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

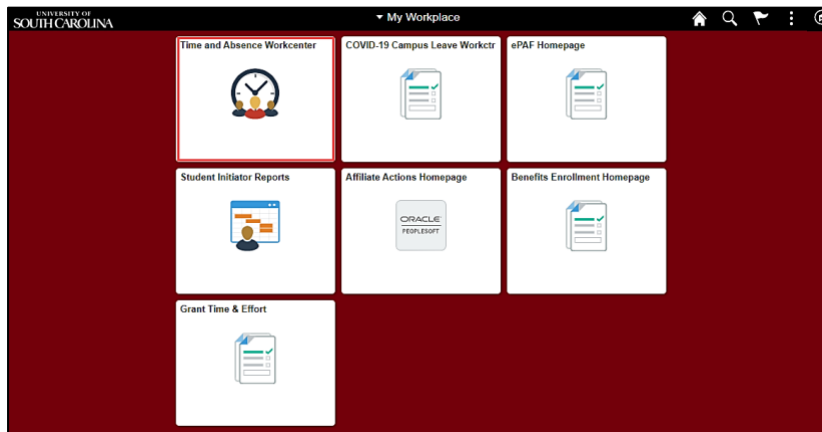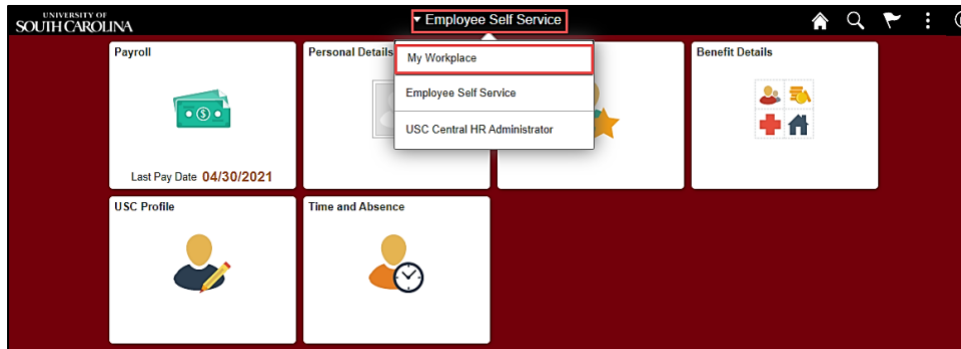| How to enter or adjust time on an elapsed timesheet for multiple work orders: |
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| This job aid outlines how a TL/ABS Approver will enter or adjust time on an elapsed timesheet with multiple work orders on an employee's behalf. A TL/ABS approver has 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	Screenshots
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.	

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.

Scope	C ⚙
▼ My Scope	
▼ **My Work**	
Exceptions	⌄
Approvals	⌄
Reported Time	
▼ **Links**	
Approve Time and Absence	⌄
Manage Time and Absence	⌄
Manage Enrollment	⌄
Time and Labor Processing	⌄
Leave Donations	⌄
Extended Absences	⌄
▼ **Queries**	
Query Manager	
Time and Labor	⌄
Absence Managent	⌄
▼ **Reports/Processes**	
Reports	⌄

Step 4: Click the **Timesheet** option from the list. **Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.	**Scope** ▾ My Scope ▾ **My Work** **Exceptions** **Approvals** Reported Time ② ▾ **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 **Enter Time** Use filters to change the search criteria or Get Employees to apply the default Manager Search Options. Get Employees Filter
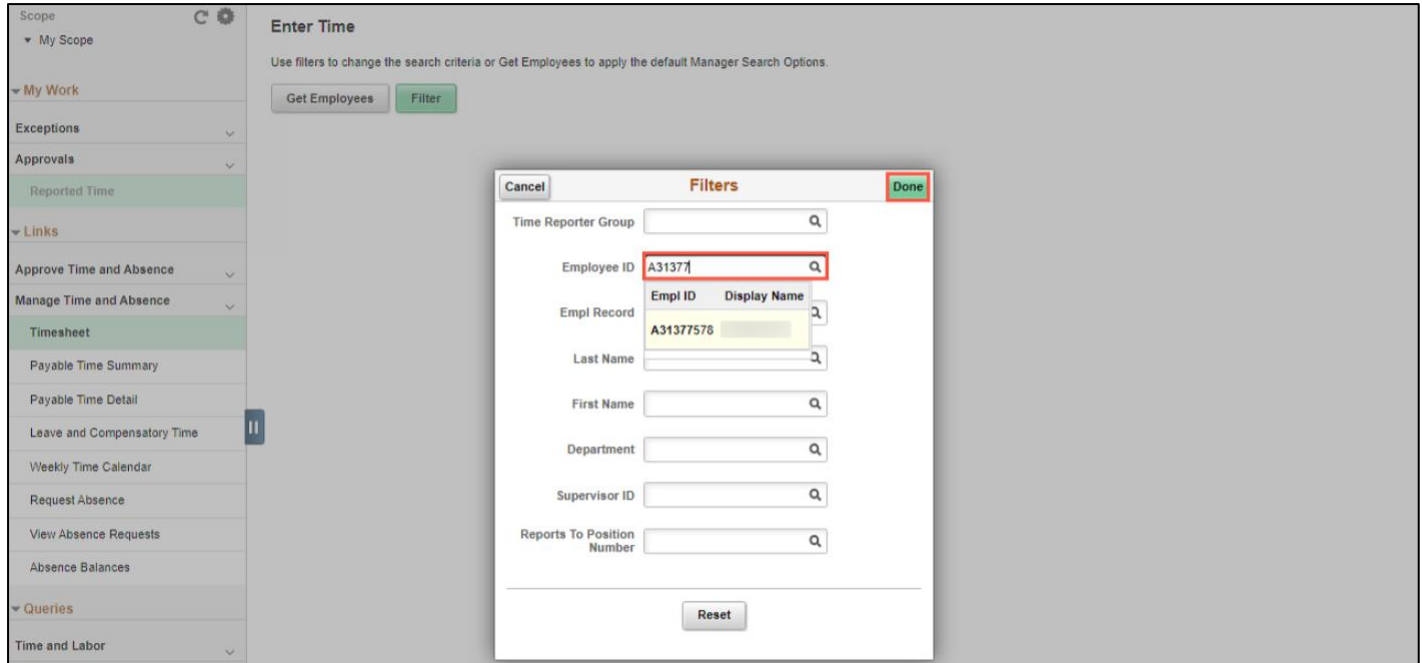
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.
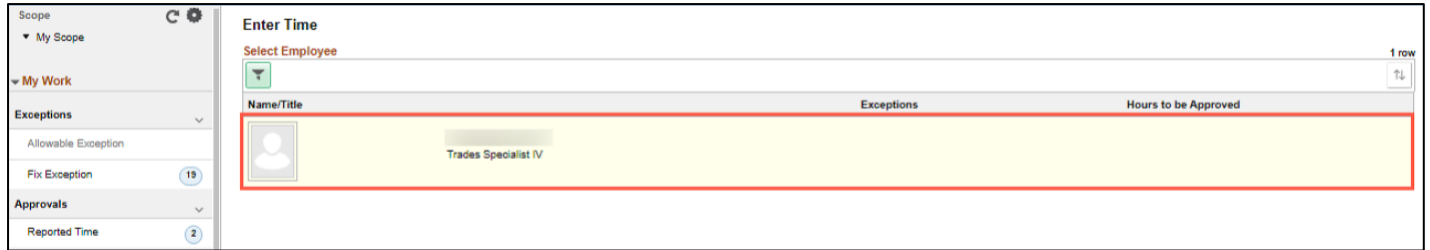
Step 7: Click **Done** to move on to the Enter Time page.

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

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.

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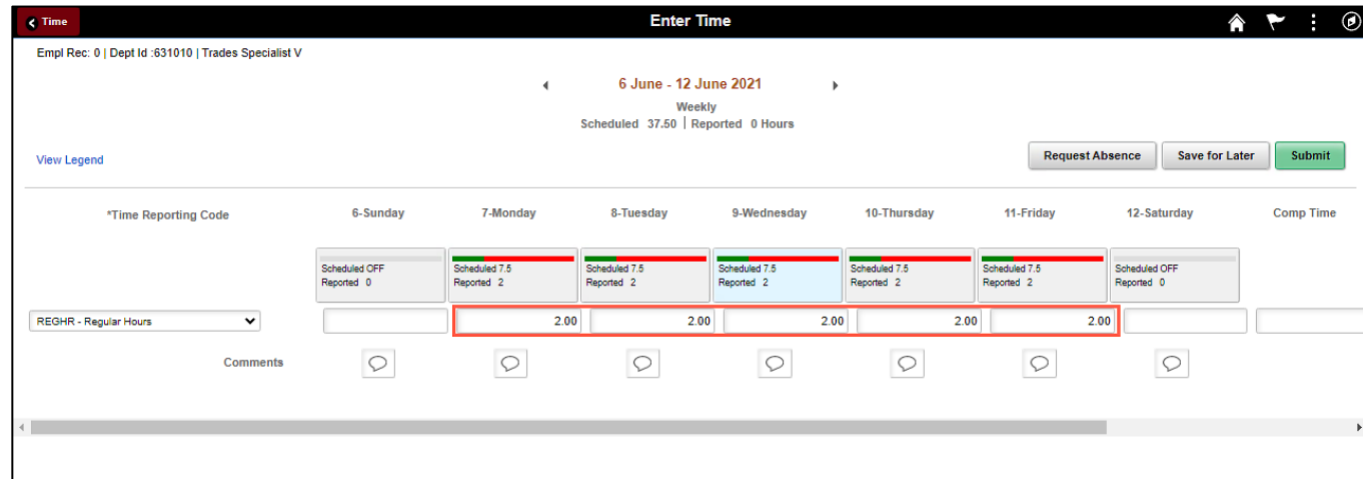
Step 12: Select **REGHR – Regular Hours.**

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

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.**

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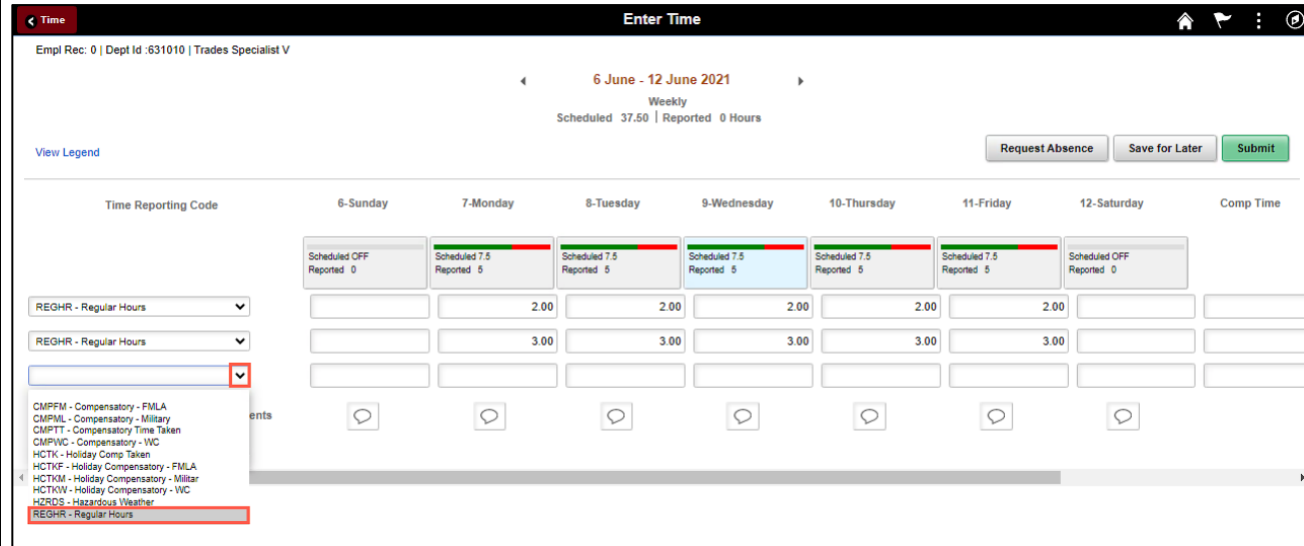
Step 21/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

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

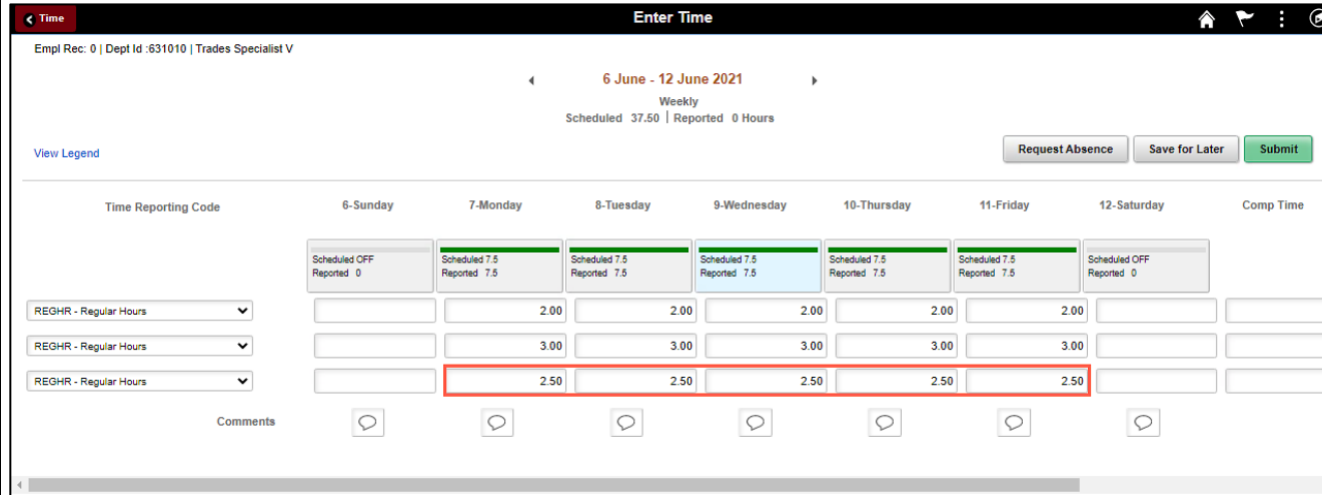**Step 23:** Click in the **Time Entry** field and enter hours worked for each day.

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.

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

Enter Time

Trades Specialist III
Return to Select Employee

◄ 6 June - 12 June 2021 ►
Weekly
Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00

Previous   Next

View Legend

Save for Later   Submit
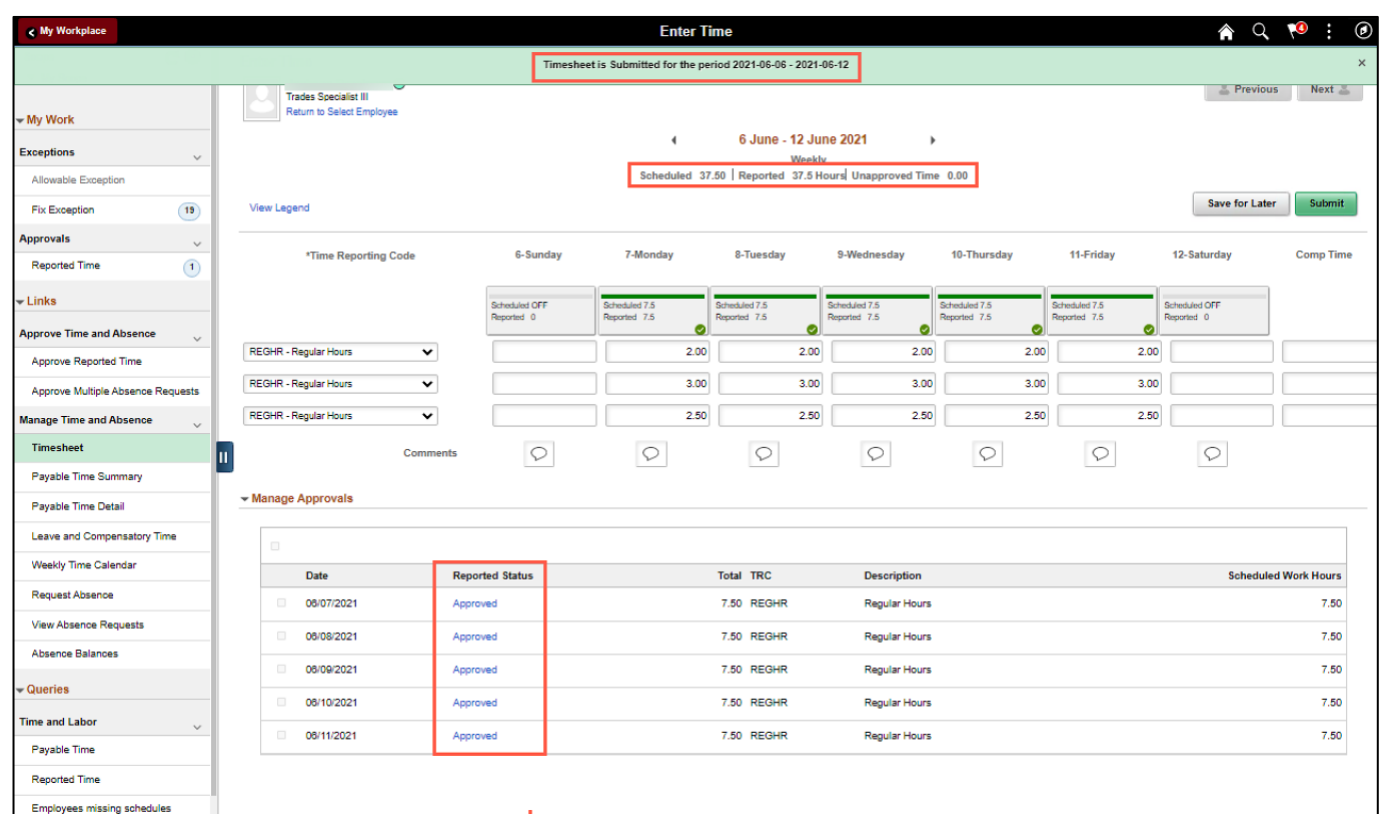
Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order		
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0				
REGHR - Regular Hours ▾		2.00	2.00	2.00	2.00	2.00		🔍	FM00123456	+	−
REGHR - Regular Hours ▾		3.00	3.00	3.00	3.00	3.00		🔍	FM00234567	+	−
REGHR - Regular Hours ▾		2.50	2.50	2.50	2.50	2.50		🔍	FM00345678	+	−
Comments	💬	💬	💬	💬	💬	💬	💬				

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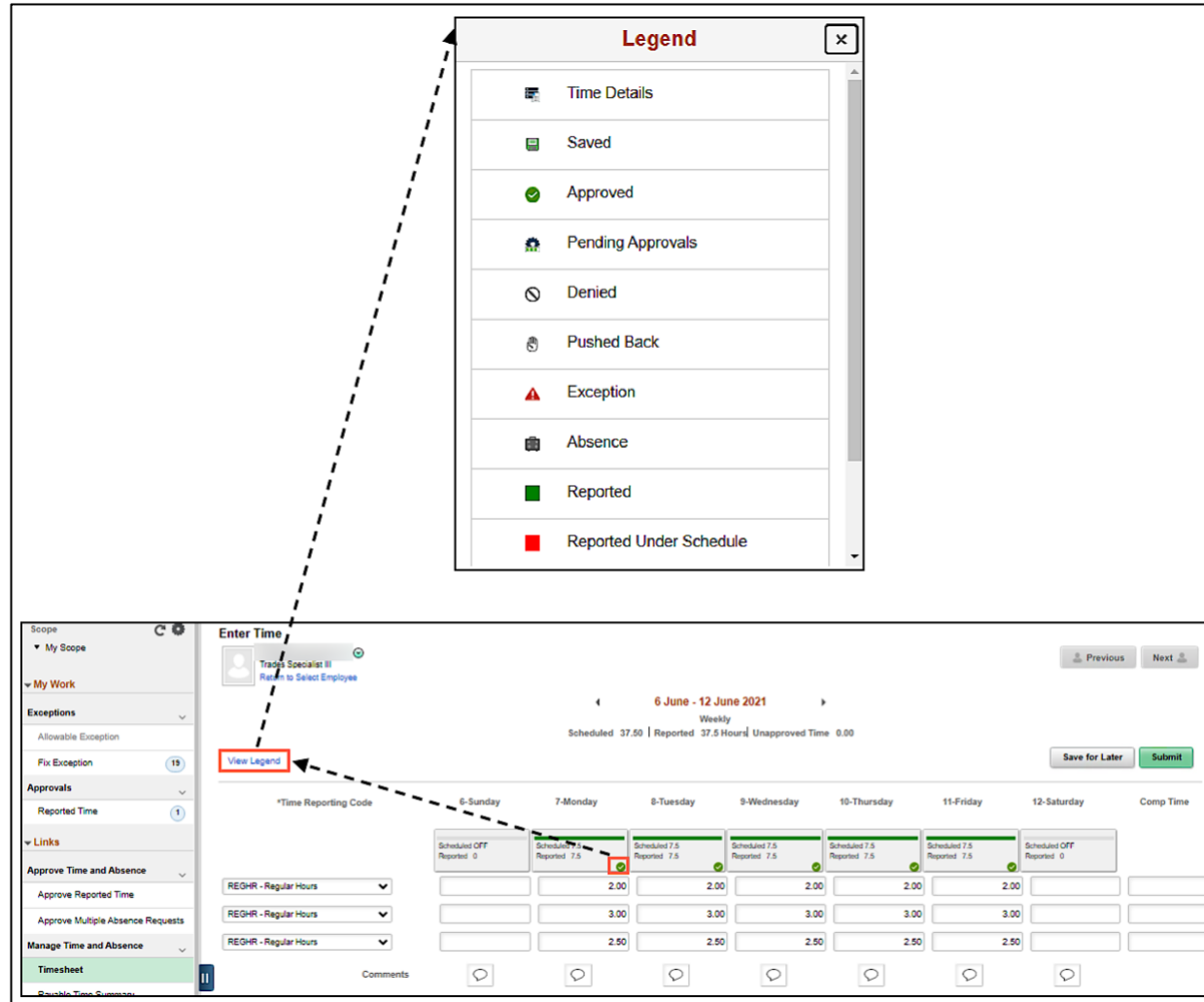
Step 27: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. Click the **View Legend** link to view the legends used and a short description of each one.

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.