

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

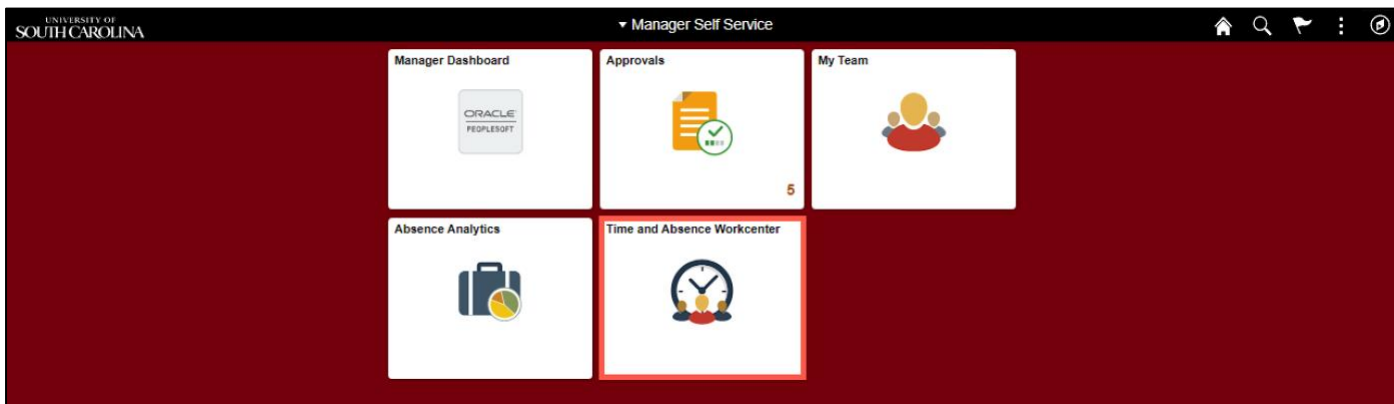
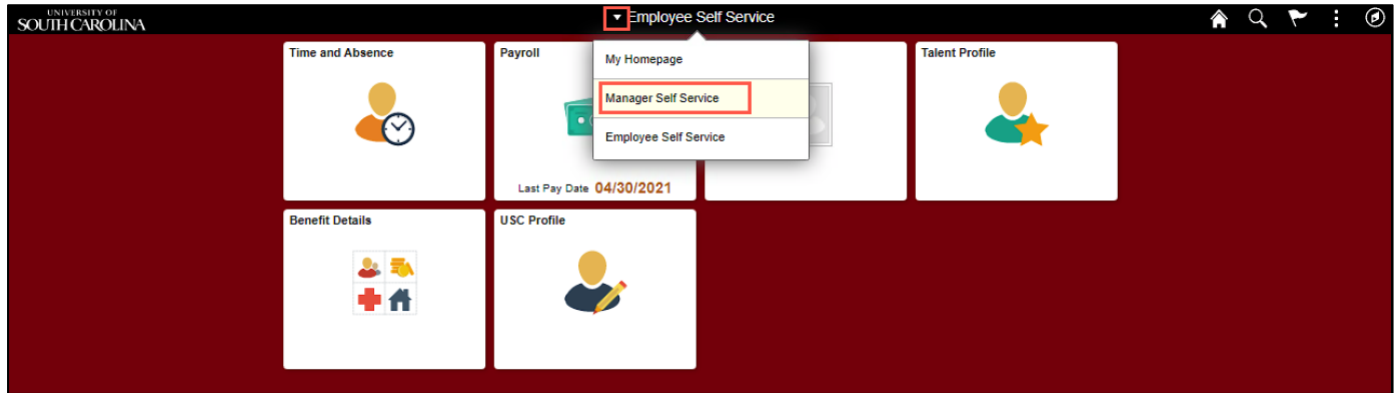
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

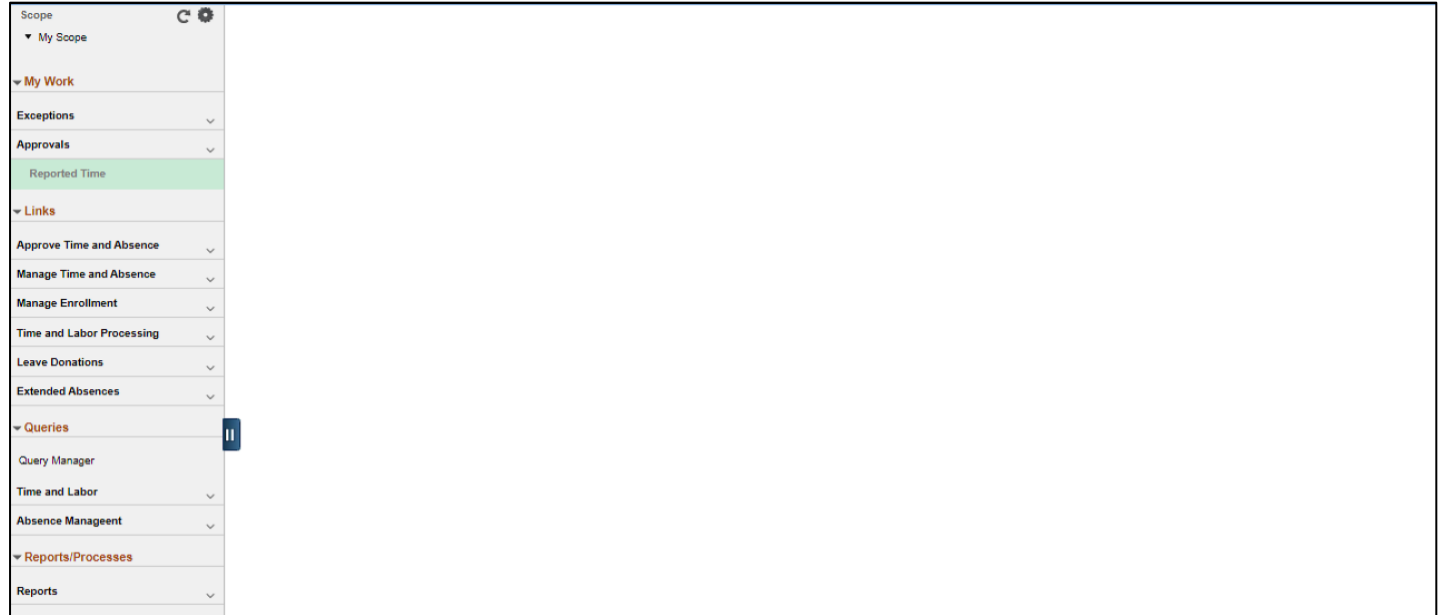


Time and Absence Workcenter

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.

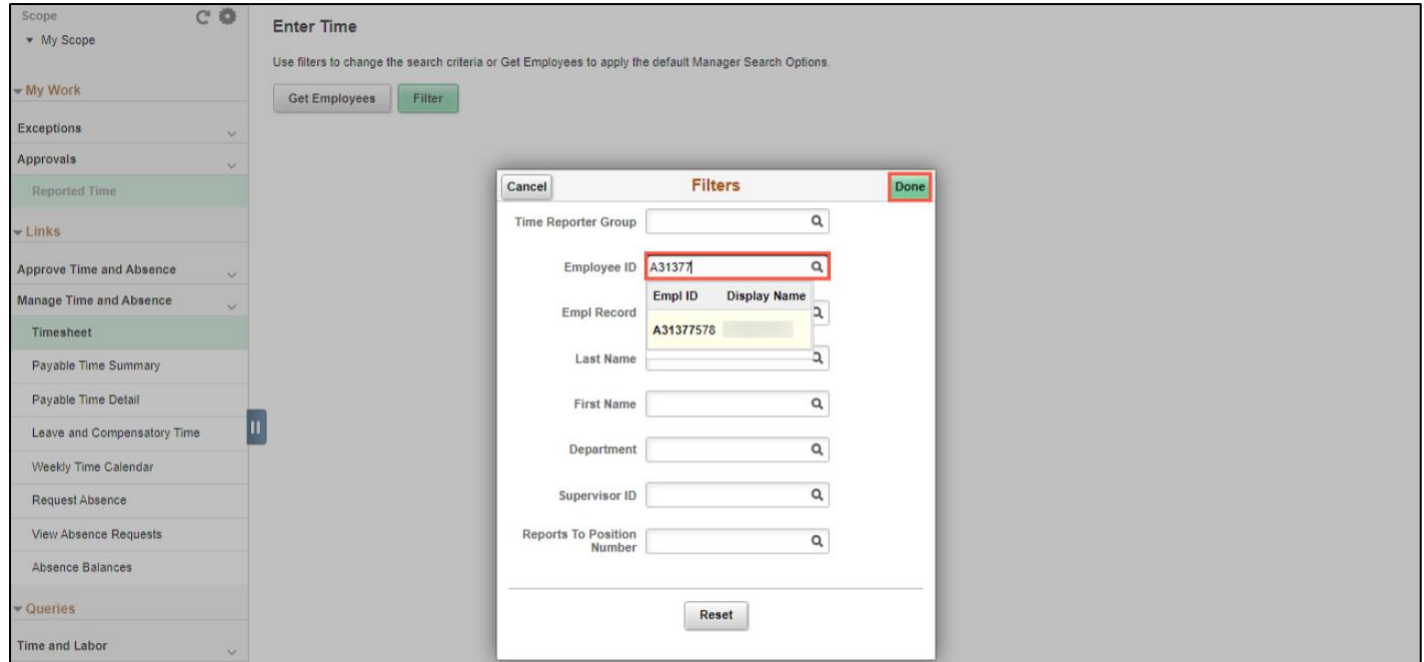
Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



The screenshot displays the 'Enter Time' interface. On the left, a navigation menu lists various options: Scope, My Work, Exceptions, Approvals, Reported Time (with a '2' notification), 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).

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.

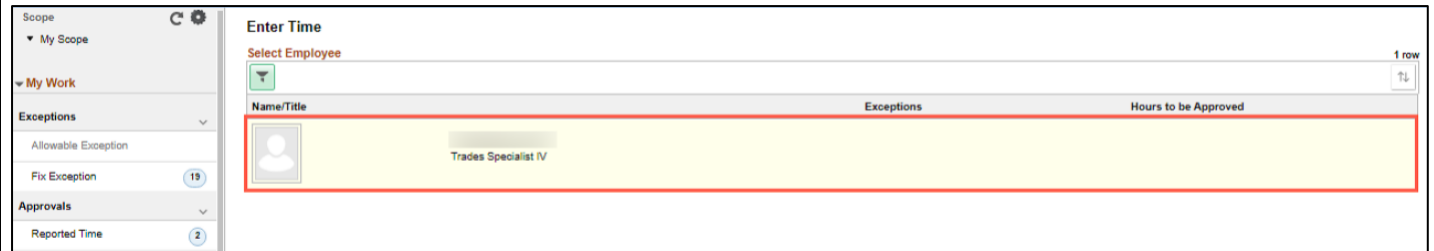
Step 7: Click **Done** to move on to the Enter Time page.



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 the text 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this are two buttons: 'Get Employees' and 'Filter'. 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.

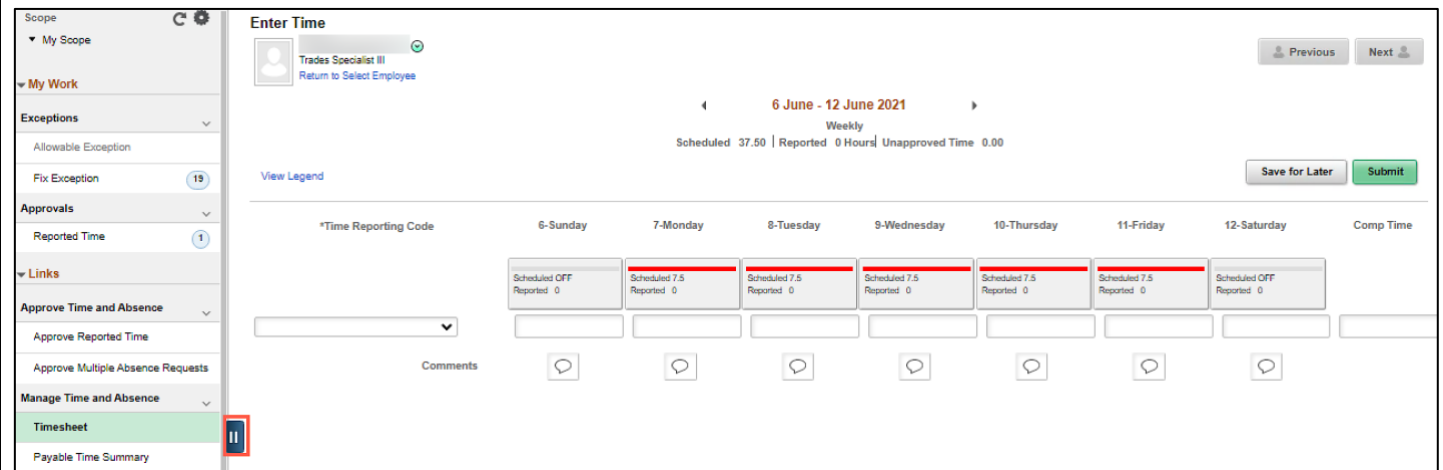
Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

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 sidebar with sections: Scope (My Scope), My Work, Exceptions (Allowable Exception, Fix Exception with 19 items), Approvals (Reported Time with 2 items), Links, Approve Time and Absence (Approve Reported Time, Approve Multiple Absence Requests), Manage Time and Absence, Timesheet, and Payable Time Summary. The main area is titled 'Enter Time' and includes a 'Select Employee' dropdown. Below it is a table with columns 'Name/Tile', 'Exceptions', and 'Hours to be Approved'. A single row is highlighted in yellow, containing a profile icon, the text 'Trades Specialist IV', and an empty field. A red box highlights this row.

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.

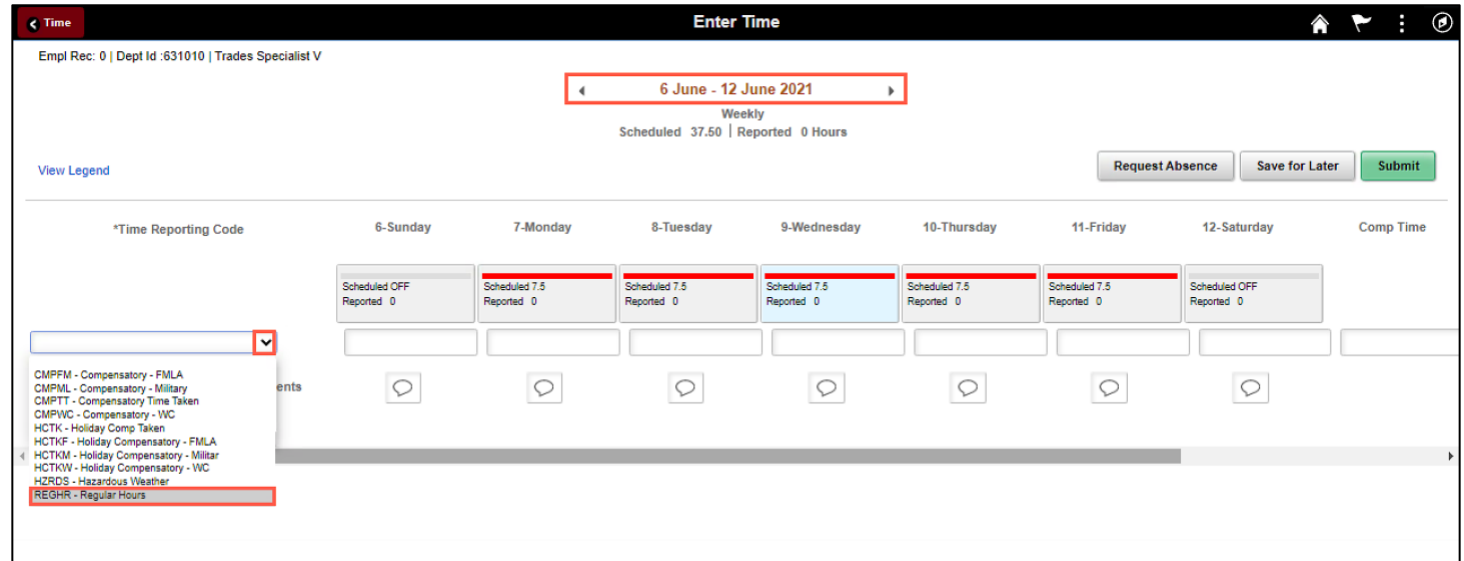


The screenshot shows the expanded 'Enter Time' page for 'Trades Specialist III'. The sidebar is the same as in Step 8. The main area shows the employee's name and a 'Return to Select Employee' link. It displays the date range '6 June - 12 June 2021' and 'Weekly' with a summary: 'Scheduled 37.50 | Reported 0 Hours | Unapproved Time 0.00'. There are 'Previous' and 'Next' navigation buttons, and 'Save for Later' and 'Submit' buttons. Below is a 'View Legend' section and a table for time reporting. The table has columns for days of the week and a 'Comp Time' column. Each day has a box for 'Scheduled' and 'Reported' hours. For Monday through Friday, 'Scheduled' is 7.5 and 'Reported' is 0. For Saturday and Sunday, 'Scheduled' is OFF and 'Reported' is 0. There are also 'Comments' input fields and speech bubble icons for each day. A red box highlights the 'Expand Page' icon (two vertical bars) in the sidebar.

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 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.

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

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 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 								

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

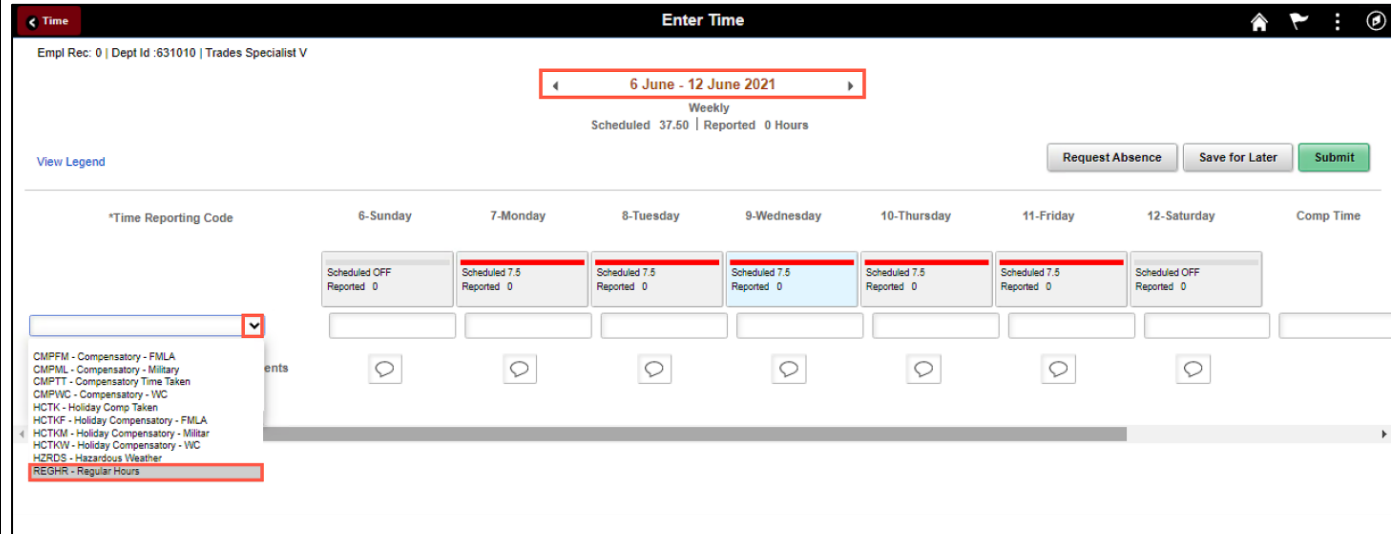
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

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

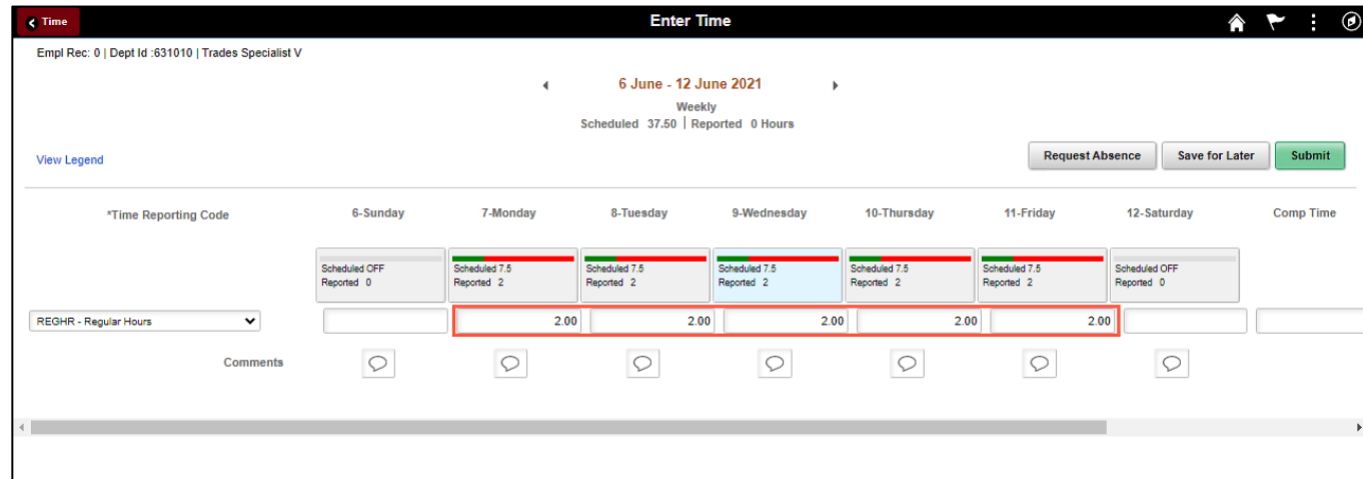
Step 12: Select **REGHR – Regular Hours**.

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 a scheduled 37.50 hours. A dropdown menu is open, showing various Time Reporting Codes (TRCs). The 'REGHR - Regular Hours' option is highlighted with a red box. The interface includes buttons for 'Request Absence', 'Save for Later', and '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 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 'REGHR - Regular Hours' option is selected in the dropdown menu. The interface includes buttons for 'Request Absence', 'Save for Later', and 'Submit'.

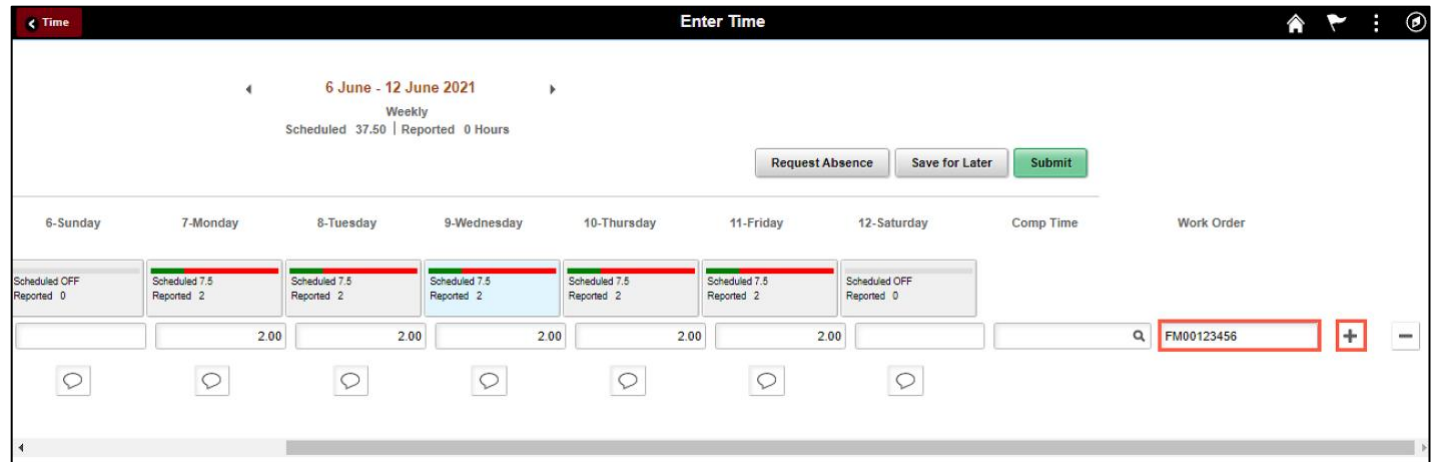
*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported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

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**.

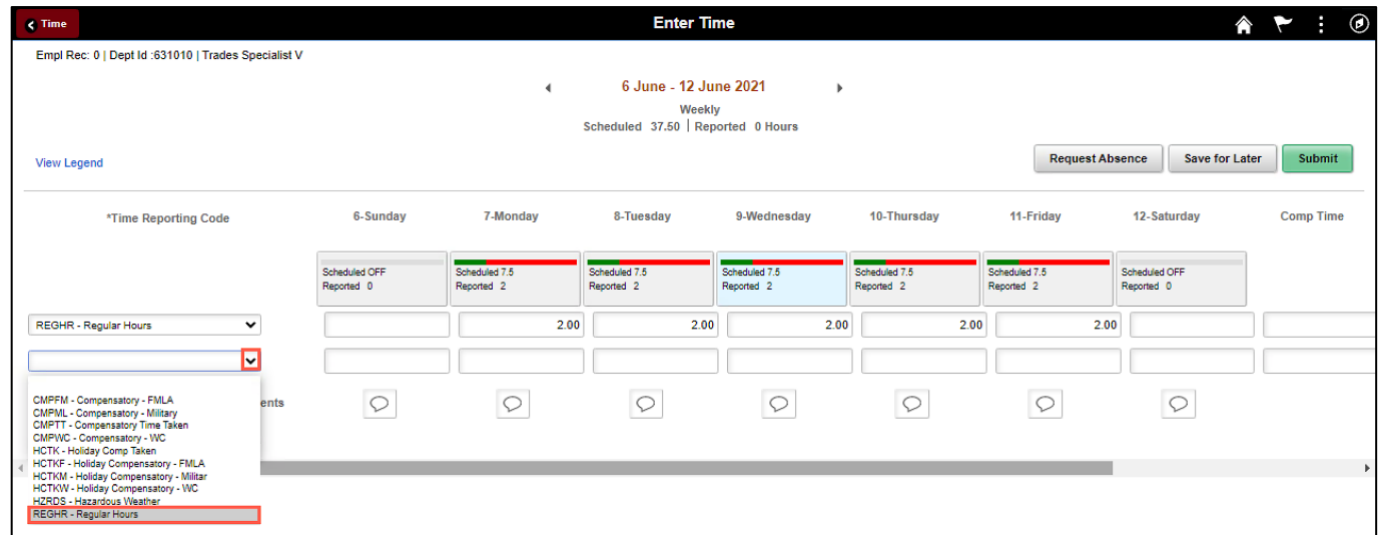


Enter Time

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

View Legend Request Absence Save for Later Submit

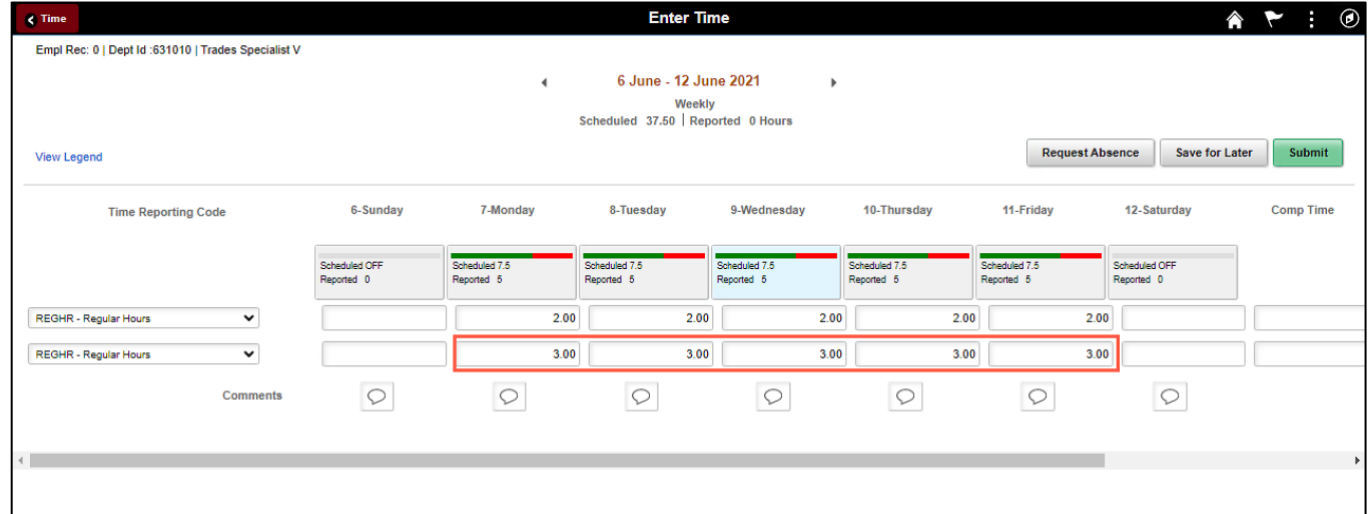
*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported 0	
REGHR - Regular Hours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

University of South Carolina Time and Labor - MSS Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

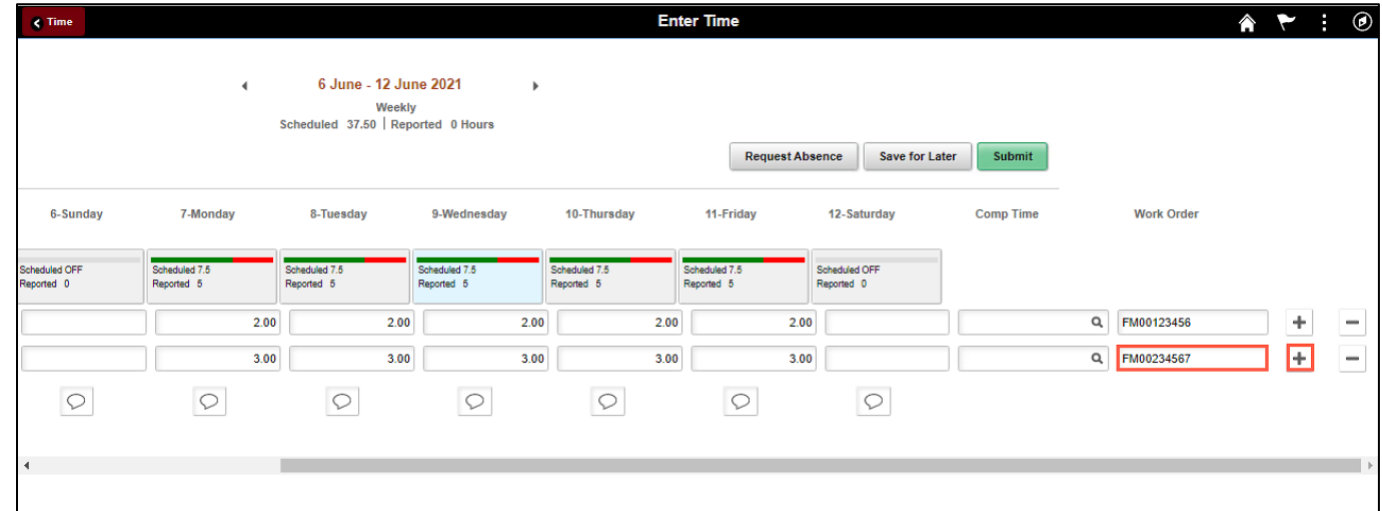
Step 18: Click in the **Time Entry** field and enter hours worked for each day.



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.



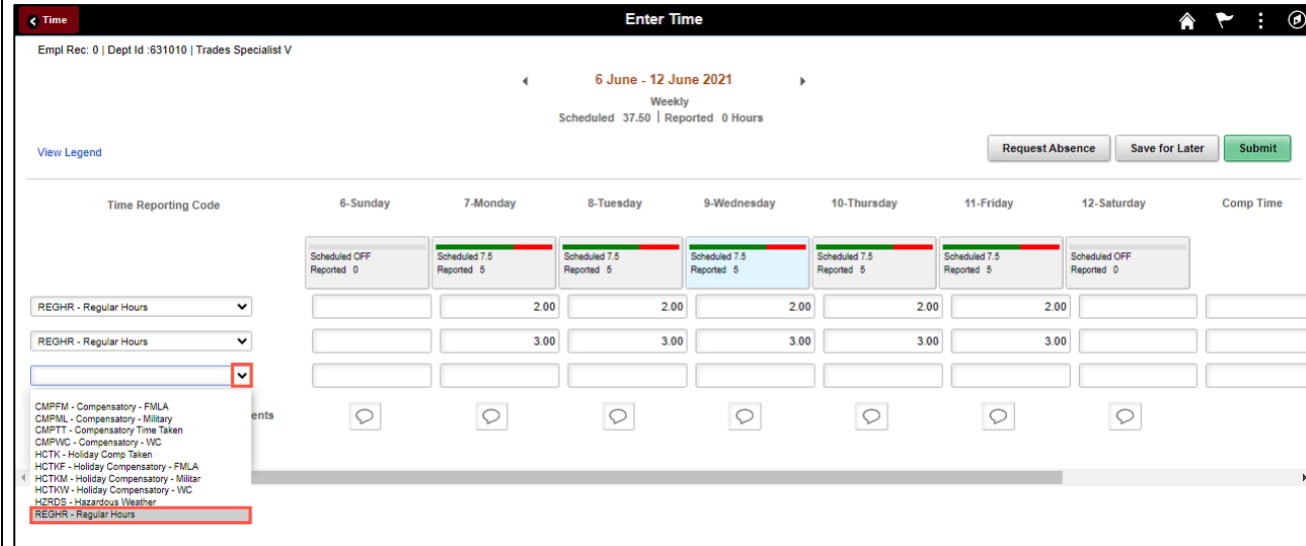
6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0		
	2.00	2.00	2.00	2.00	2.00			FM00123456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

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

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.



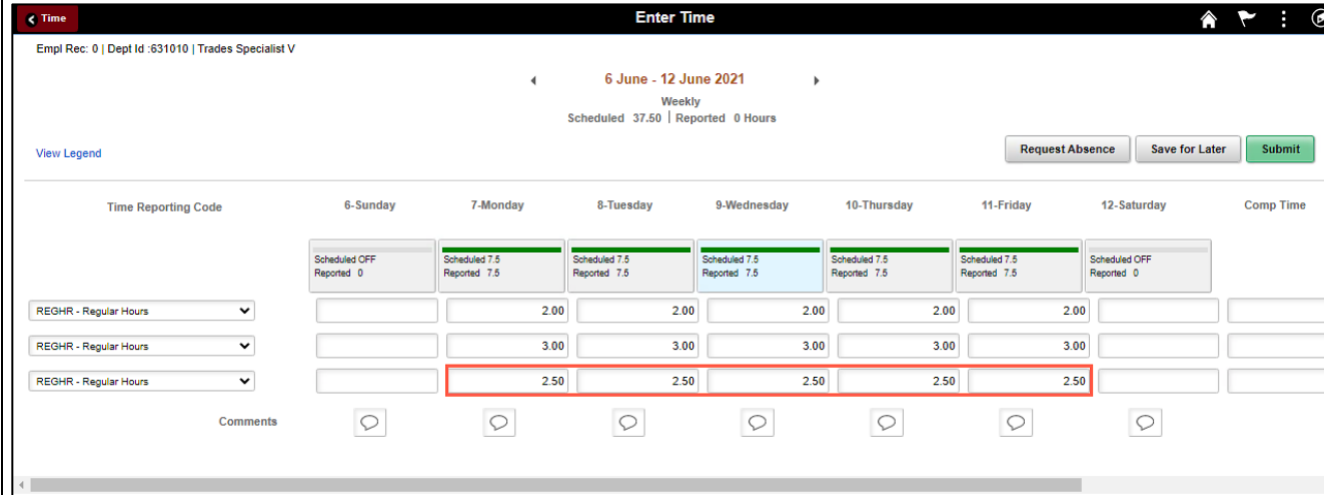
Empl Rec: 0 | Dept Id :631010 | Trades Specialist V

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	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours								
Comments								

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPWG - Compensatory - WC
- HCTK - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Military
- HCTKW - Holiday Compensatory - WC
- HCRDS - Hazardous Weather
- REGHR - Regular Hours**



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

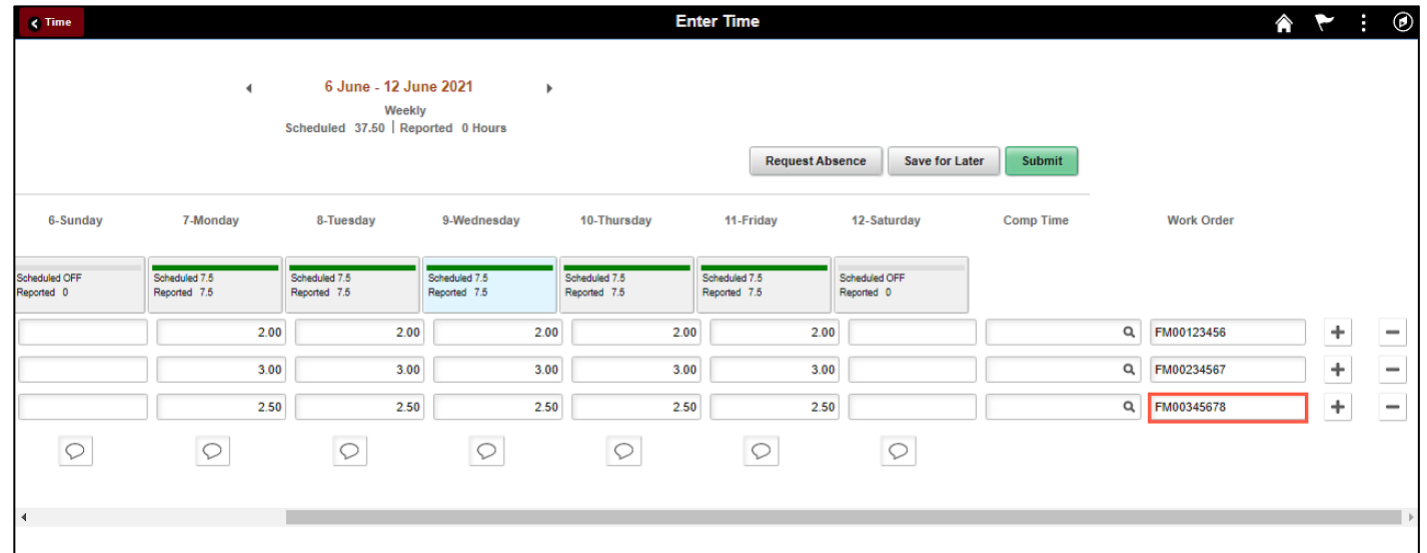
Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 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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Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

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	
	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 + -
	2.50	2.50	2.50	2.50	2.50	2.50		FM00345678 + -

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

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

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

[View Legend](#)

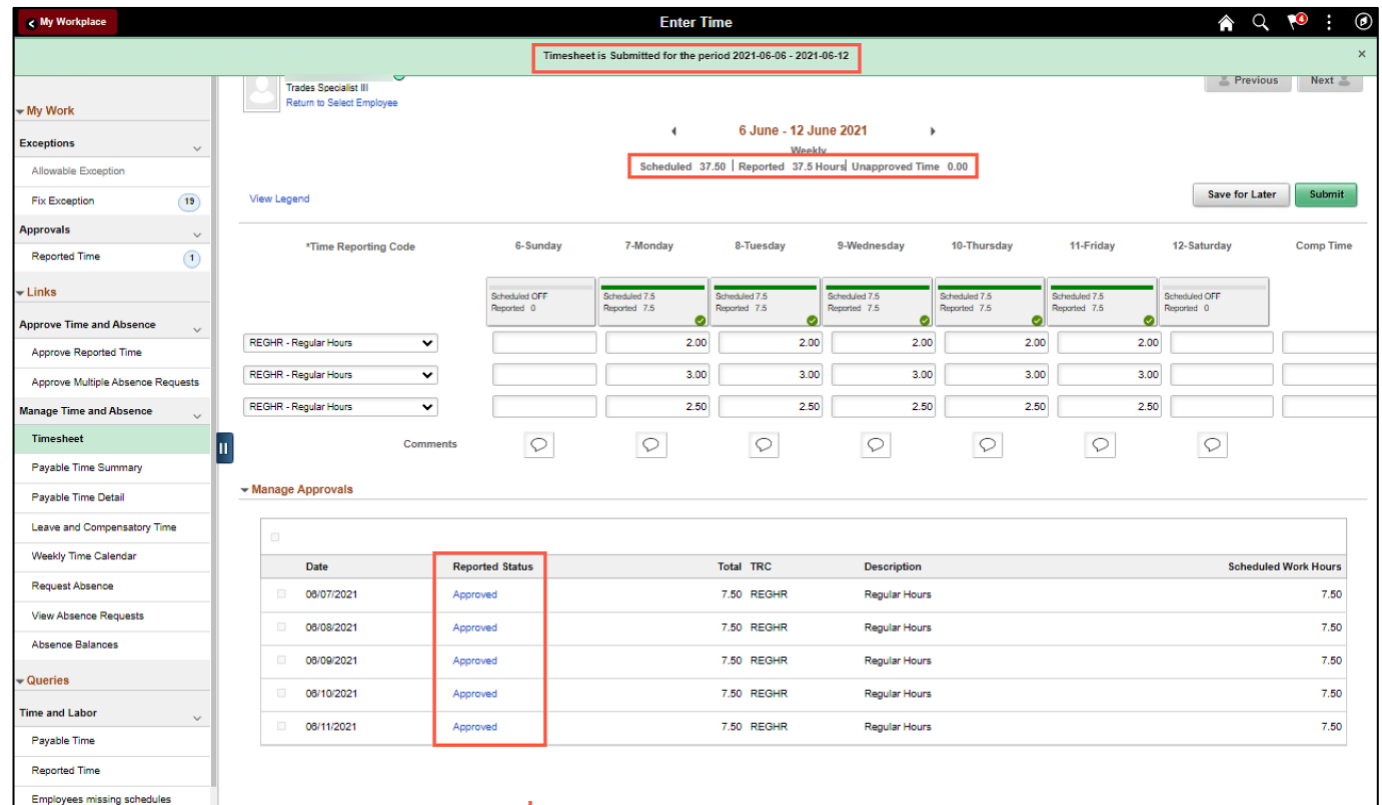
Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5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

Enter or Adjust Time on an Elapsed 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 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.



Enter Time

Timesheet is Submitted for the period 2021-06-06 - 2021-06-12

6 June - 12 June 2021

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		





Manage Approvals

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

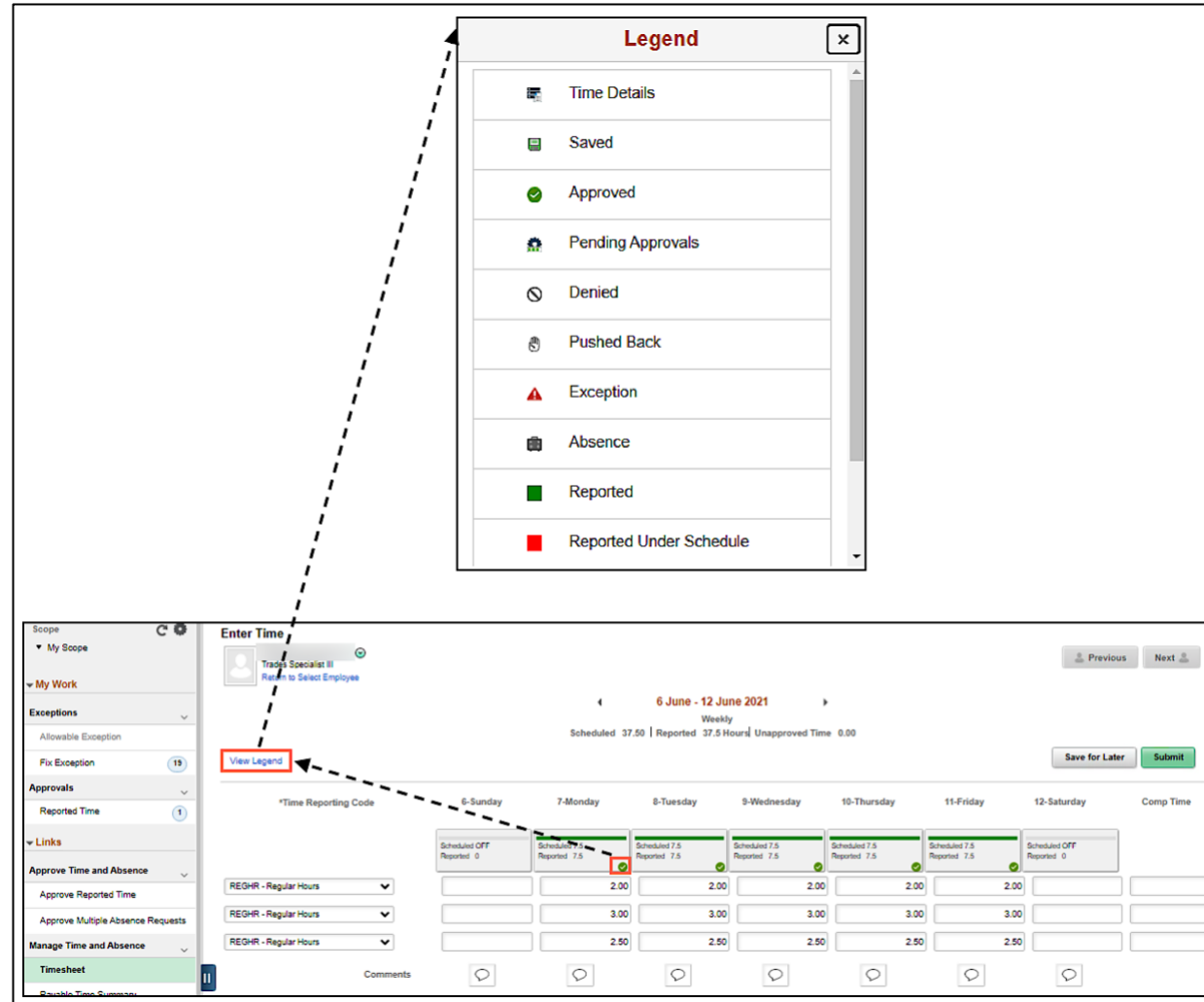
Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

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.



Legend

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

Enter Time

Trades Specialist III
Reports to Select Employee

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

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		2.00	2.00	2.00	2.00	2.00		
Scheduled 7.5 Reported 7.5		3.00	3.00	3.00	3.00	3.00		
Scheduled 7.5 Reported 7.5		2.50	2.50	2.50	2.50	2.50		

REGHR - Regular Hours

Comments