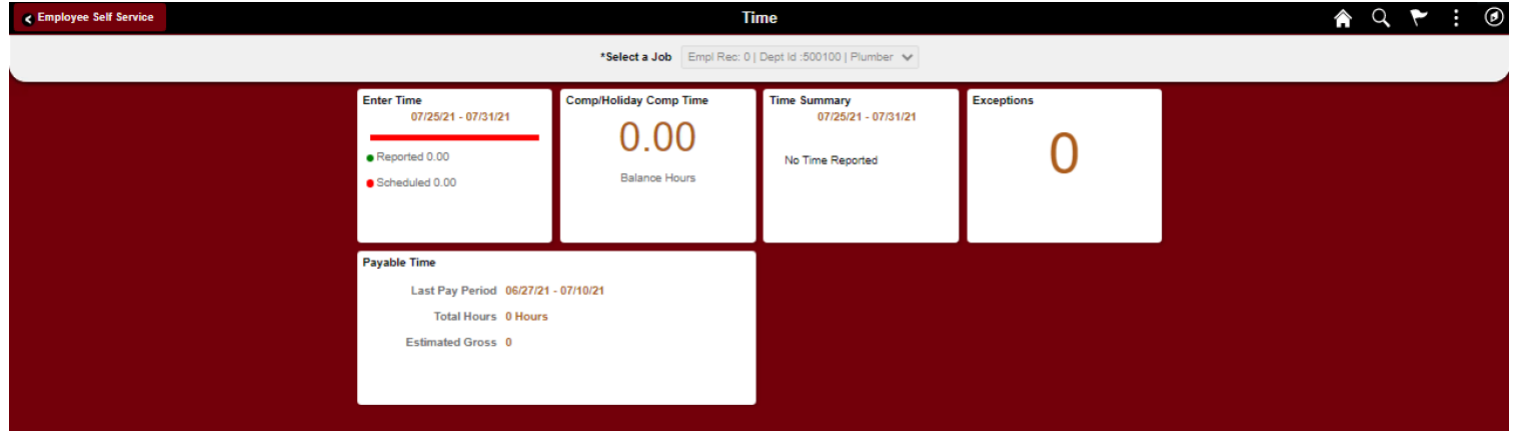
**Screenshots**



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Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

**Step 2:** Click the **Enter Time** tile, to enter time on a timesheet.



**Employee Self Service** | **Time** | \*Select a Job | Empl Rec: 0 | Dept Id :500100 | Plumber

Enter Time	Comp/Holiday Comp Time	Time Summary	Exceptions
07/25/21 - 07/31/21	0.00	07/25/21 - 07/31/21	0
Reported 0.00 Scheduled 0.00	Balance Hours	No Time Reported	

**Payable Time**

Last Pay Period 06/27/21 - 07/10/21  
Total Hours 0 Hours  
Estimated Gross 0

Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

**Step 3:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

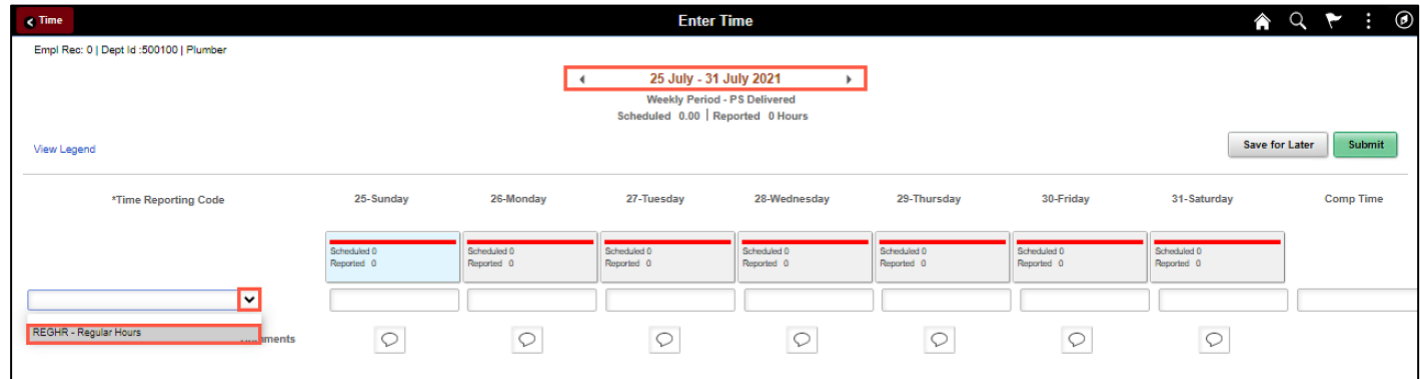
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

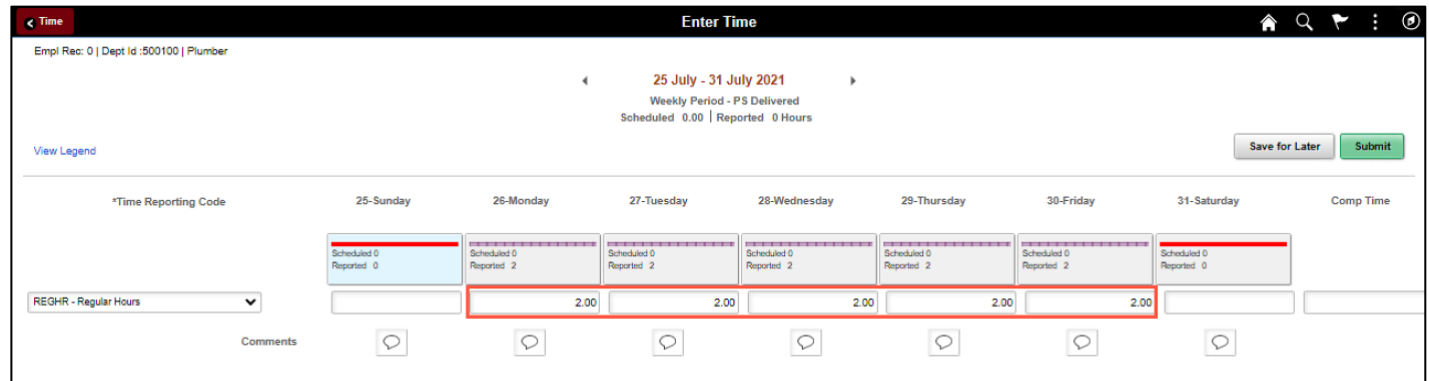
**Step 4/Work Order Line #1:** Click the **Time Reporting Code** drop-down arrow.

**Step 5:** Select **REGHR – Regular Hours**.

**Step 6:** 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 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 0 Reported 0	



*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	

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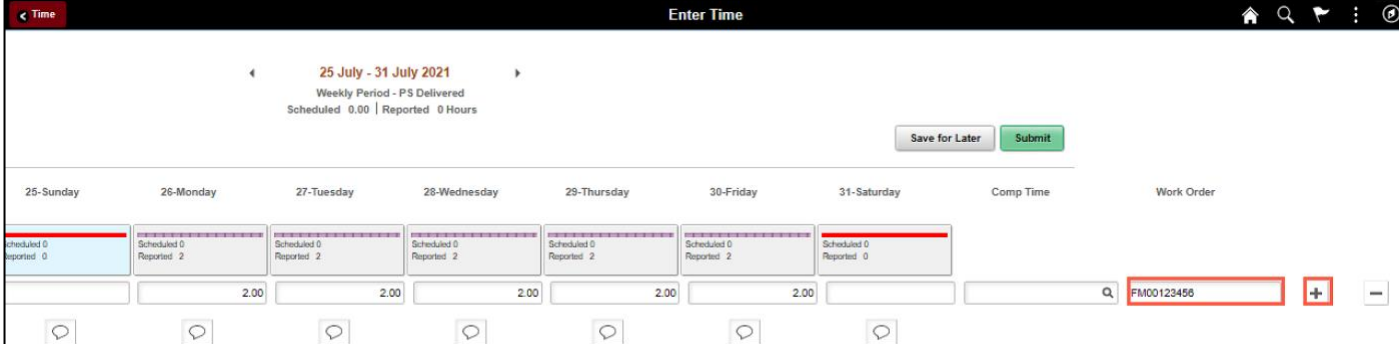
### Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

**Step 7:** 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 8:** Click the **+** (plus) button to add an additional line for the second work order you worked that week.

**Step 9/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 10:** Select **REGHR – Regular Hours**.

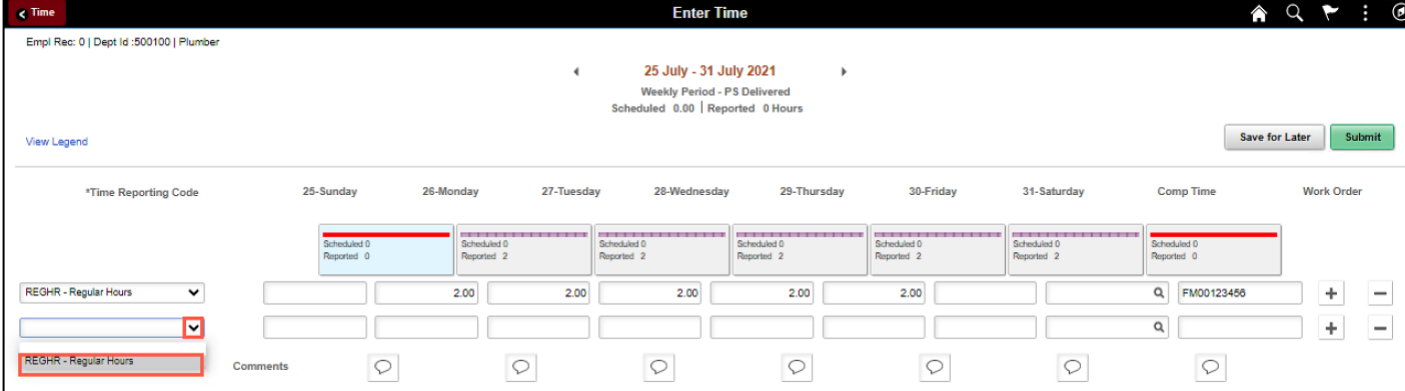


**Enter Time**

25 July - 31 July 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 0 Hours

Save for Later Submit

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 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			FM00123456 + -



**Enter Time**

Empl Rec: 0 | Dept Id: 500100 | Plumber

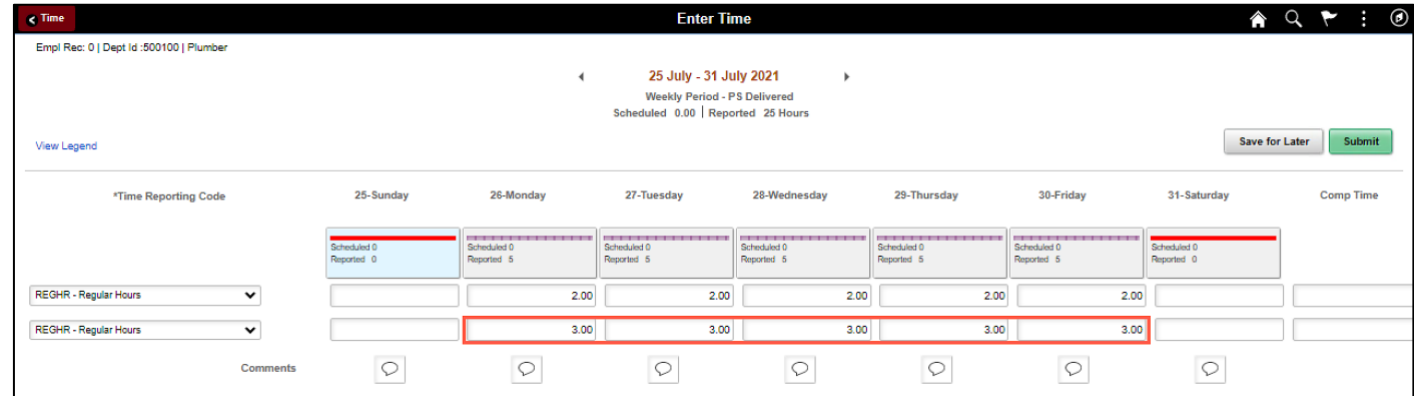
25 July - 31 July 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 0 Hours

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	Work Order
	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 2	Scheduled 0 Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00			FM00123456 + -
									+ -
REGHR - Regular Hours	Comments								

Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

**Step 11:** Click in the **Time Entry** field and enter hours worked for each day.



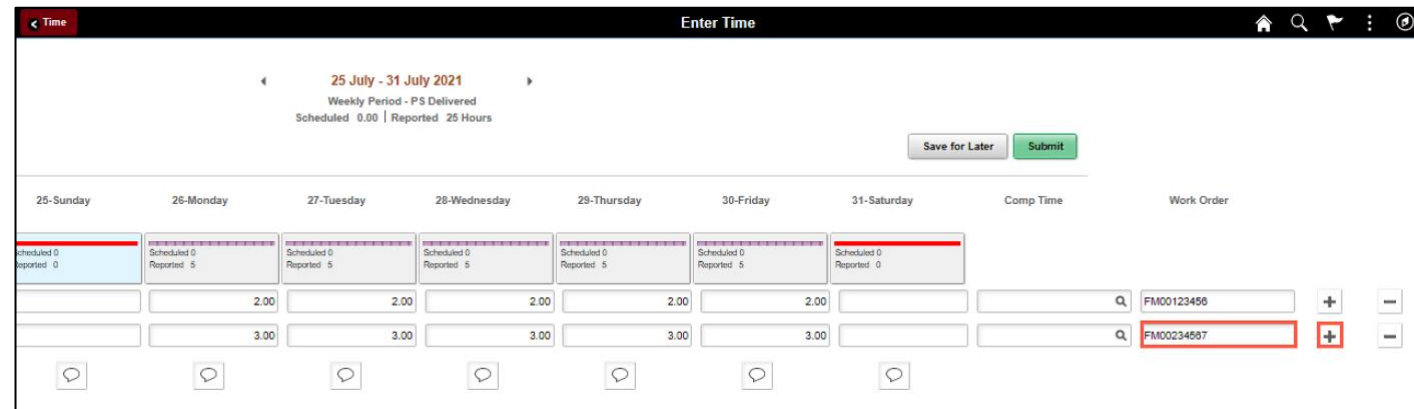
Empl Rec: 0 | Dept Id :500100 | Plumber

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
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 0	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
Comments								

**Step 12:** 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.



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

Save for Later Submit

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		
	2.00	2.00	2.00	2.00	2.00	2.00		FM00123456
	3.00	3.00	3.00	3.00	3.00	3.00		FM00234567

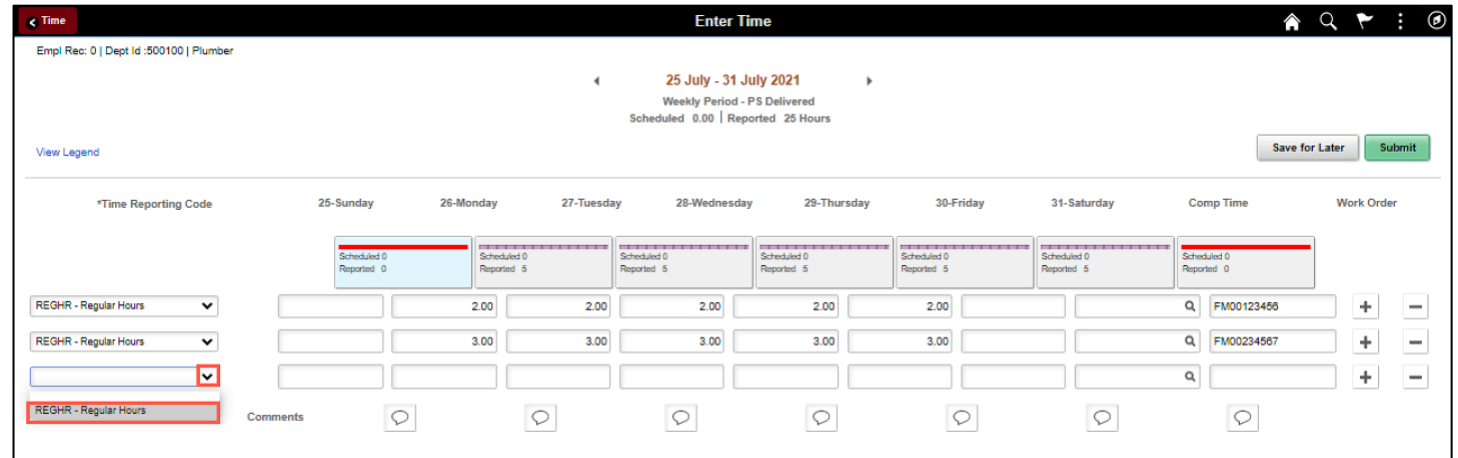
**Step 13:** Click the **+** (plus) button to add an additional line for the third work order you worked that week.

Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

**Step 14/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 15:** Select **REGHR – Regular Hours**.

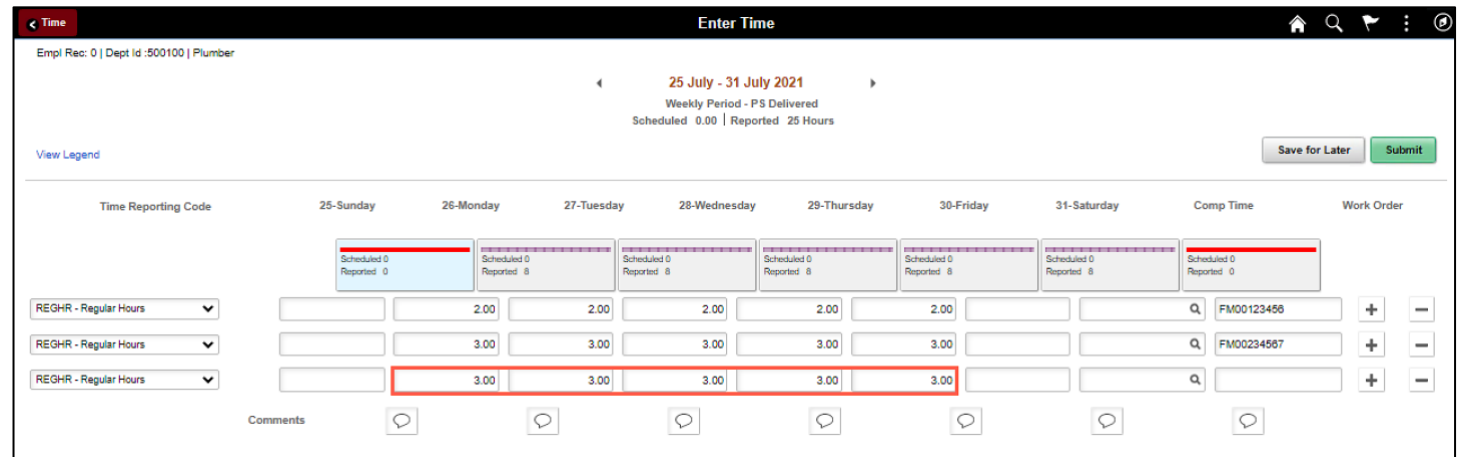
**Step 16:** Click in the **Time Entry** field and enter hours worked for each day.



**Enter Time**  
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
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									



**Enter Time**  
Empl Rec: 0 | Dept Id :500100 | Plumber  
25 July - 31 July 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 25 Hours

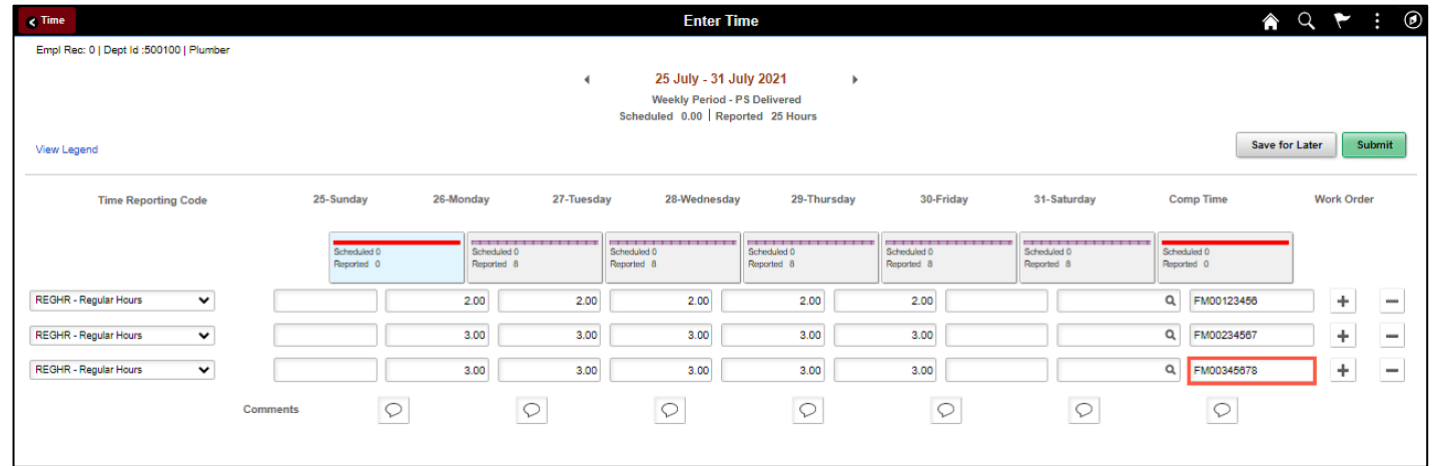
Save for Later Submit

Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
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		3.00	3.00	3.00	3.00	3.00			

Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

**Step 17:** 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 9 through 13.



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	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			FM00345578
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			FM00345578
Comments									

You can enter comments about the time entries if you feel additional information is needed.

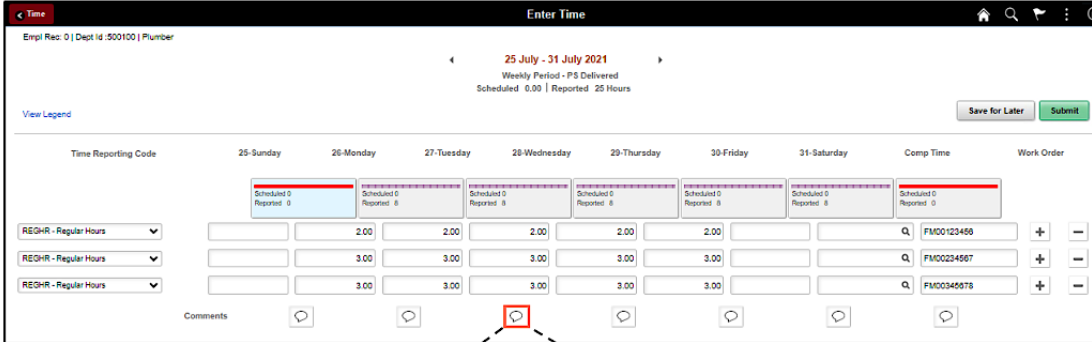
**Step 18:** Click the **Comments** button.

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

**Step 19:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 20:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 21:** Click the **X** to close the Time Reporting Comments page.



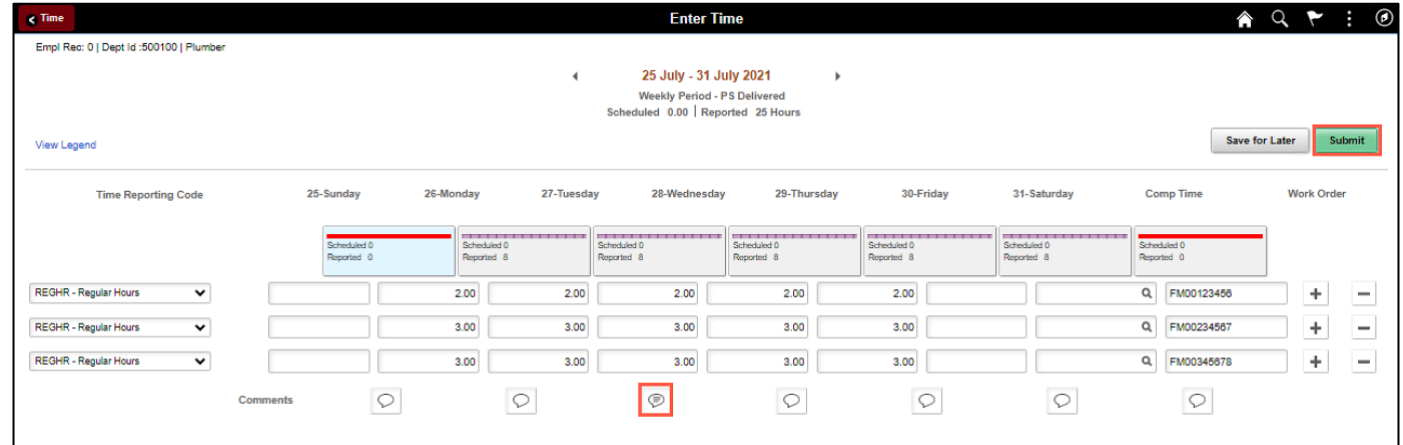



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### Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 22:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.



Emp# 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

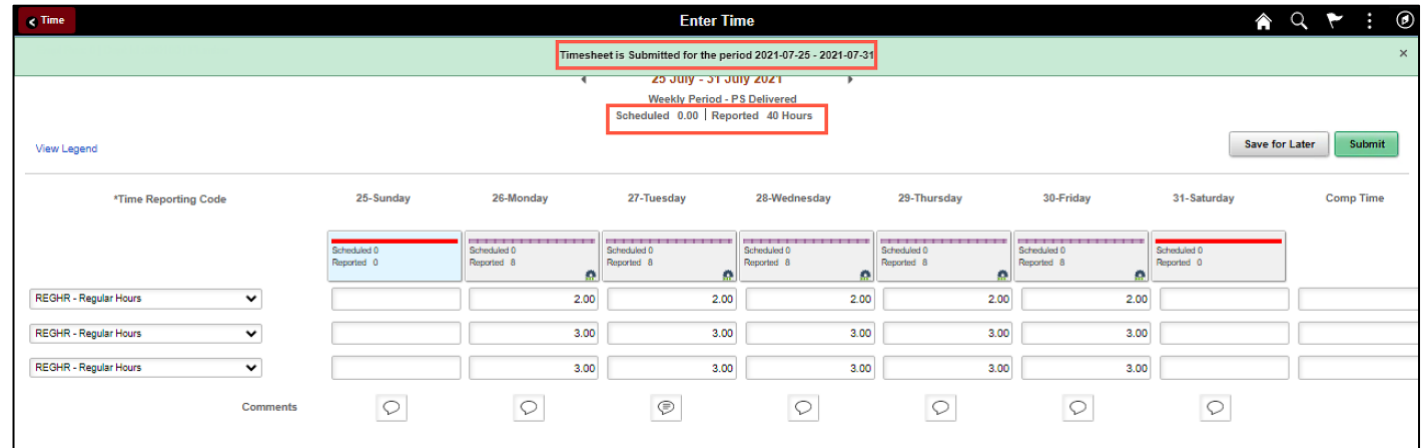
Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8		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

Comments

Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

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.

The summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view. The scheduled hours for an hourly employee will always be zero.



**Enter Time**

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

25 July - 31 July 2021

Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 40 Hours





Save for Later Submit

*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	
REGHR - Regular Hours		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	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00	3.00	
Comments								

Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders

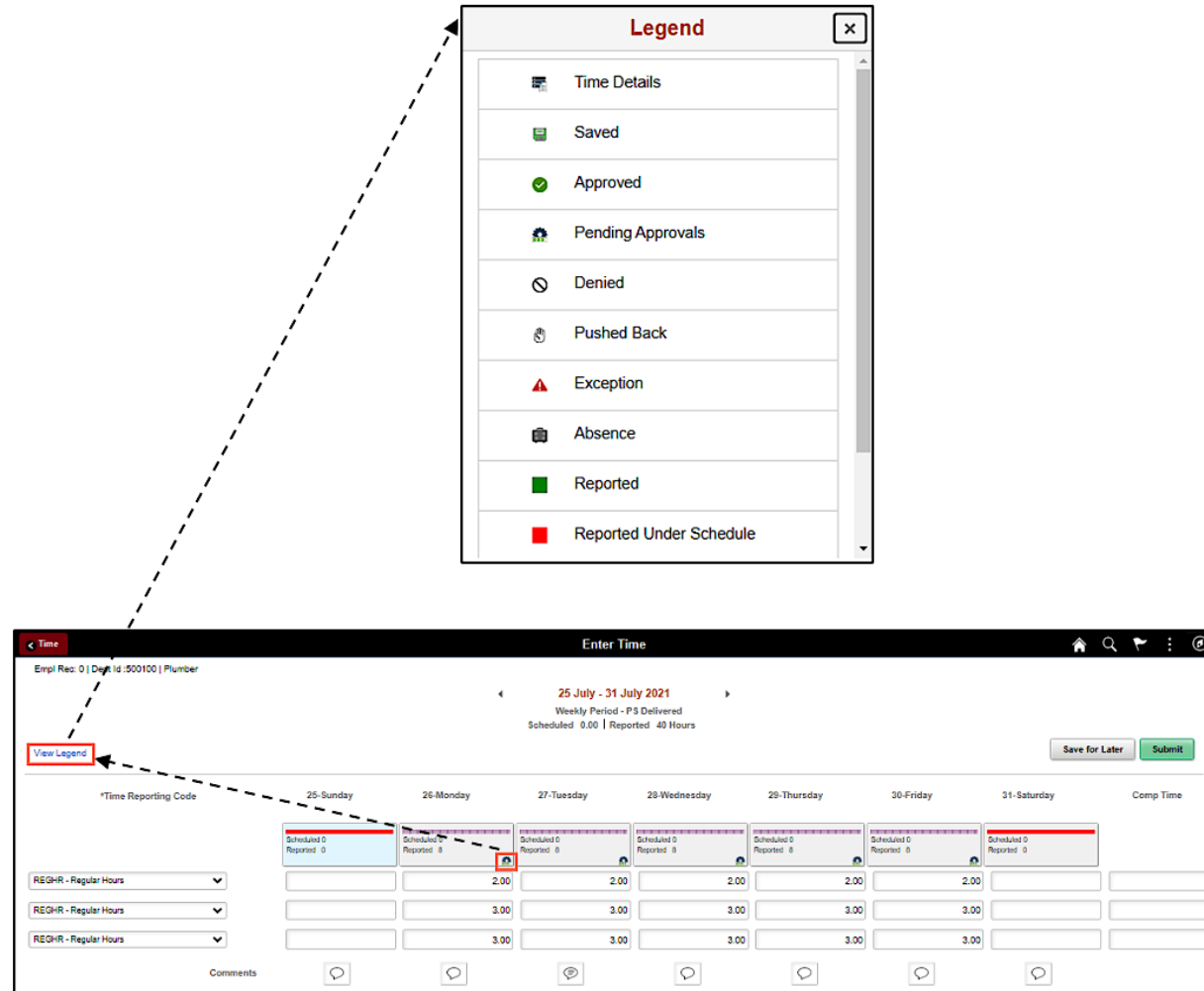
**Step 23:** When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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.

**Note:** You can go back to enter or adjust timesheets 30 days prior to the current day.

You successfully learned how to enter or adjust time on an elapsed hourly timesheet for multiple work orders.



The screenshot shows the 'Enter Time' interface for a user named 'Plumber' with Employee Record ID '500100'. The interface displays a weekly period from July 25 to July 31, 2021, with a total of 40 hours reported. A 'View Legend' link is highlighted in the top left of the timesheet grid, with a dashed arrow pointing to the legend window.

The legend window, titled 'Legend', lists the following status icons and their descriptions:

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

The timesheet grid shows the following data for the week of July 25-31, 2021:

*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	
REGHR - Regular Hours		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	
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00	3.00	