

**University of South Carolina**  
**Time and Labor - MSS**  
**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 manager can enter or adjust time on an elapsed hourly timesheet with multiple work orders on behalf of an hourly employee. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

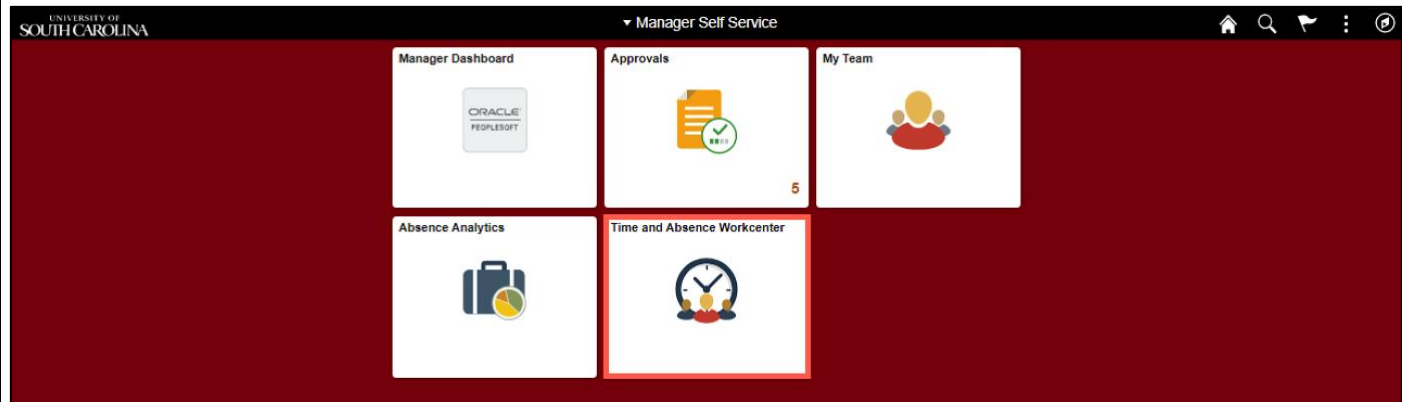
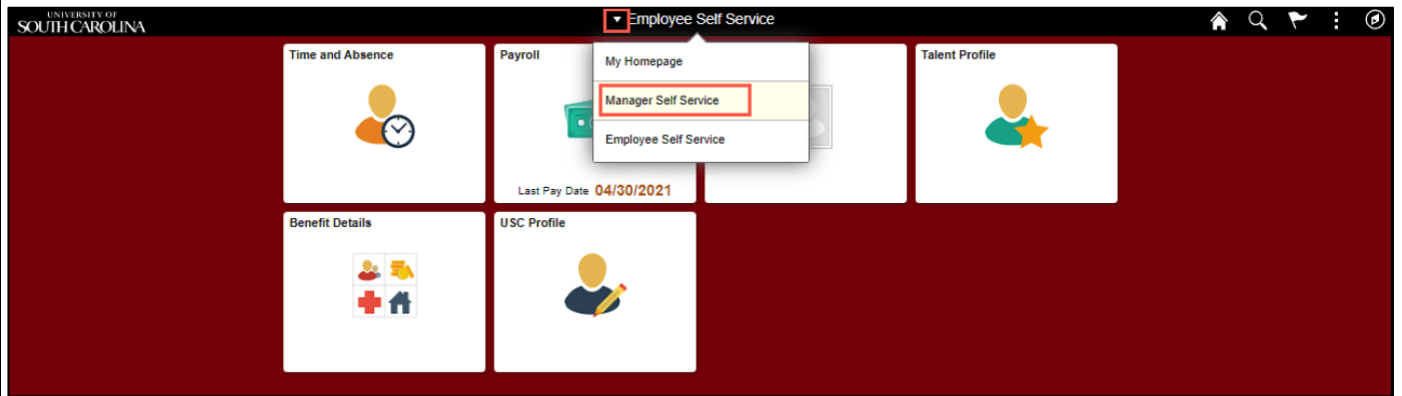
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**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**

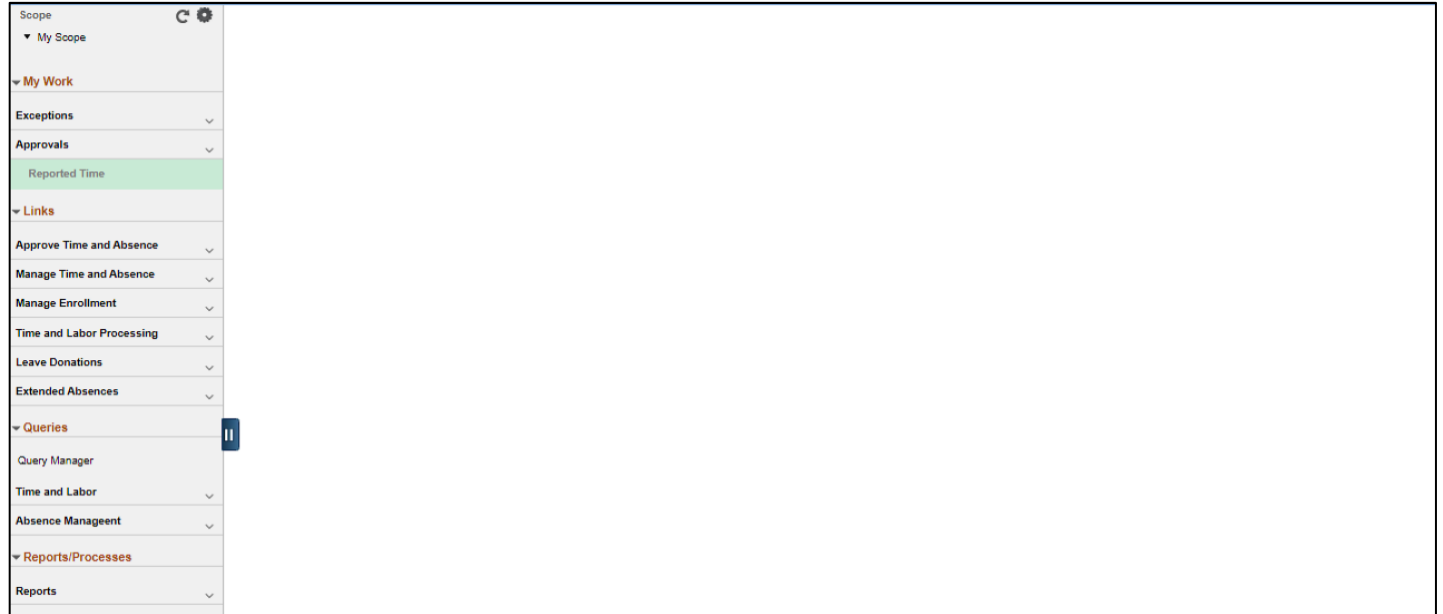


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**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

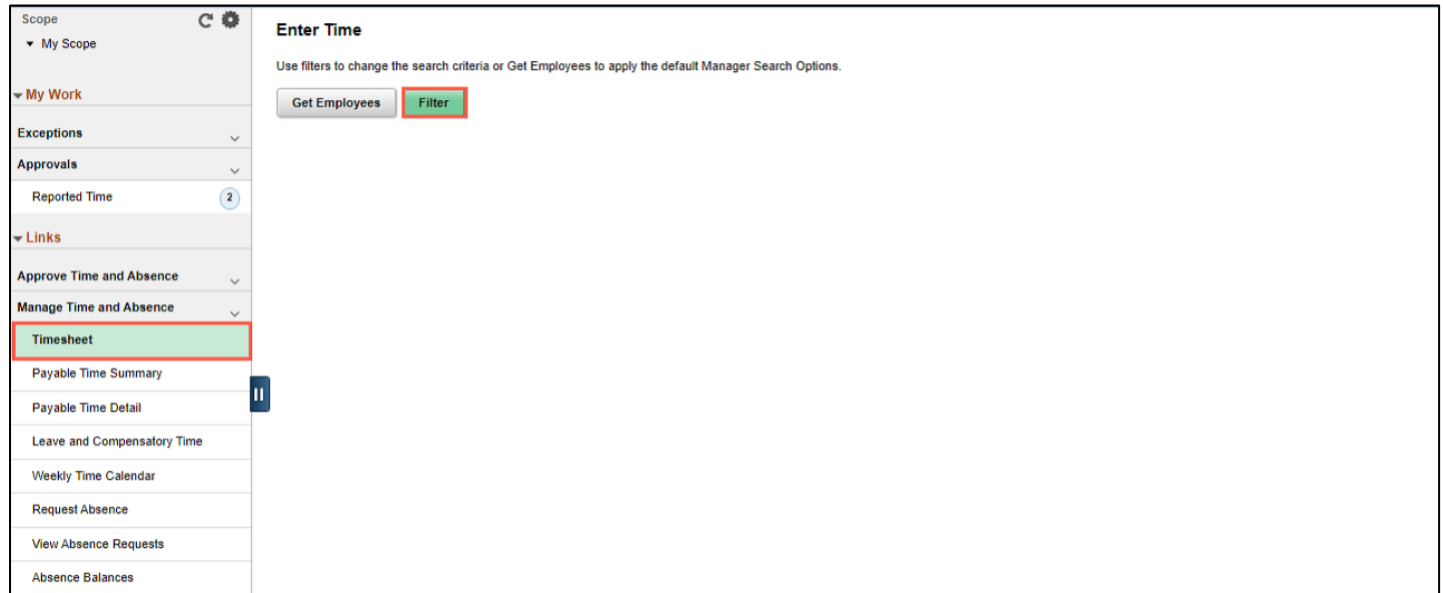
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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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.



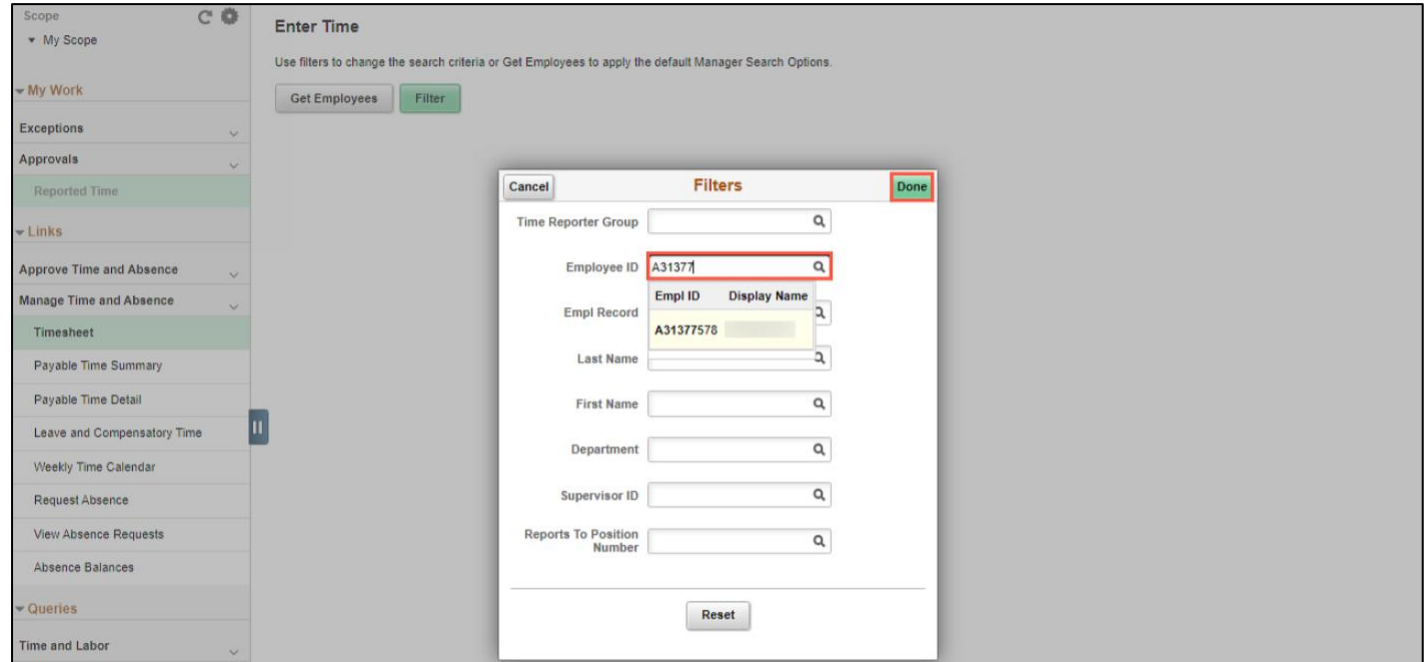
The screenshot displays the 'Enter Time' interface. On the left, a navigation menu is visible with the following items: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted in green), Payable Time Summary, 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 in red).

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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 with a search filter modal open. The modal is titled 'Filters' and has a 'Done' button highlighted in red. The 'Employee ID' field is populated with 'A31371' and is also highlighted with a red box. Below it, a table shows search results:

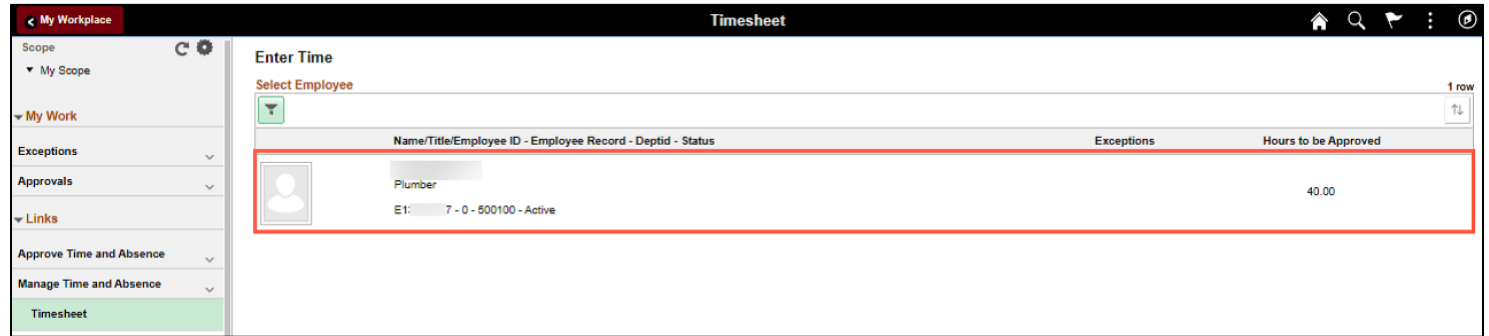
Empl ID	Display Name
A31377578	

Other fields in the modal include: Time Reporter Group, Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. A 'Reset' button is located at the bottom of the modal.

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

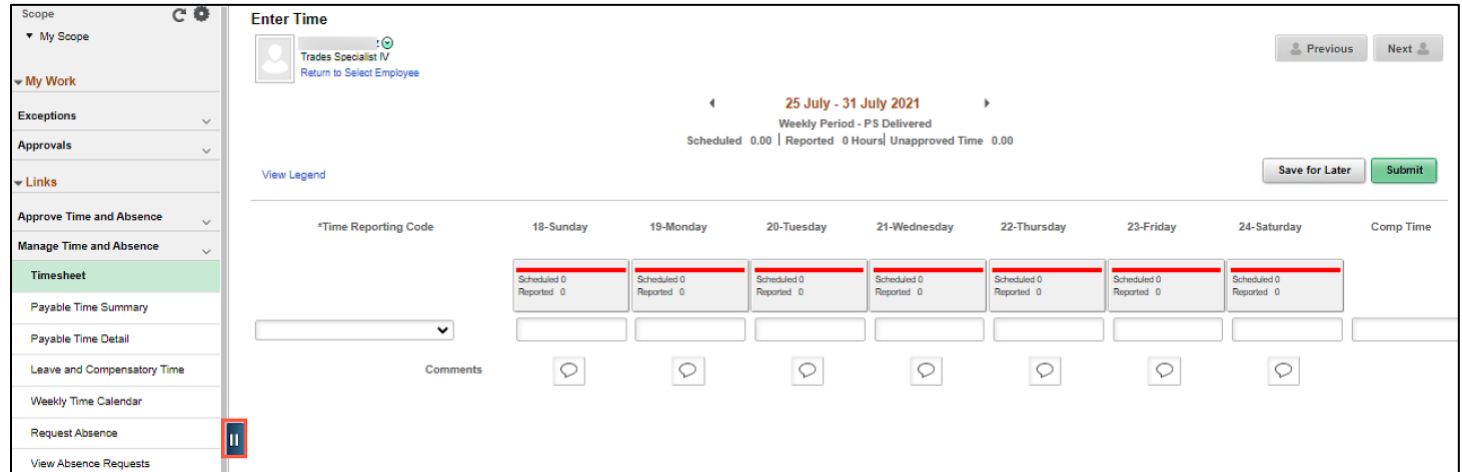


**Enter Time**

Select Employee

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.



**Enter Time**

Trades Specialist IV  
Return to Select Employee

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

Save for Later Submit

*Time Reporting Code	18-Sunday	19-Monday	20-Tuesday	21-Wednesday	22-Thursday	23-Friday	24-Saturday	Comp Time
	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	

Comments

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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 manager, 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.

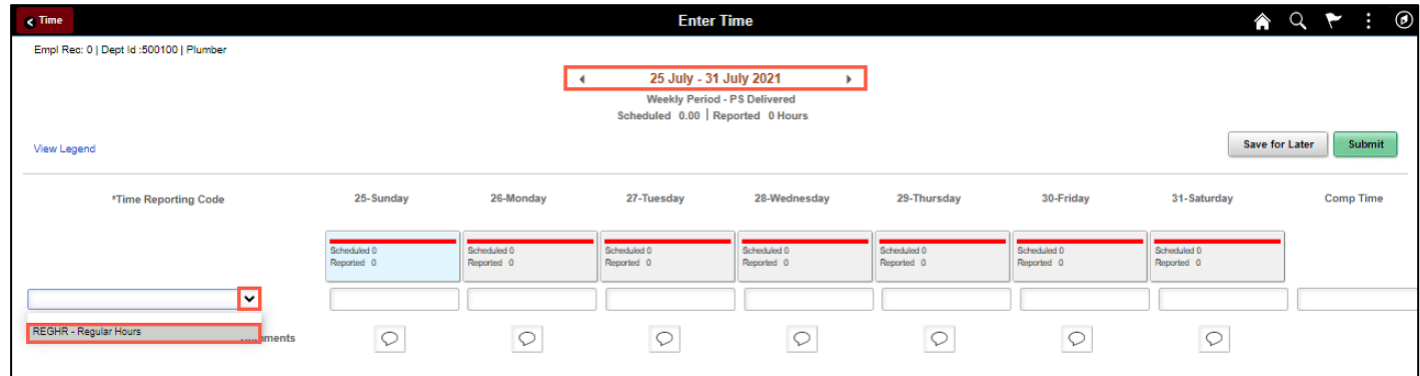
**Step 10:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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**.

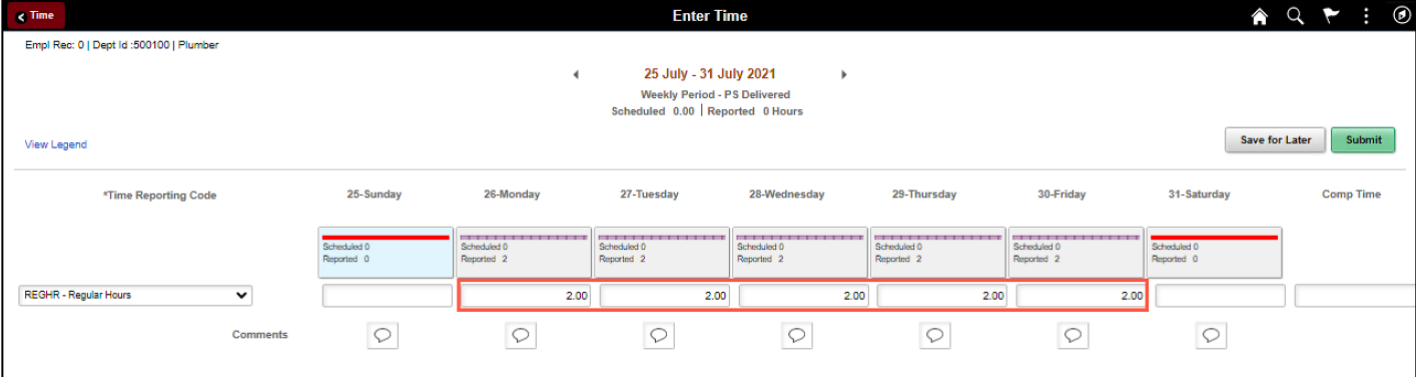


The screenshot shows the 'Enter Time' interface for an employee (Empl Rec: 0 | Dept Id: 500100 | Plumber) for the weekly period of 25 July - 31 July 2021. The interface displays a table with columns for days of the week (25-Sunday, 26-Monday, 27-Tuesday, 28-Wednesday, 29-Thursday, 30-Friday, 31-Saturday) and a 'Comp Time' column. Each day column contains a 'Scheduled' and 'Reported' field, both currently set to 0. A dropdown menu for 'Time Reporting Code' is open, showing 'REGHR - Regular Hours' selected. The interface also includes a 'View Legend' link, a 'Save for Later' button, and a 'Submit' button.

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**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								

## University of South Carolina Time and Labor - MSS

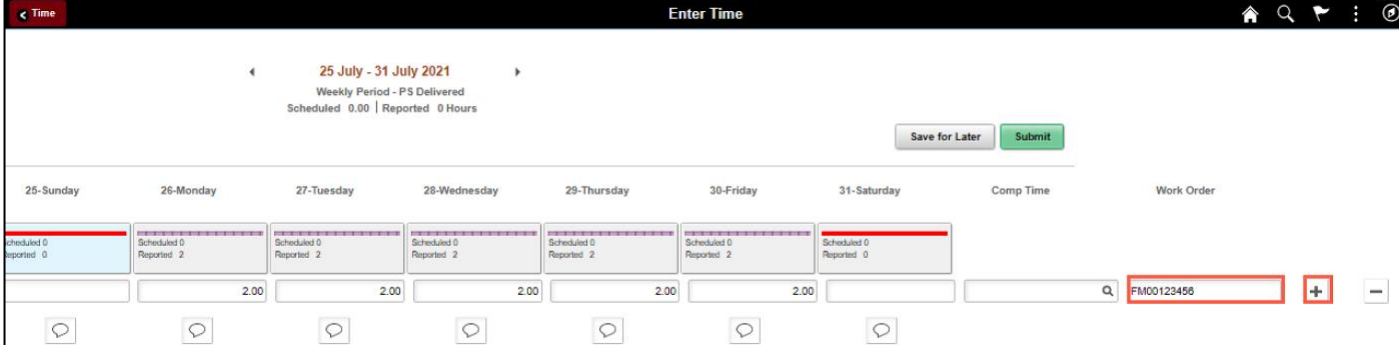
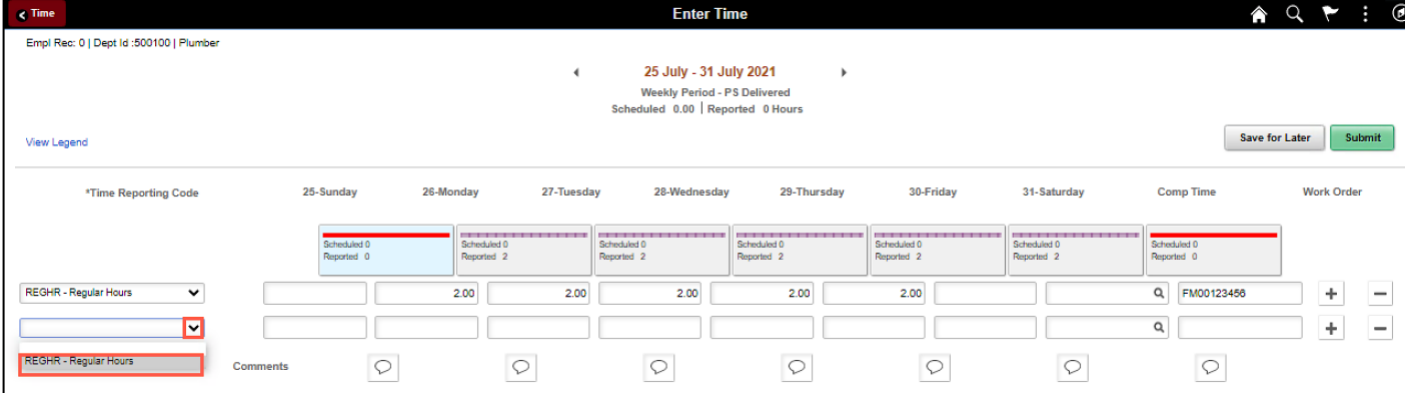
### Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders on Behalf of an Hourly Employee

**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**.

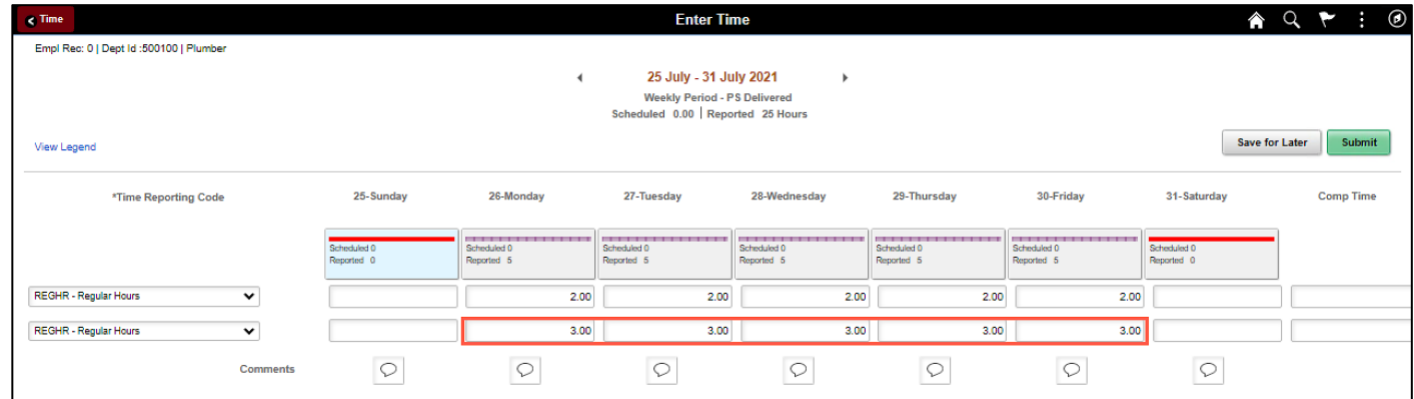





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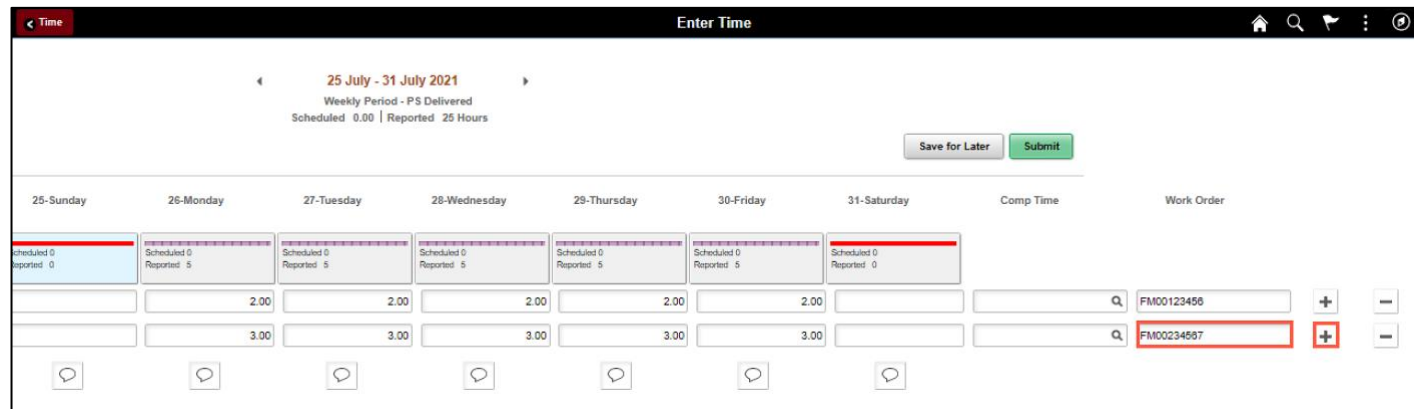
Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders  
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**Step 18:** Click in the **Time Entry** field and enter hours worked for each day.



**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.

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



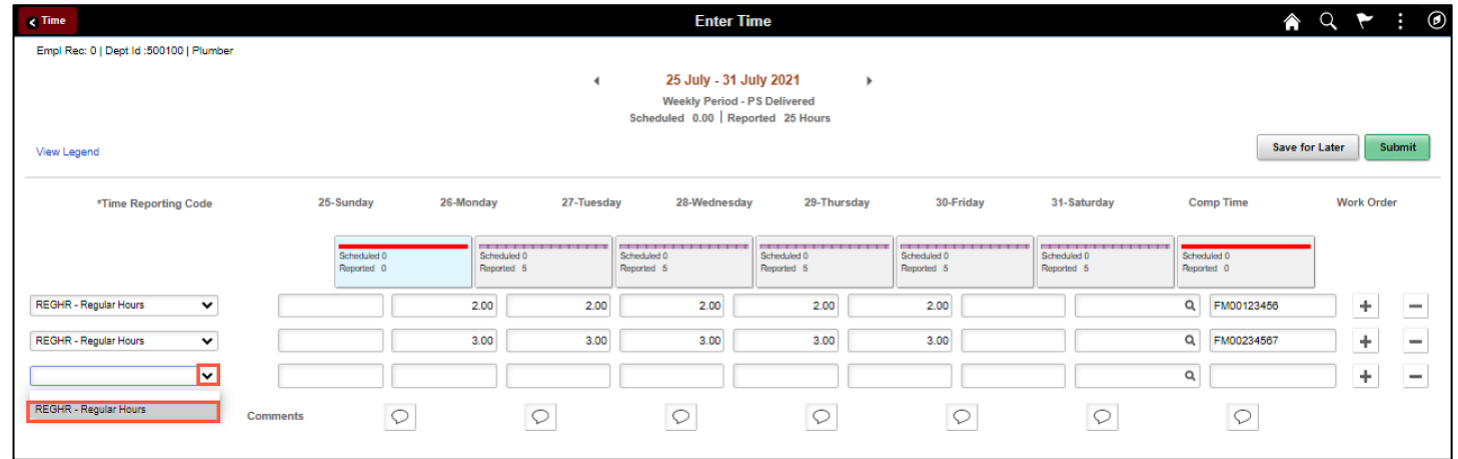
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### Enter or Adjust Time on an Elapsed Hourly Timesheet for Multiple Work Orders on Behalf of an Hourly Employee

**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.

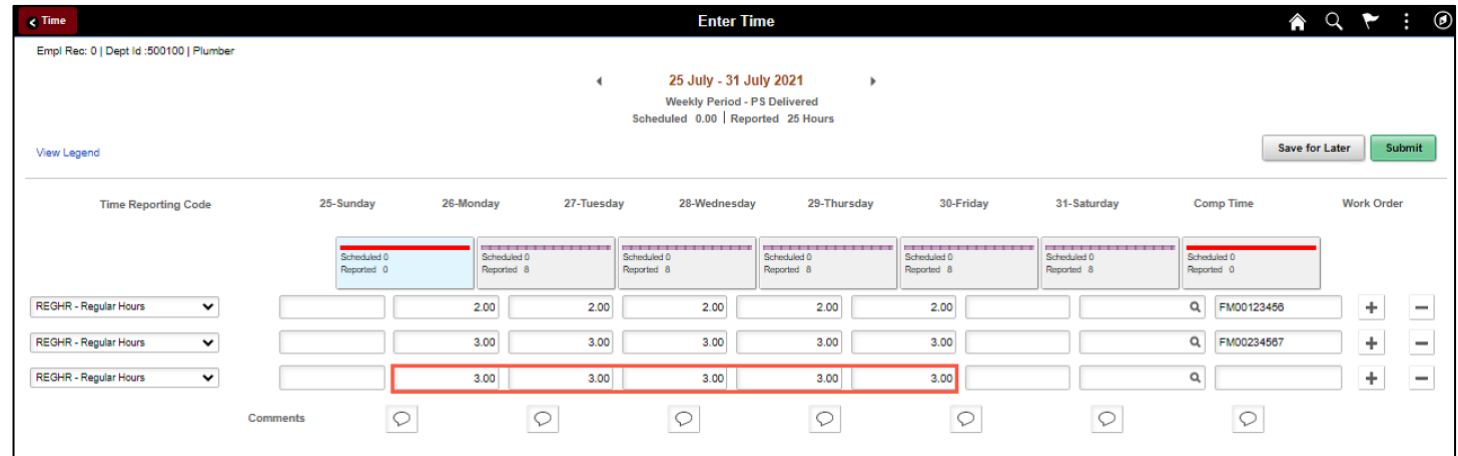


**Enter Time**  
Empl Rec: 0 | Dept Id :500100 | Plumber  
25 July - 31 July 2021  
Weekly Period - PS Delivered  
Scheduled 0.00 | Reported 25 Hours

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 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	2.00		FM00234567
REGHR - Regular Hours		3.00	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

View Legend

Save for Later Submit

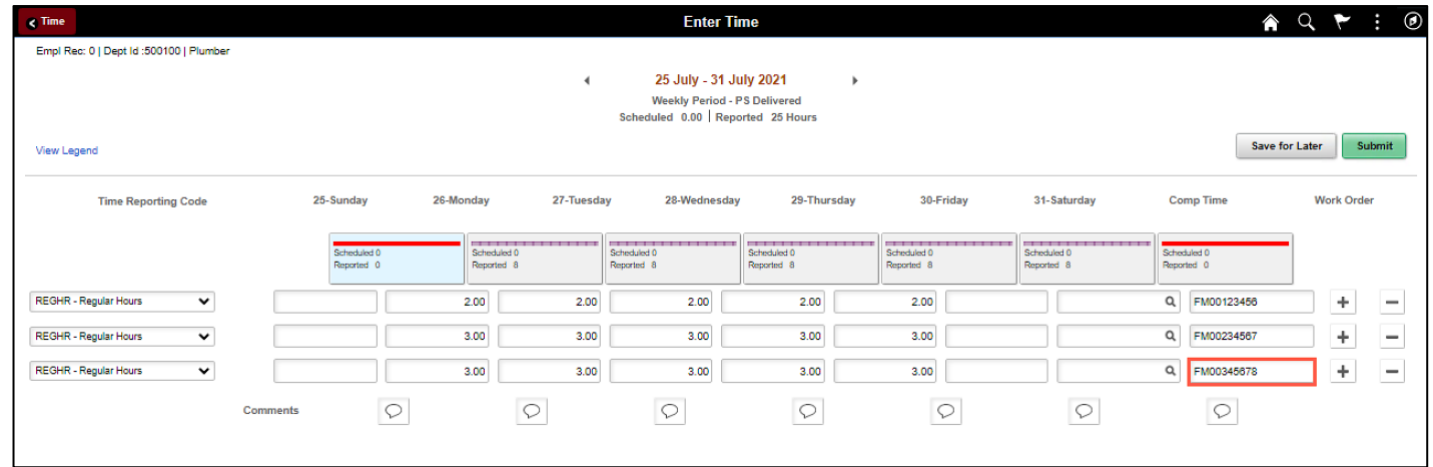
Time Reporting Code	25-Sunday	26-Monday	27-Tuesday	28-Wednesday	29-Thursday	30-Friday	31-Saturday	Comp Time	Work Order
REGHR - Regular Hours	Scheduled 0 Reported 0	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8		FM00123456
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00	2.00		FM00234567
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		

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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.



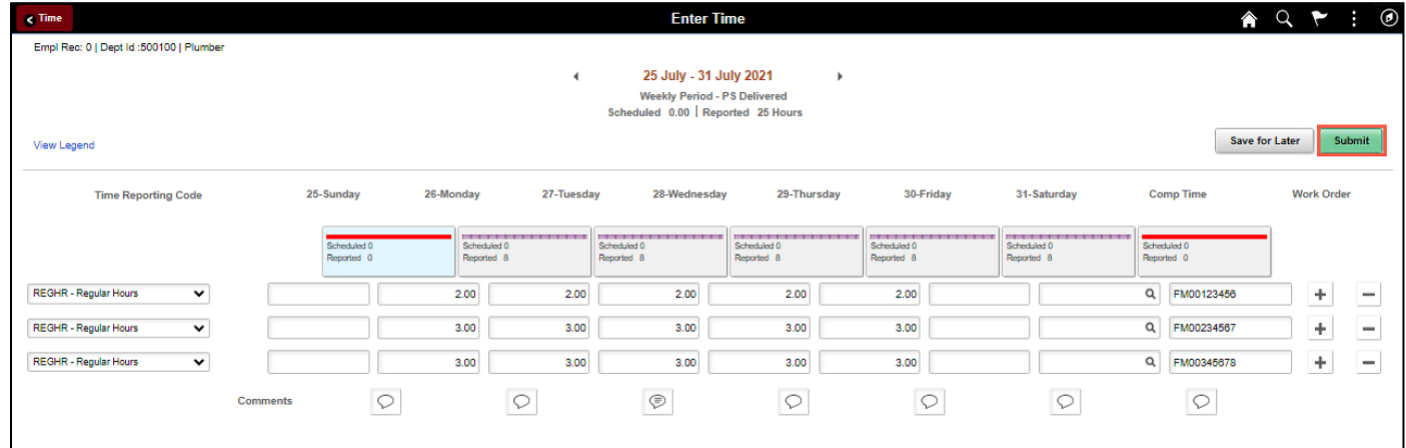
The screenshot shows the 'Enter Time' interface for a weekly period from July 25 to July 31, 2021. The user is logged in as a Plumber (Dept ID: 500100). The interface displays a grid for entering time, with columns for days of the week (25-Sunday, 26-Monday, 27-Tuesday, 28-Wednesday, 29-Thursday, 30-Friday, 31-Saturday) and a 'Comp Time' column. The grid shows scheduled and reported hours for each day. The third row is highlighted, and the work order field 'FM00345978' is selected.

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	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			FM00345978
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00			

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



Emply 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 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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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 manager on behalf of an employee, additional approval is not required.

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 | Unapproved Time 40.00

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 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	Scheduled 0 Reported 8	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		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		

Comments


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.

