

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

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

This job aid outlines how a TL/ABS Approver will enter or adjust time on an elapsed timesheet with multiple work orders on an employee’s behalf. 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.

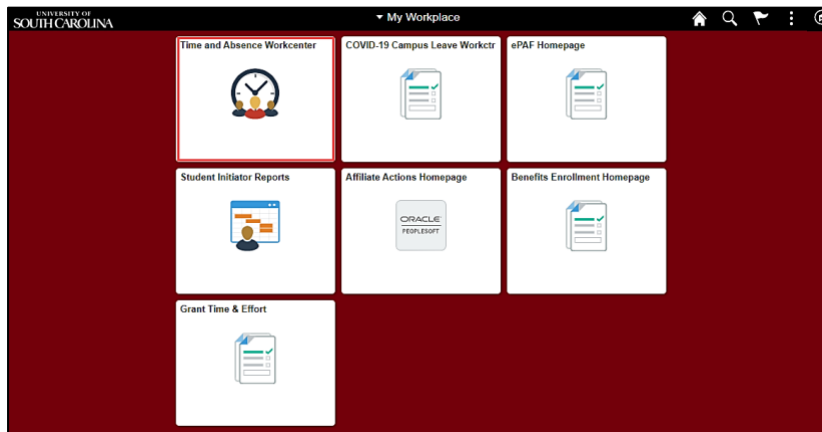
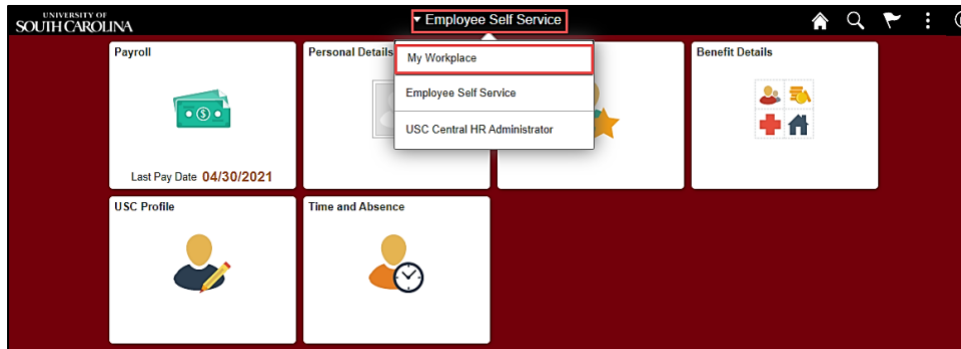
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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.

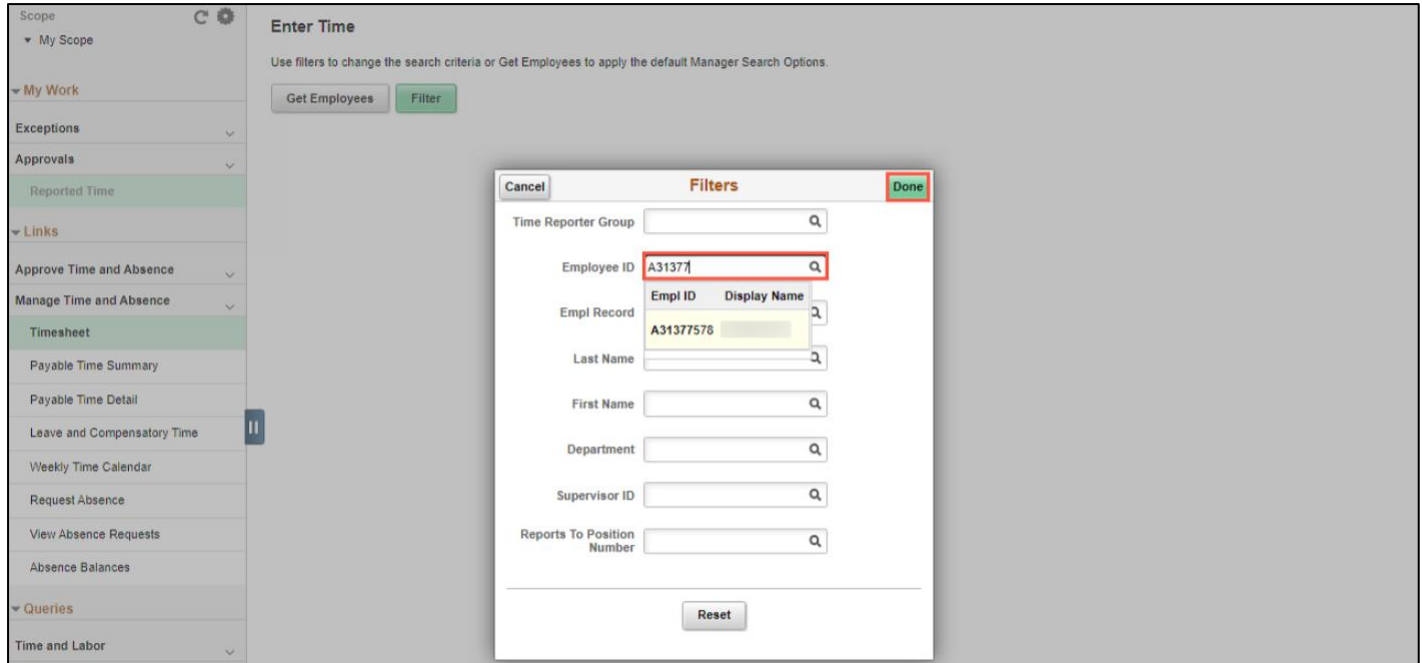


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu is visible with the following items: Scope (My Scope), My Work, Exceptions, Approvals, Reported Time (2), Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted in green), Payable Time Summary,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

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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.

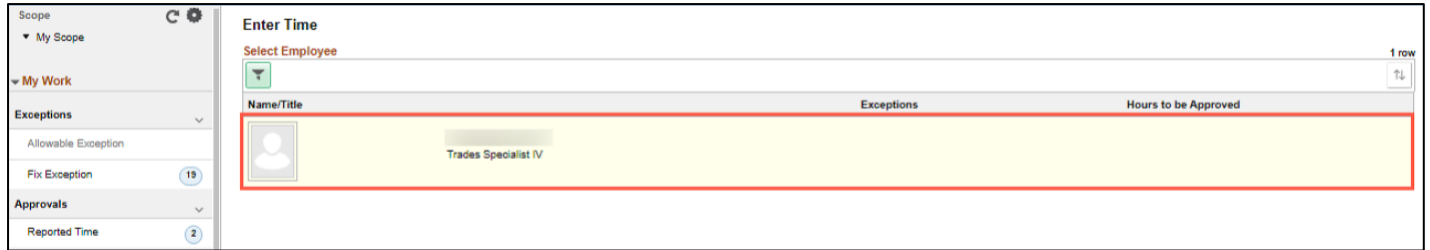
Step 7: Click **Done** to move on to the Enter Time page.



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 'Timesheet' option is highlighted. The main area is titled 'Enter Time' and contains a 'Get Employees' button and a 'Filter' button. A 'Filters' modal is open, showing search criteria: Time Reporter Group, Employee ID (with 'A31377' entered), Empl Record (with a dropdown 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 'Done' button in the modal is highlighted with a red box.

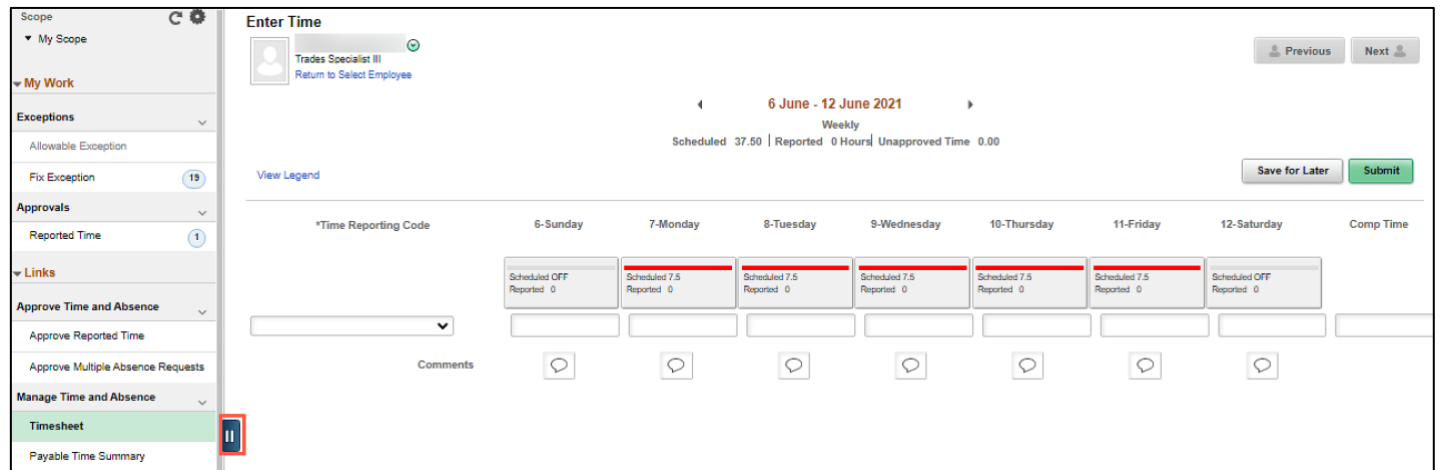
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Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



The screenshot shows the 'Enter Time' interface. On the left is a sidebar with navigation options: My Scope, My Work, Exceptions (with a 'Fix Exception' button showing 19), Approvals, and Reported Time (with a 'Reported Time' button showing 2). The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below it is a table with columns 'Name/Title', 'Exceptions', and 'Hours to be Approved'. A single row is visible for 'Trades Specialist IV', which is highlighted with a red border.

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.



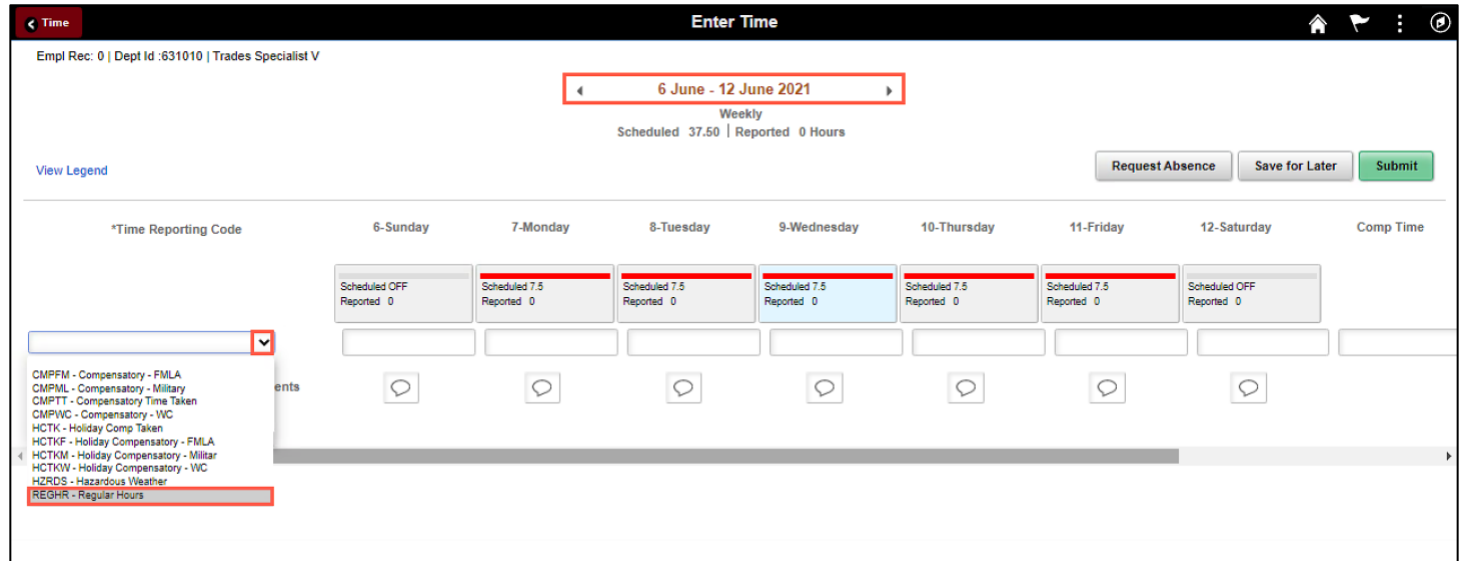
The screenshot shows the expanded 'Enter Time' page for 'Trades Specialist III'. The page includes navigation buttons for 'Previous' and 'Next', and a date range of '6 June - 12 June 2021'. It displays a weekly summary: 'Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00'. Below this is a 'View Legend' section and a grid for entering time by day. The grid columns are: *Time Reporting Code, 6-Sunday, 7-Monday, 8-Tuesday, 9-Wednesday, 10-Thursday, 11-Friday, 12-Saturday, and Comp Time. Each day's cell contains 'Scheduled' and 'Reported' values. For example, Monday through Friday show 'Scheduled 7.5' and 'Reported 0'. A 'Comments' field is present below the grid. On the left sidebar, the 'Timesheet' link is highlighted with a red box and an expand icon.

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In this scenario the employee forgot to enter and/or submit their timesheet for the week of 6/6/2021 – 6/12/2021. 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.

Note: If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

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



Enter Time

Empl Rec: 0 | Dept Id :631010 | Trades Specialist V

6 June - 12 June 2021

Weekly
Scheduled 37.50 | Reported 0 Hours

[View Legend](#) [Request Absence](#) [Save for Later](#) [Submit](#)

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
<ul style="list-style-type: none"> CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPPT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Military HCTKW - Holiday Compensatory - WC HZRDS - Hazardous Weather REGHR - Regular Hours 								

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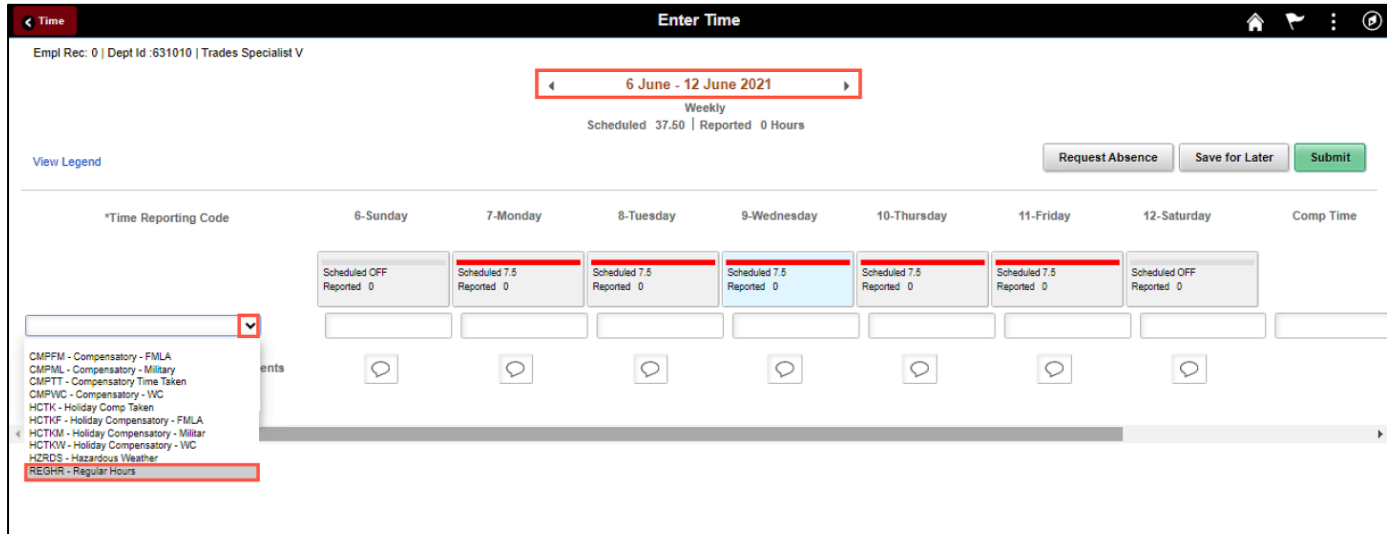
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

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

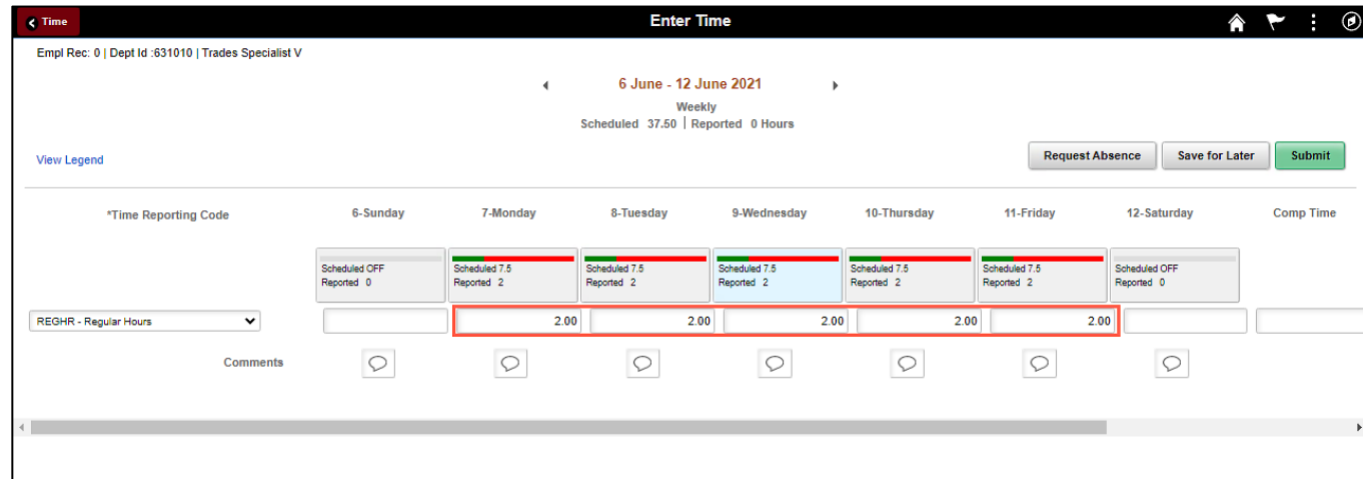
Step 12: Select **REGHR – Regular Hours**.

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



The screenshot shows the 'Enter Time' interface for a weekly timesheet from June 6 to June 12, 2021. The user is 'Trades Specialist V' with 37.50 scheduled hours and 0 reported hours. A dropdown menu for the 'Time Reporting Code' is open, showing various codes. 'REGHR - Regular Hours' is highlighted in red. The table below shows the current state where all days are 'Scheduled OFF' with 0 reported hours.

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
REGHR - Regular Hours								



The screenshot shows the 'Enter Time' interface after 2.00 hours have been entered for each day from Monday to Friday. The 'Time Reporting Code' is now 'REGHR - Regular Hours'. The table below shows the updated reported hours.

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		

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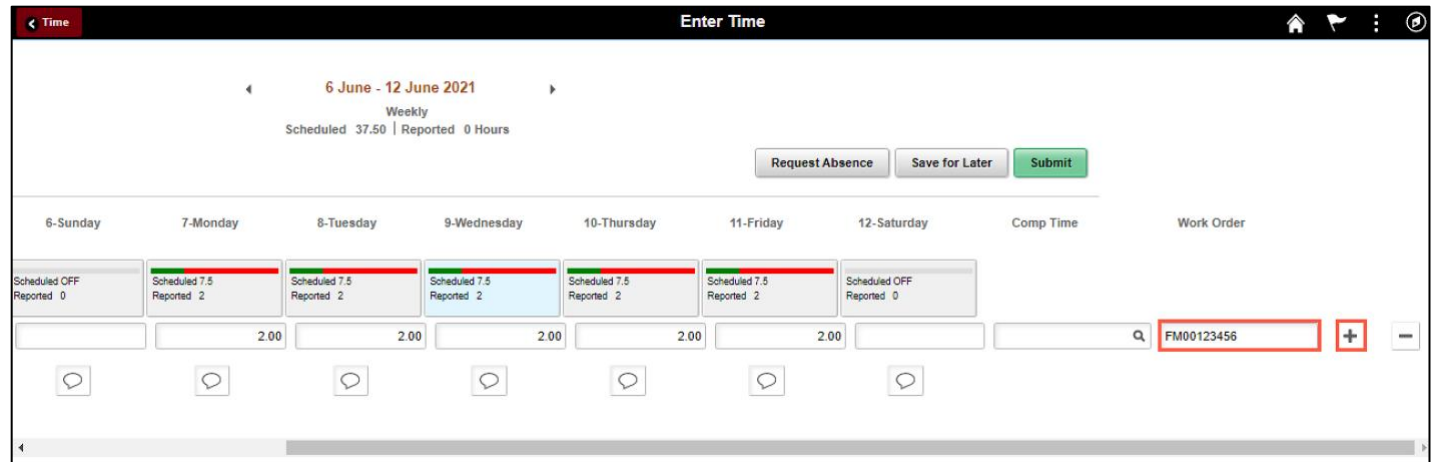
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Step 14: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

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

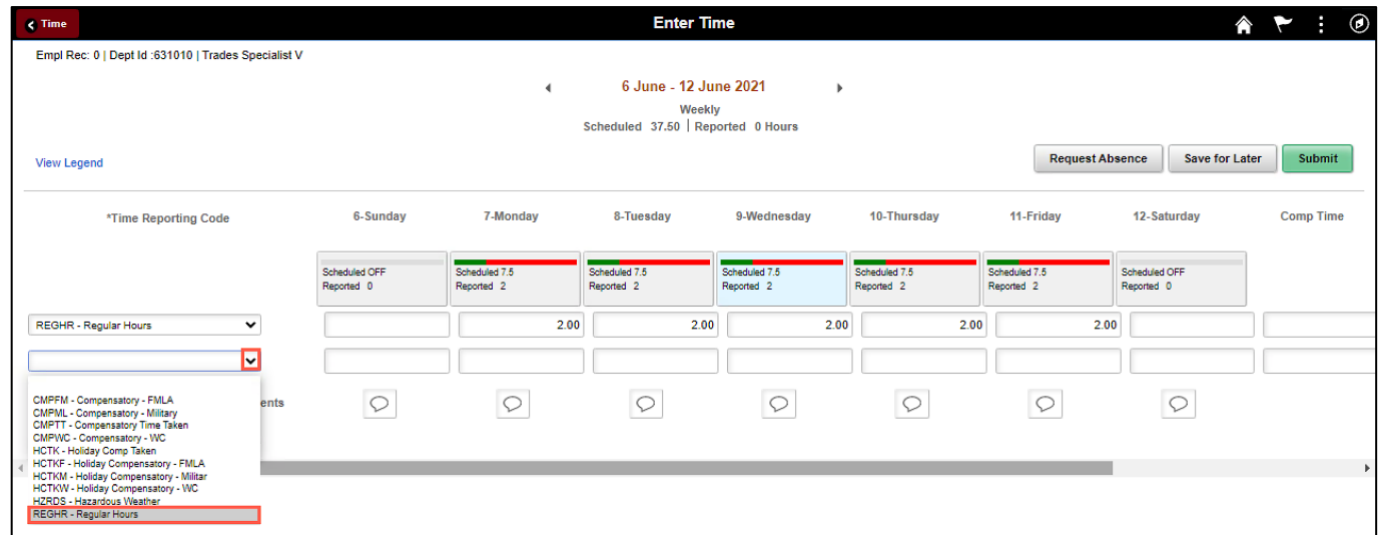


Enter Time

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported 0		
	2.00	2.00	2.00	2.00	2.00			FM00123456 +



Enter Time

Empl Rec: 0 | Dept Id: 631010 | Trades Specialist V

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

View Legend

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		

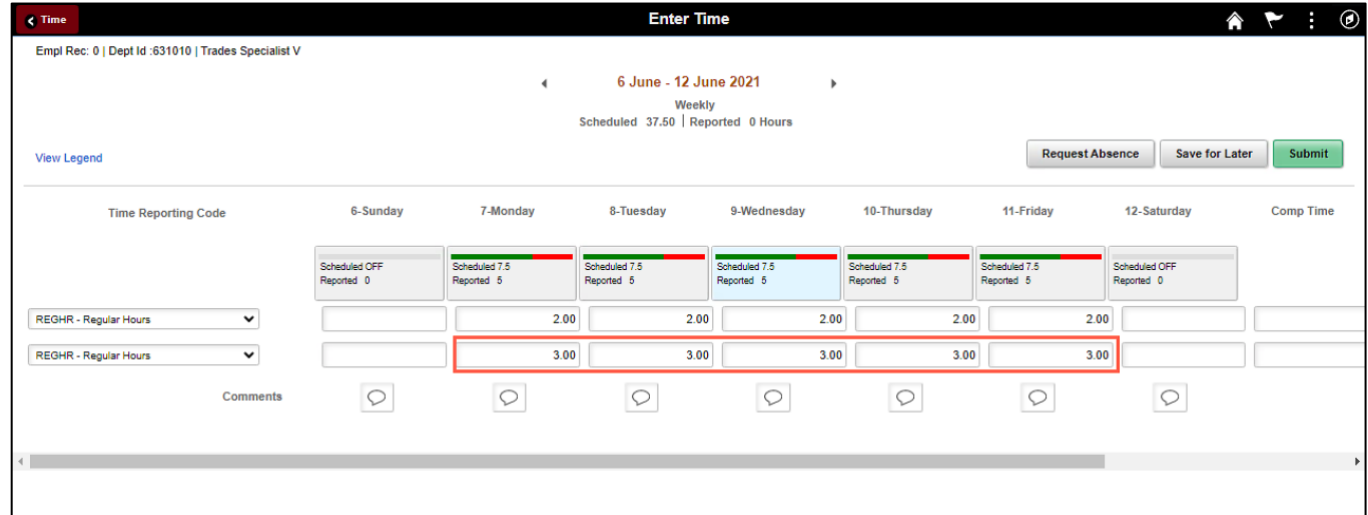
REGHR - Regular Hours

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPFVC - Compensatory - VWC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - VWC
- HZRDS - Hazardous Weather
- REGHR - Regular Hours

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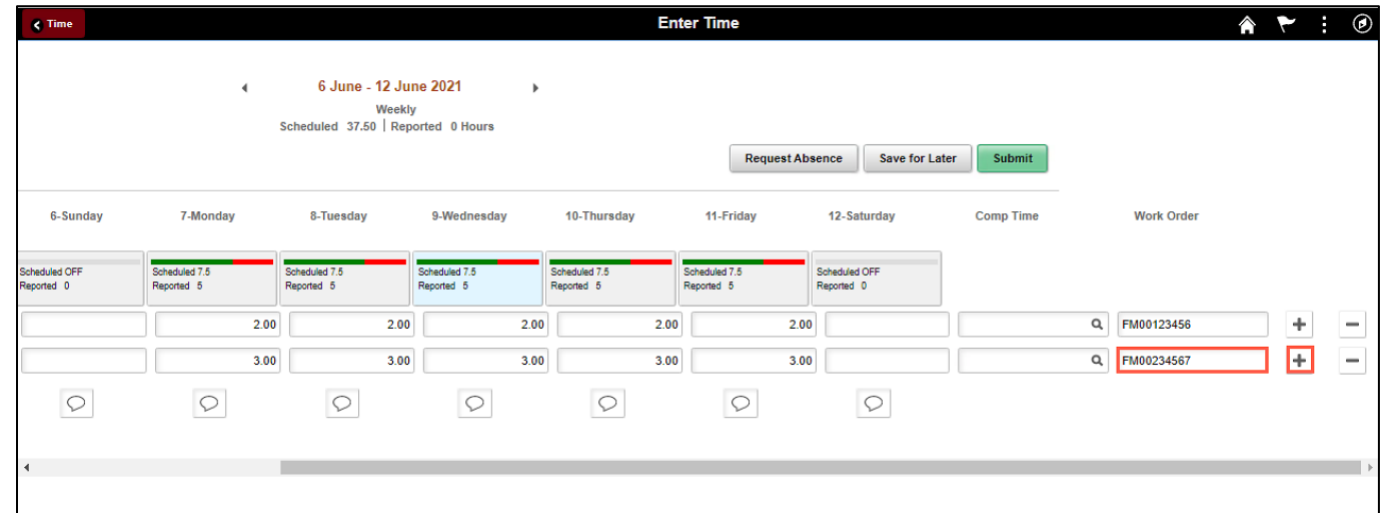
Step 18: Click in the **Time Entry** field and enter hours worked for each day.



Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF 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.

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



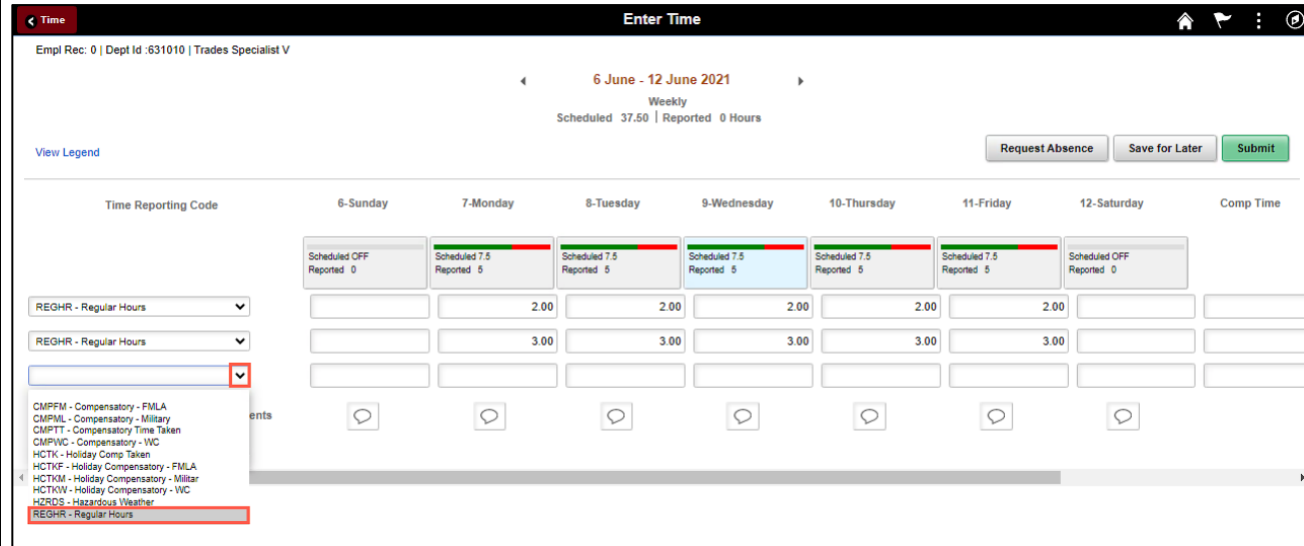
6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0		
	2.00	2.00	2.00	2.00	2.00			FM00123456
	3.00	3.00	3.00	3.00	3.00			FM00234567

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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.

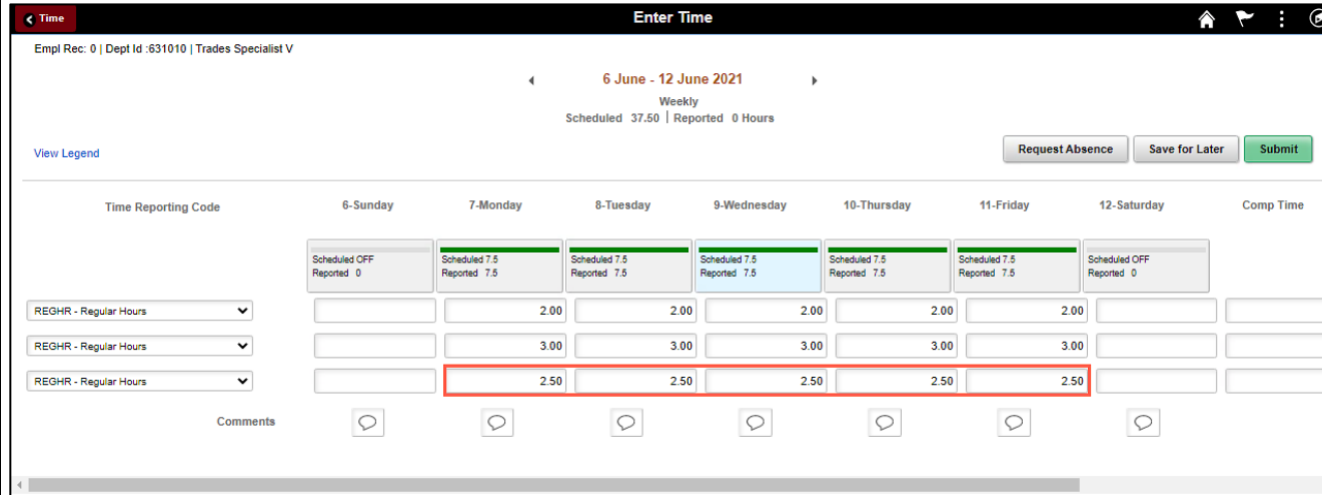


Enter Time
Empl Rec: 0 | Dept Id: 631010 | Trades Specialist V
6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF 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								

Comments



Enter Time
Empl Rec: 0 | Dept Id: 631010 | Trades Specialist V
6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF 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		2.50	2.50	2.50	2.50	2.50		

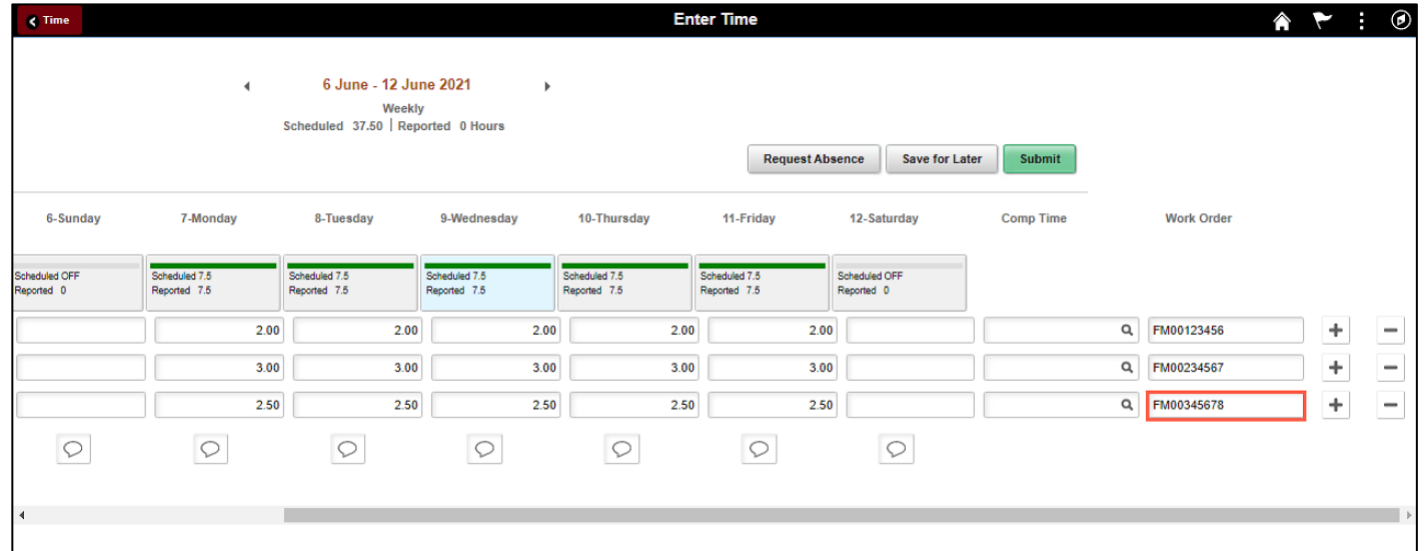
Comments

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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 20 through 24.



Enter Time

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours


Request Absence Save for Later Submit

6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
<input type="text"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text" value="2.00"/>	<input type="text"/>	<input type="text" value="FM00123456"/> + -
<input type="text"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text" value="3.00"/>	<input type="text"/>	<input type="text" value="FM00234567"/> + -
<input type="text"/>	<input type="text" value="2.50"/>	<input type="text" value="2.50"/>	<input type="text" value="2.50"/>	<input type="text" value="2.50"/>	<input type="text" value="2.50"/>	<input type="text" value="2.50"/>	<input type="text"/>	<input type="text" value="FM00345678"/> + -

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

Enter Time

 Travis Spector III
[Return to Select Employee](#)

[Previous](#) [Next](#)

◀ **6 June - 12 June 2021** ▶
 Weekly
 Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

[View Legend](#)

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

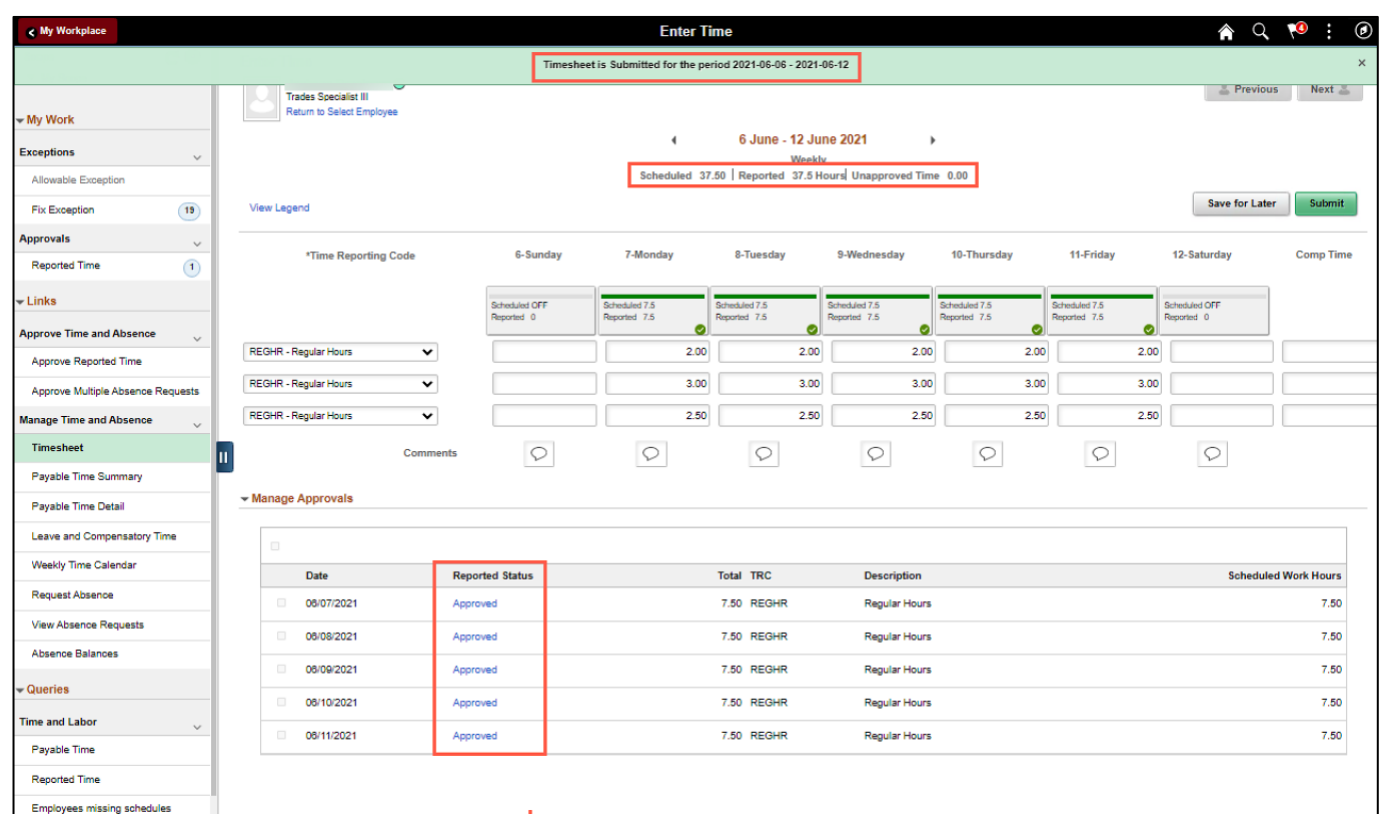
Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours	<input type="text"/>	2.00	2.00	2.00	2.00	2.00	<input type="text"/>	<input type="text"/>	FM00123456 + -
REGHR - Regular Hours	<input type="text"/>	3.00	3.00	3.00	3.00	3.00	<input type="text"/>	<input type="text"/>	FM00234567 + -
REGHR - Regular Hours	<input type="text"/>	2.50	2.50	2.50	2.50	2.50	<input type="text"/>	<input type="text"/>	FM00345678 + -
	Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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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 2021-06-06 - 2021-06-12

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 37.5 Hours | Unapproved Time 0.00





*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF 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		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		

Date	Reported Status	Total TRC	Description	Scheduled Work Hours
06/07/2021	Approved	7.50 REGHR	Regular Hours	7.50
06/08/2021	Approved	7.50 REGHR	Regular Hours	7.50
06/09/2021	Approved	7.50 REGHR	Regular Hours	7.50
06/10/2021	Approved	7.50 REGHR	Regular Hours	7.50
06/11/2021	Approved	7.50 REGHR	Regular Hours	7.50

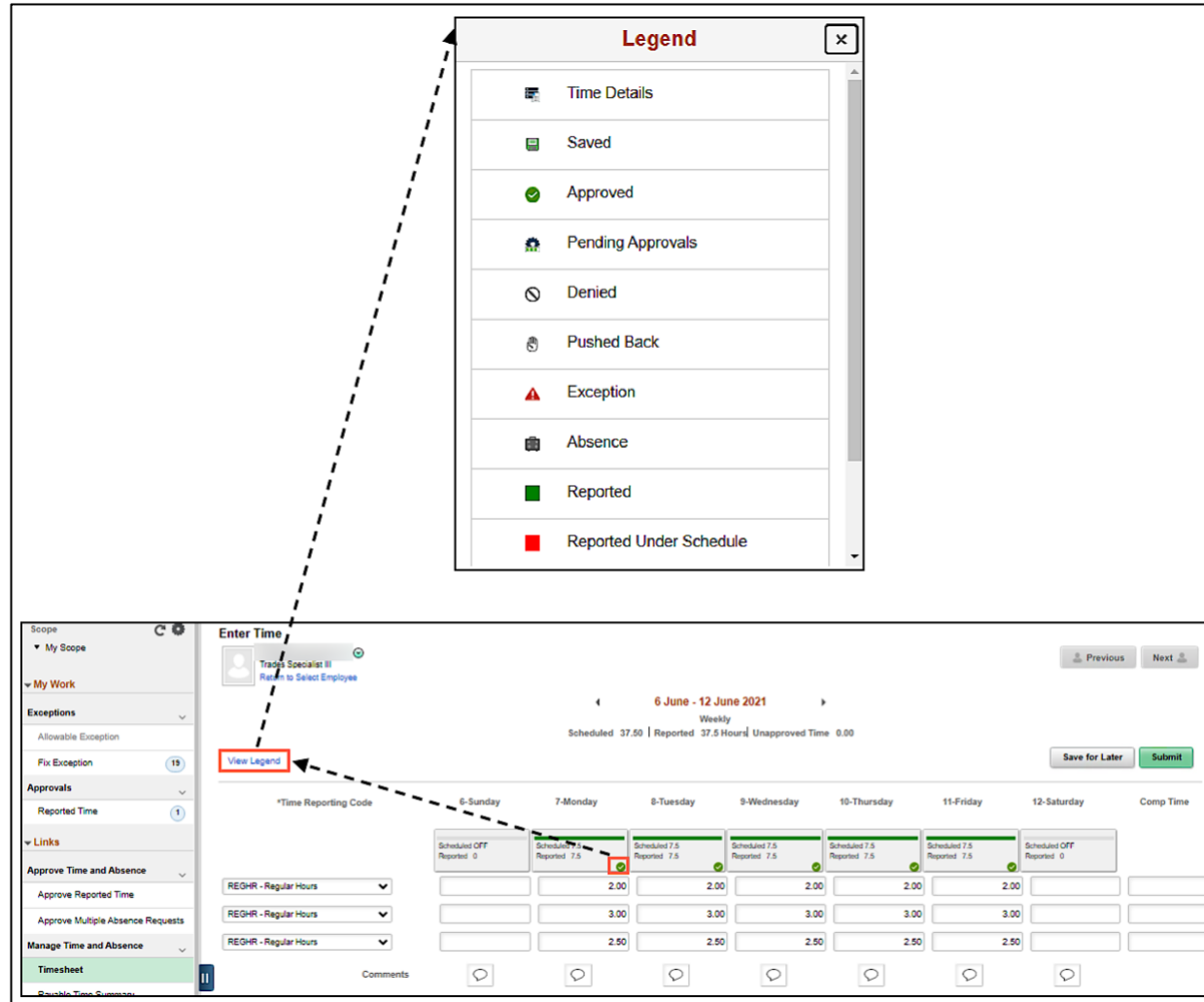
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Step 27: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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 timesheet for multiple work orders on an employee's behalf.



The screenshot displays the 'Enter Time' interface for an employee named 'Travis Specialist III'. The interface includes a sidebar with navigation options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', and 'Links'. The main area shows a calendar grid for the week of June 6-12, 2021. A 'View Legend' link is highlighted in the top left of the main area. A 'Legend' popup window is open, listing various status icons and their descriptions: Time Details, Saved, Approved, Pending Approvals, Denied, Pushed Back, Exception, Absence, Reported, and Reported Under Schedule. The calendar grid shows scheduled and reported hours for each day, with a 'View Legend' link highlighted in the top left of the main area.