

University of South Carolina
Time and Labor – MSS
Enter On Call/Call Back on a Punch Timesheet on Behalf of Employee

How to enter on call/call back on a punch timesheet:

This job aid outlines how a manager will enter on call/call back on a punch timesheet on behalf of an employee. A manager can search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

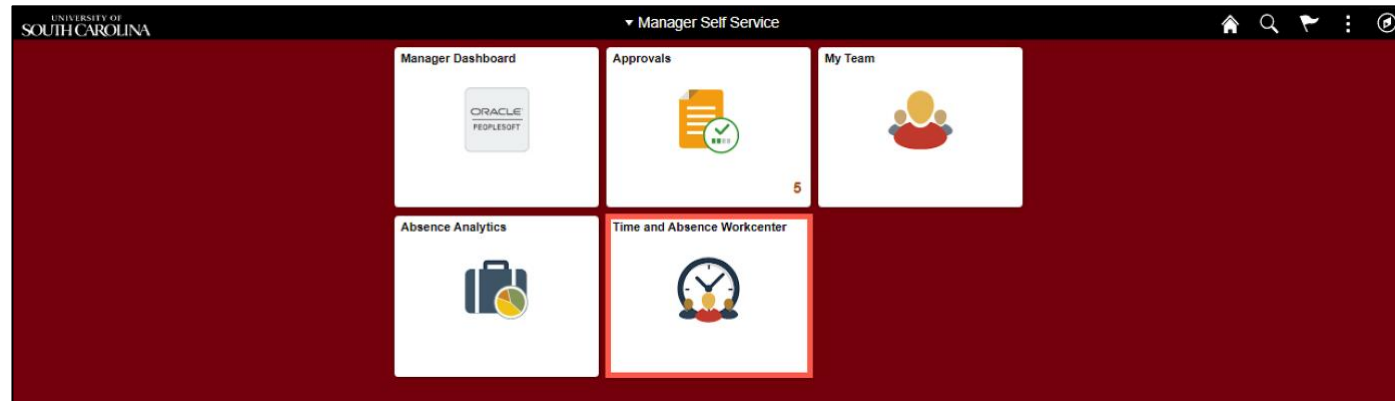
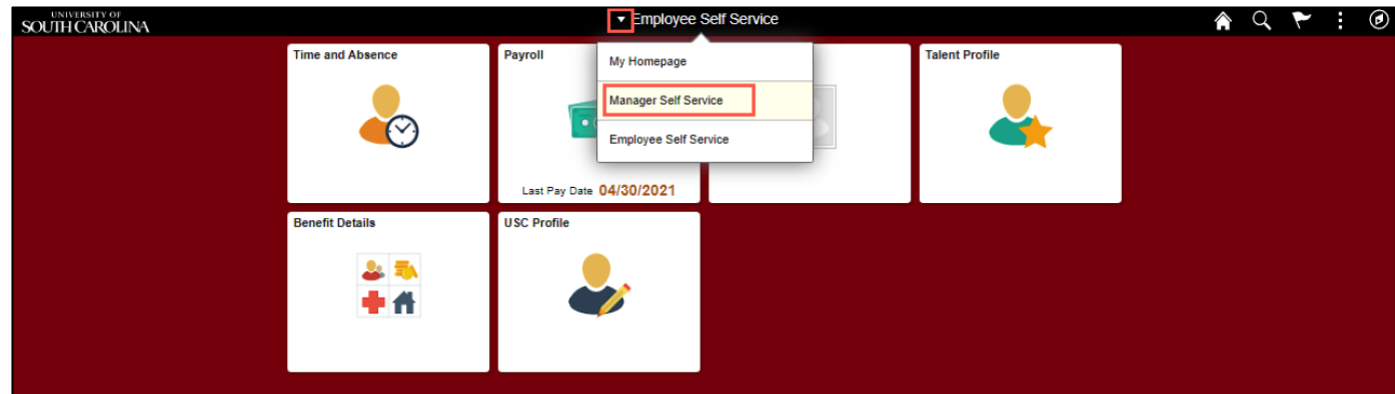
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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.

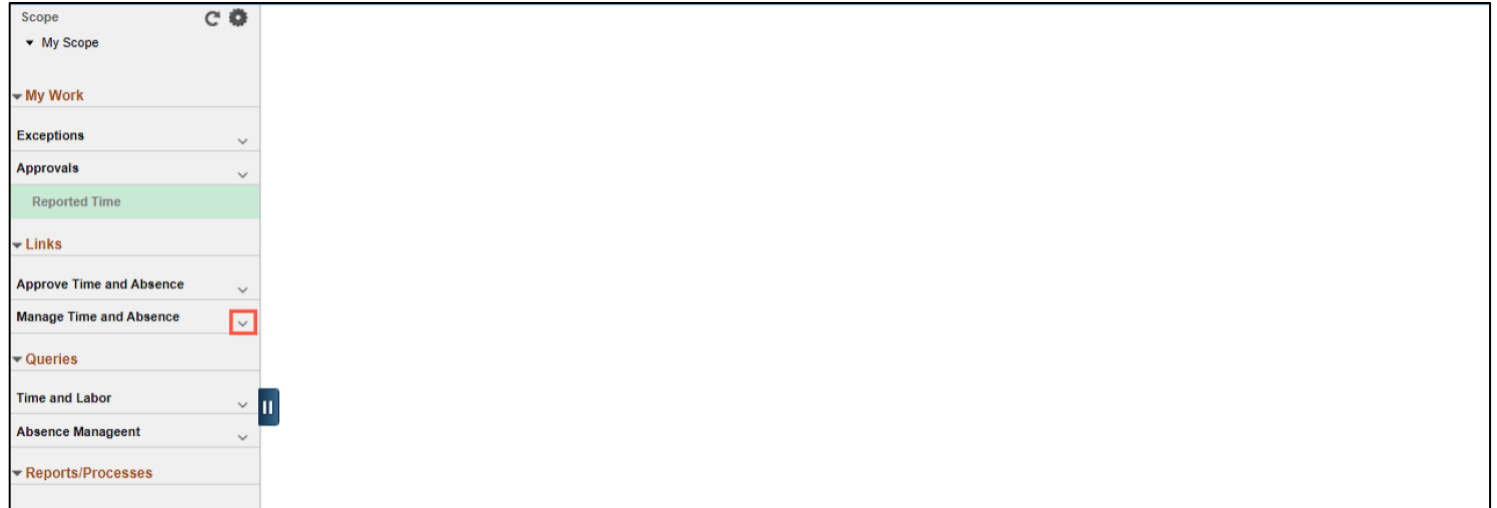
Screenshots



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.

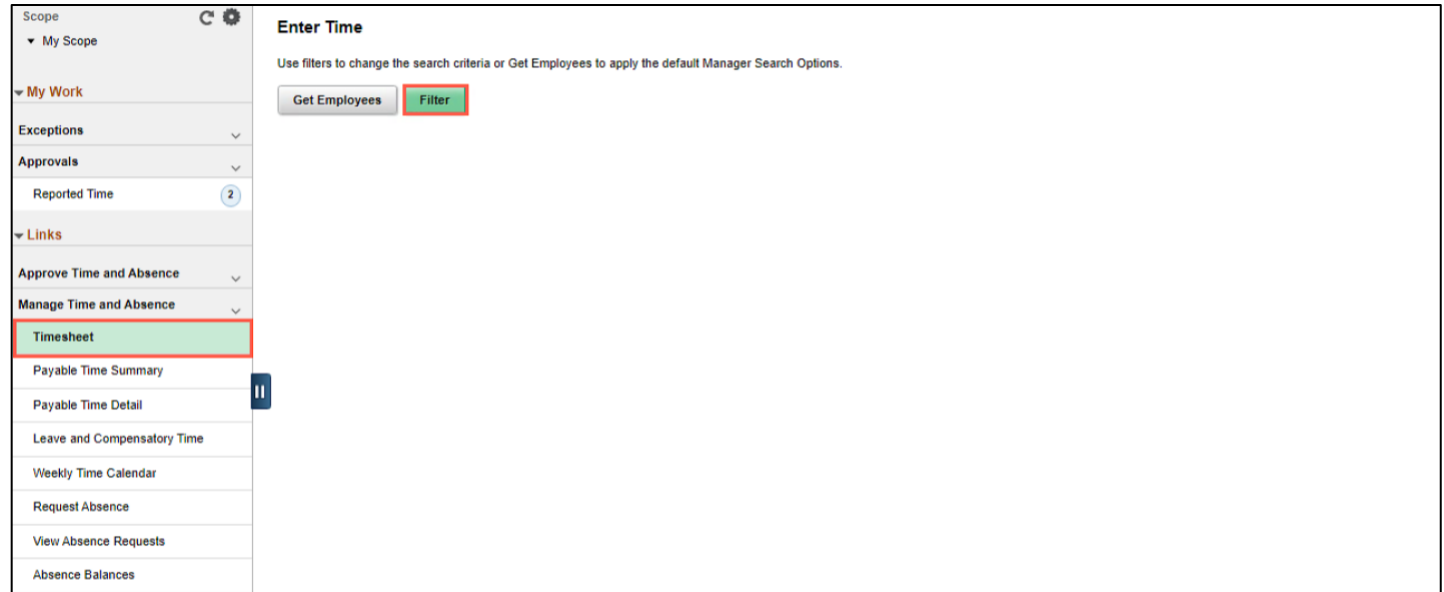
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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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.

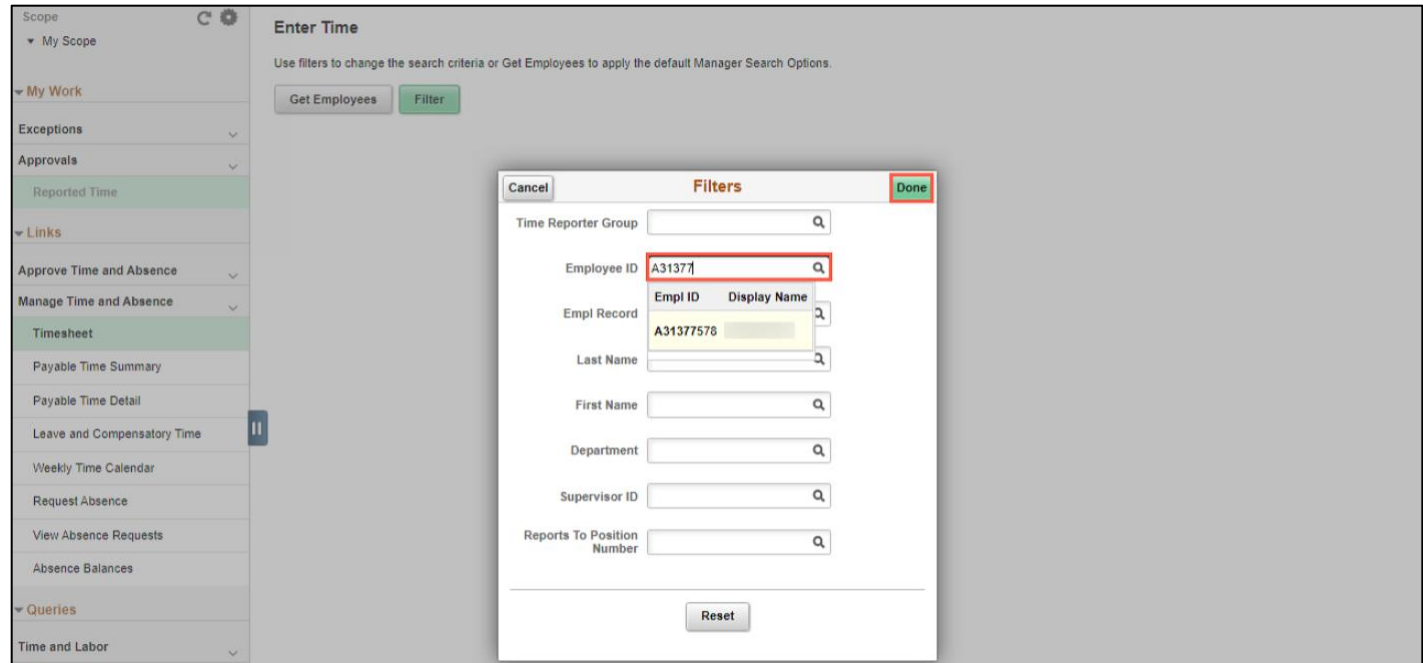


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu includes options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted with a red box), 'Payable Time Summary', '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 contains 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).

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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.

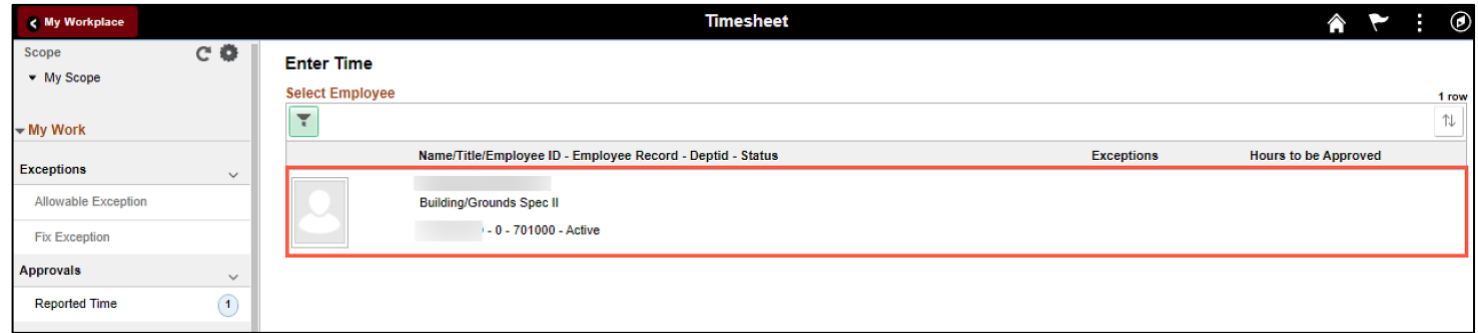
Step 7: Click **Done** to move on to the Enter Time page.



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 selected. 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 'Get Employees' and 'Filter' buttons. A 'Filters' modal is open, showing search fields for Time Reporter Group, Employee ID (with 'A31377' entered and a red box around it), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. A table within the modal shows a search result for 'A3137578'. The modal has 'Cancel', 'Done', and 'Reset' buttons.


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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
 Building/Grounds Spec II - 0 - 701000 - Active		

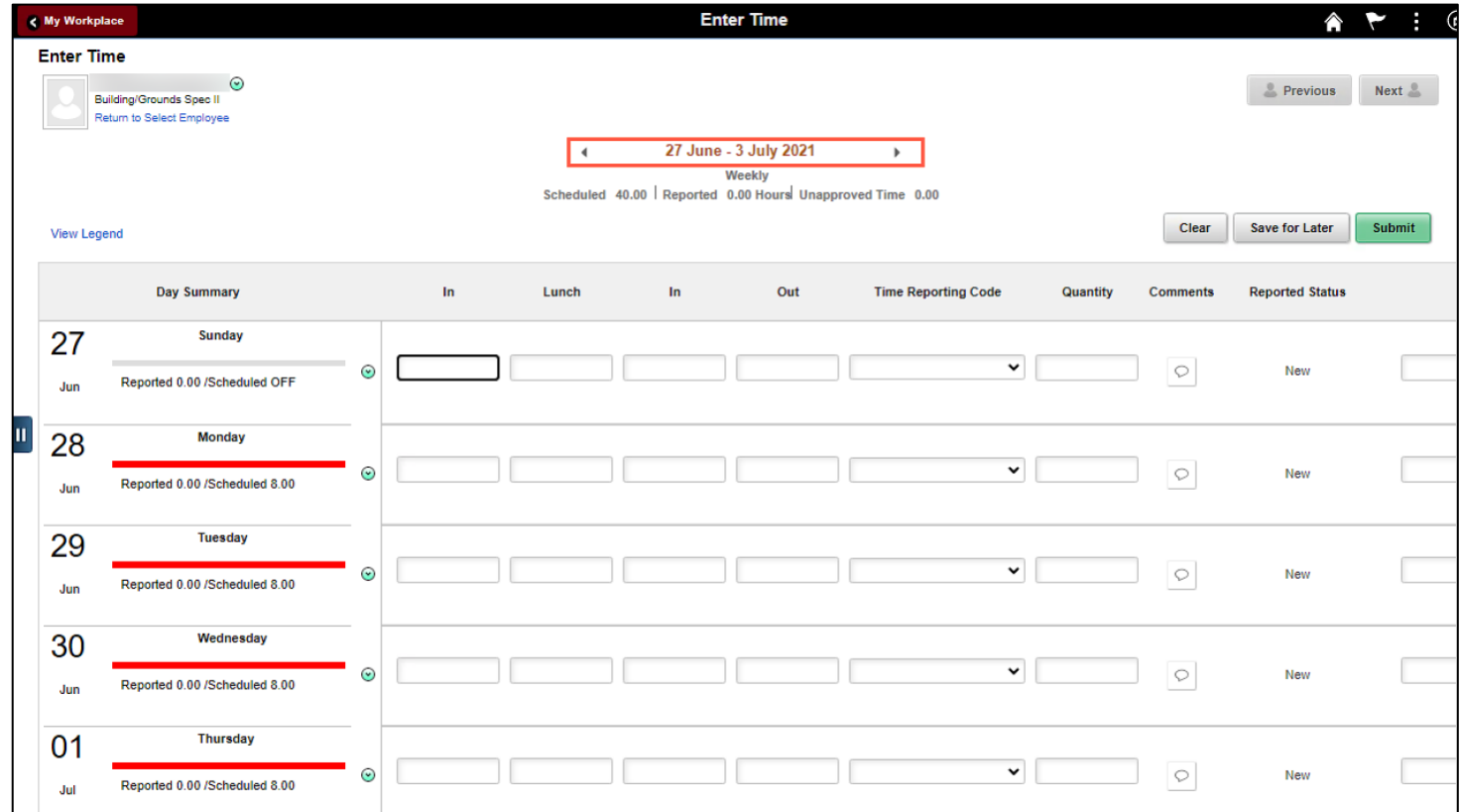
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A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

Due to regulatory guidelines employees that are eligible for call back, on call, and/or shift differential will utilize Time and Labor punch timesheets to track time worked.

You can go back and enter timesheets 60 days prior to the current day on behalf of an employee.

Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.



Enter Time

Building/Grounds Spec II
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 /Scheduled OFF	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New
28 Monday Jun Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New
29 Tuesday Jun Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New
30 Wednesday Jun Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New
01 Thursday Jul Reported 0.00 /Scheduled 8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New

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As the manager, you can enter time on behalf of your direct reports.

To add hours worked for multiple work orders, begin by adding the in and out times for the first line.

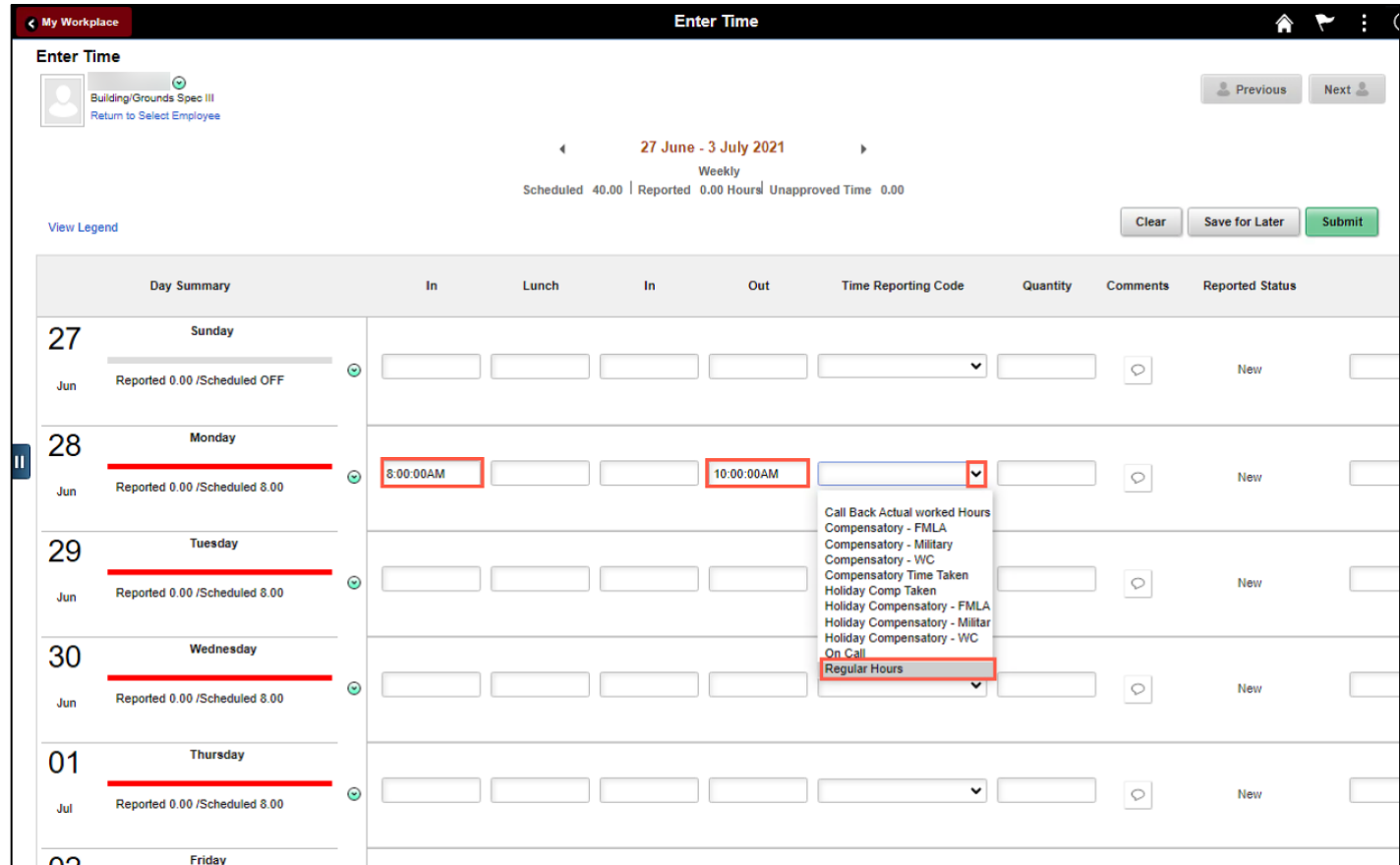
Step 10/Work Order Line #1: For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, enter 8:00am as the IN time and 10:00am in the OUT Time Entry field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 11: Click the **Time Reporting Code** drop-down arrow.

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

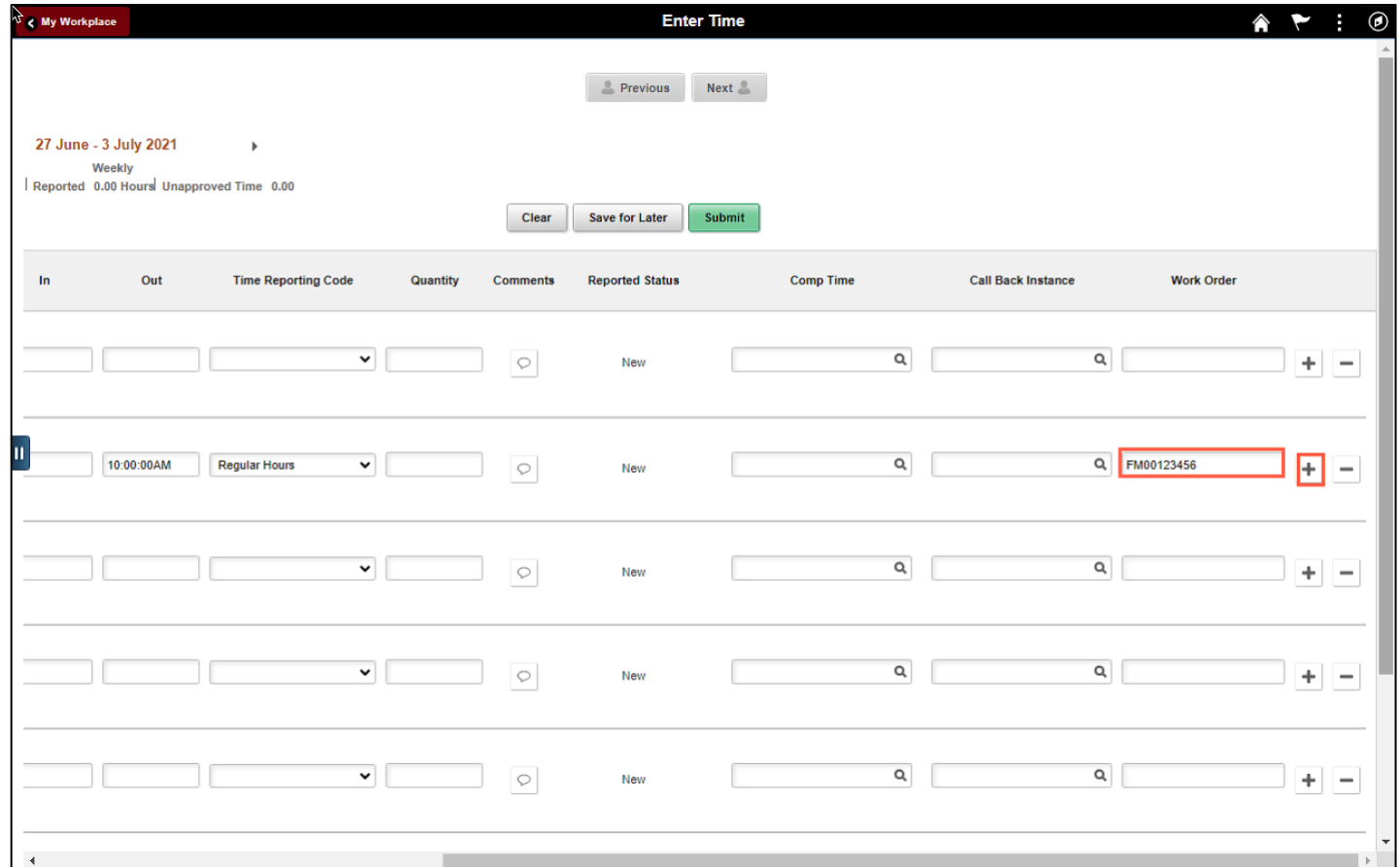


Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 / Scheduled OFF								New
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM				New
29 Tuesday Jun Reported 0.00 / Scheduled 8.00								New
30 Wednesday Jun Reported 0.00 / Scheduled 8.00								New
01 Thursday Jul Reported 0.00 / Scheduled 8.00								New
02 Friday								

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Step 13: 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 14: Click the + (plus) button to add an additional line for the second work order the employee worked that same day.



My Workplace Enter Time

Previous Next

27 June - 3 July 2021

Weekly
Reported 0.00 Hours Unapproved Time 0.00

Clear Save for Later Submit

In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> FM00123456 + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/> + -

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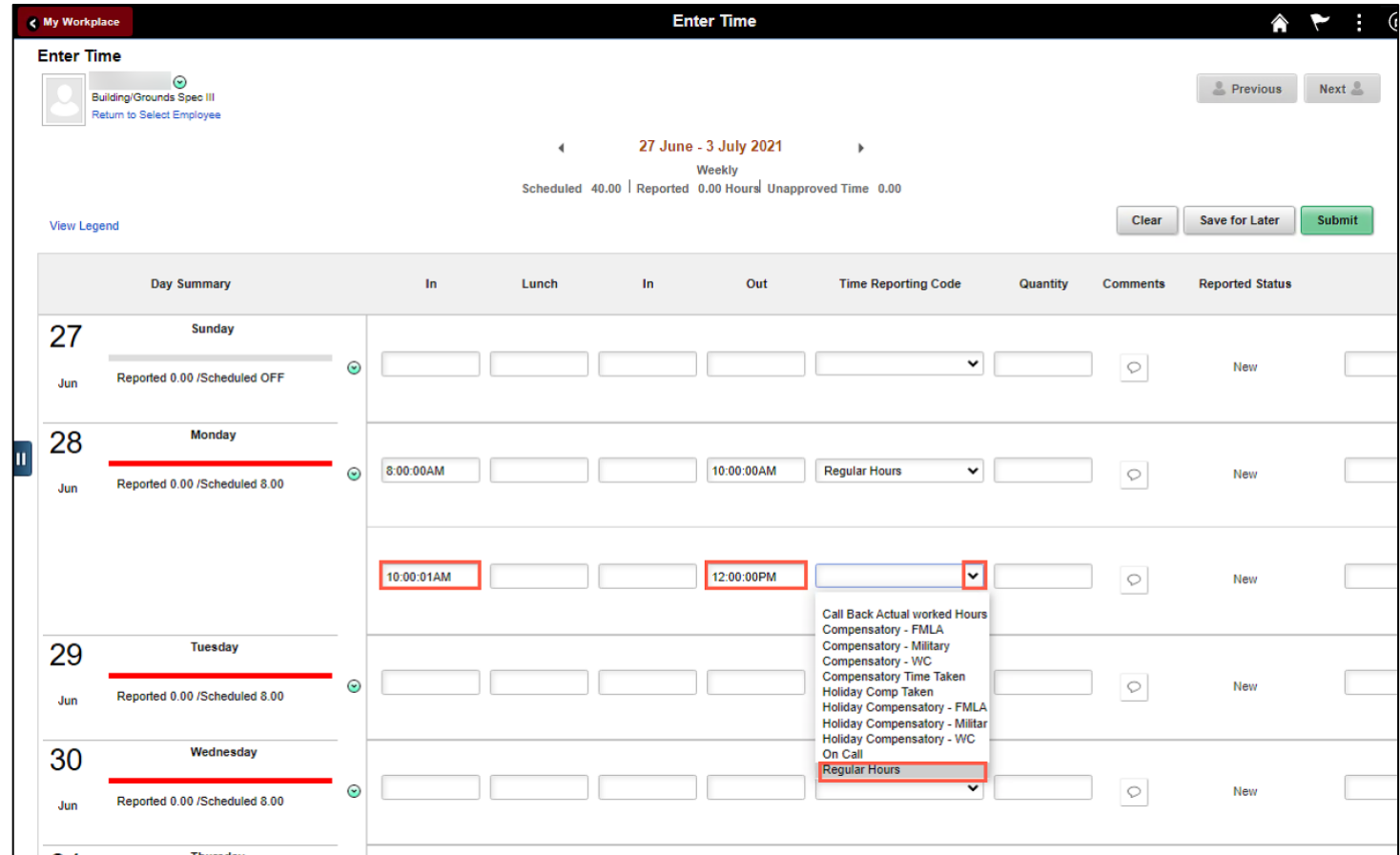
Step 15/Work Order Line #2: For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am** in the **IN Time Entry** field and enter **12:00pm** in the **OUT Time Entry** field.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 16: Click the **Time Reporting Code** drop-down arrow.

Step 17: Select **REGHR – Regular Hours**.



Enter Time

Building/Grounds Spec III
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

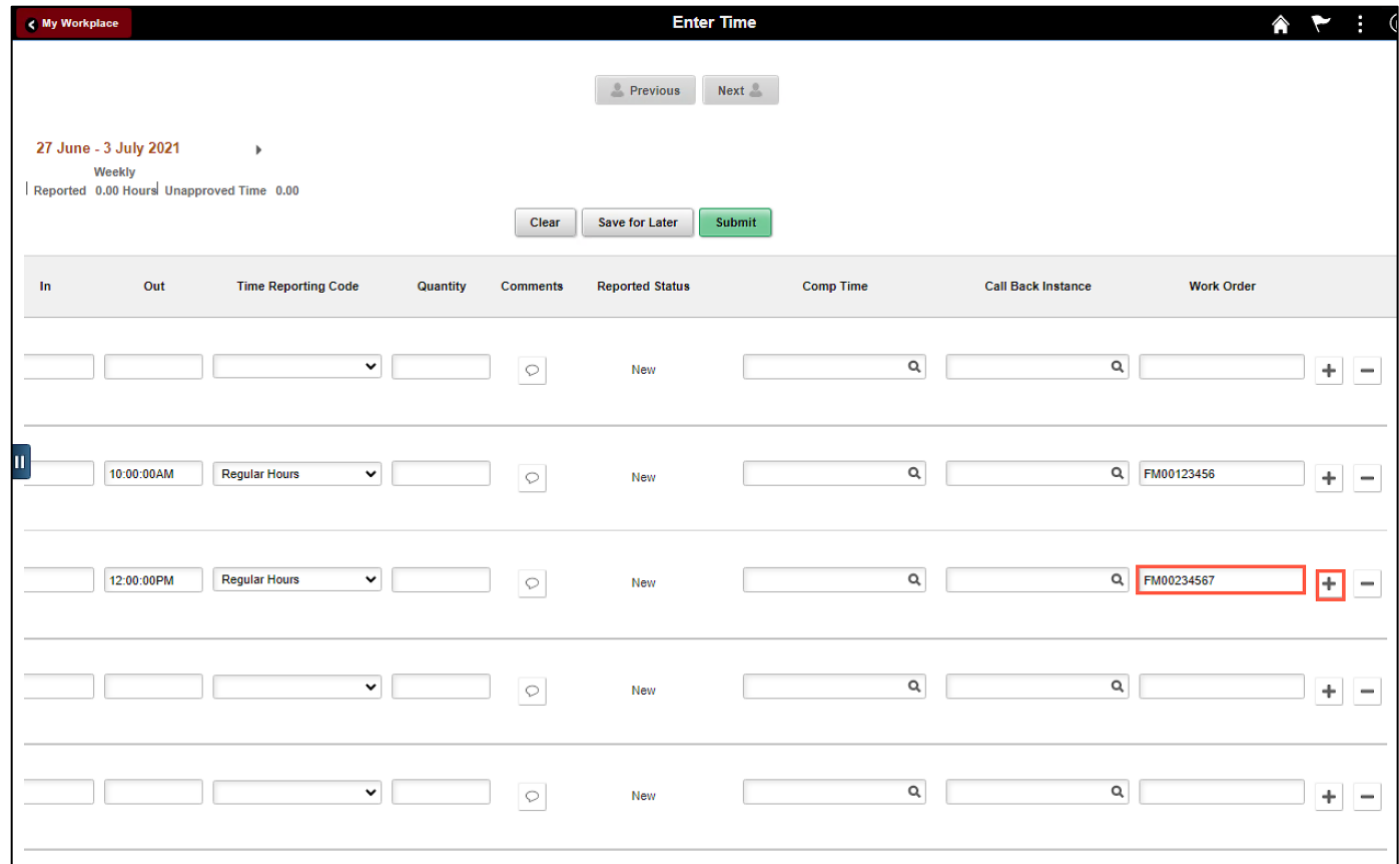
Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 /Scheduled OFF								New
28 Monday Jun Reported 0.00 /Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
	10:00:01AM			12:00:00PM	Regular Hours			New
29 Tuesday Jun Reported 0.00 /Scheduled 8.00								New
30 Wednesday Jun Reported 0.00 /Scheduled 8.00								New

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Step 18: 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 19: Click the + (plus) button to add an additional line for the second work order the employee worked that same day.



Enter Time

27 June - 3 July 2021
Weekly
Reported 0.00 Hours Unapproved Time 0.00

Clear Save for Later Submit

In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	10:00:00AM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00123456
<input type="text"/>	12:00:00PM	Regular Hours	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	FM00234567
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	New	<input type="text"/>	<input type="text"/>	<input type="text"/>

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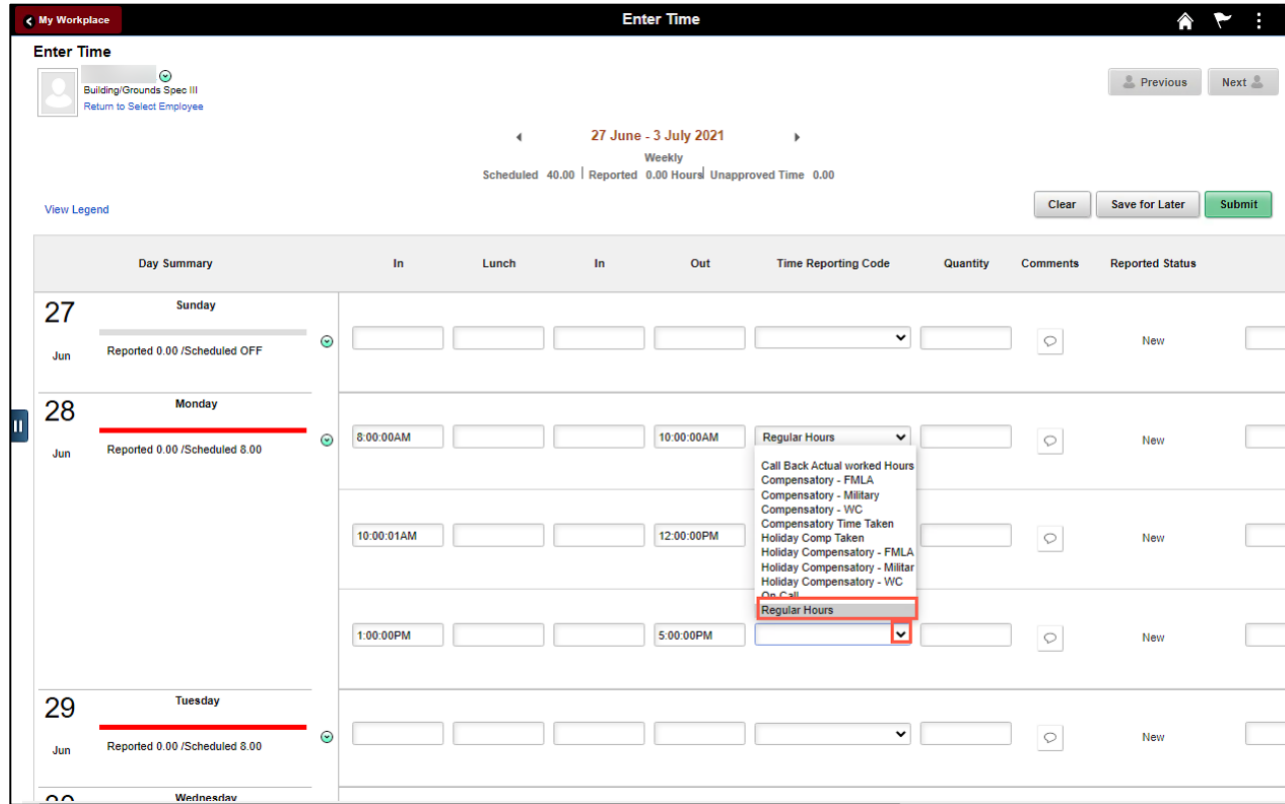
Step 20/Work Order Line #3: For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry field** and enter **5:00pm in the OUT Time Entry field**.

Now select the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 21: Click the **Time Reporting Code** drop-down arrow.

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

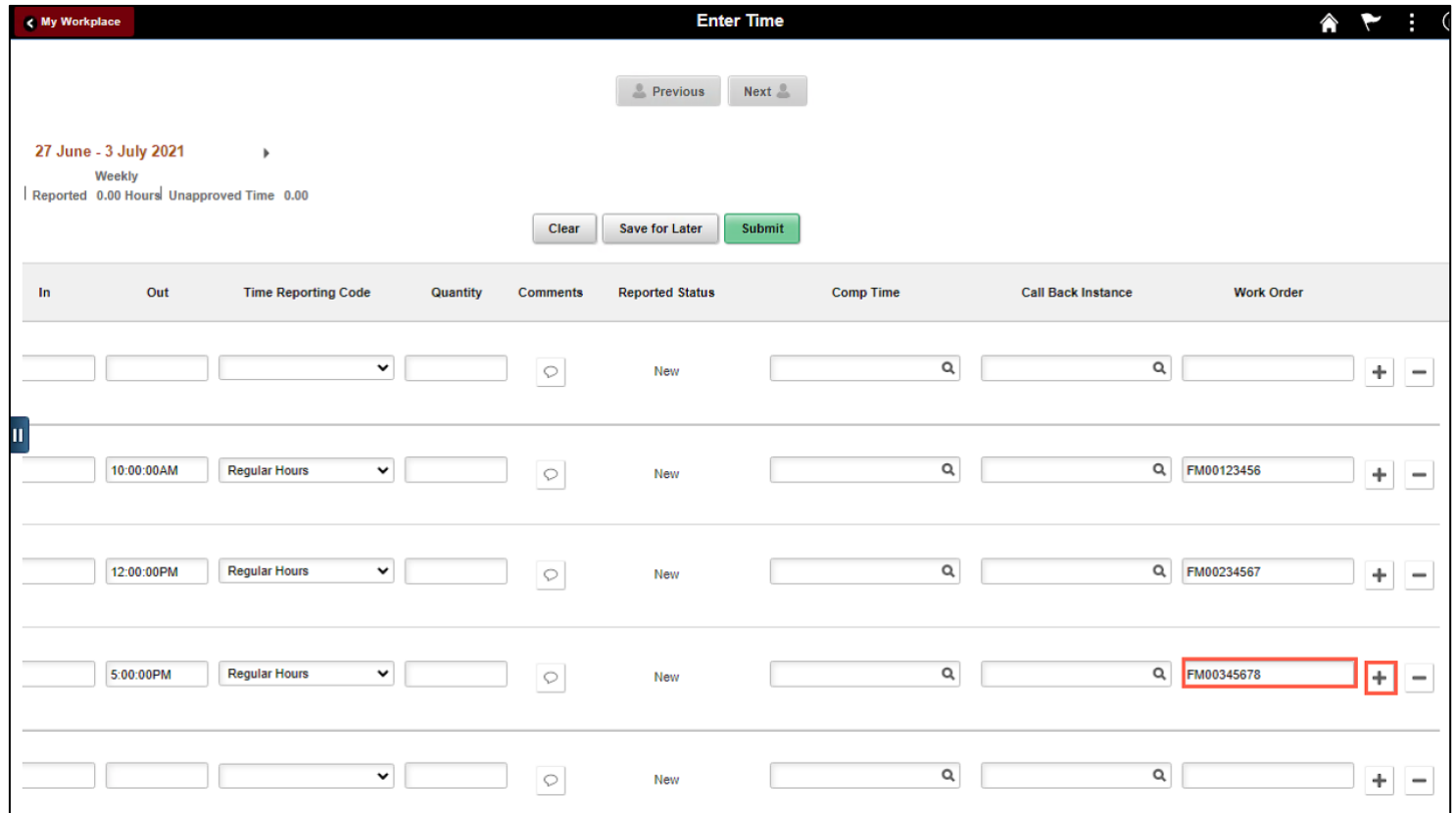


The screenshot shows the 'Enter Time' application interface. At the top, there's a navigation bar with 'My Workplace' and 'Enter Time' tabs. Below that, a user profile for 'Building/Grounds Spec III' is visible. The main area displays a weekly view for '27 June - 3 July 2021'. A table with columns for 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Comments', and 'Reported Status' is shown. The table has rows for Sunday (June 27), Monday (June 28), and Tuesday (June 29). On Monday, a time entry is shown with 'In' at 8:00:00AM and 'Out' at 10:00:00AM. A dropdown menu is open for the 'Time Reporting Code' field, listing various codes like 'Call Back Actual worked Hours', 'Compensatory - FMLA', and 'Regular Hours'. The 'Regular Hours' option is highlighted with a red box.

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Step 23: 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.

Use steps 15 through 19, if you need to add additional IN and OUT times because the employee worked with additional work orders that day.



Enter Time

27 June - 3 July 2021
Weekly
Reported 0.00 Hours Unapproved Time 0.00

Clear Save for Later Submit

In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
					New			
	10:00:00AM	Regular Hours			New			FM00123456
	12:00:00PM	Regular Hours			New			FM00234567
	5:00:00PM	Regular Hours			New			FM00345678
					New			

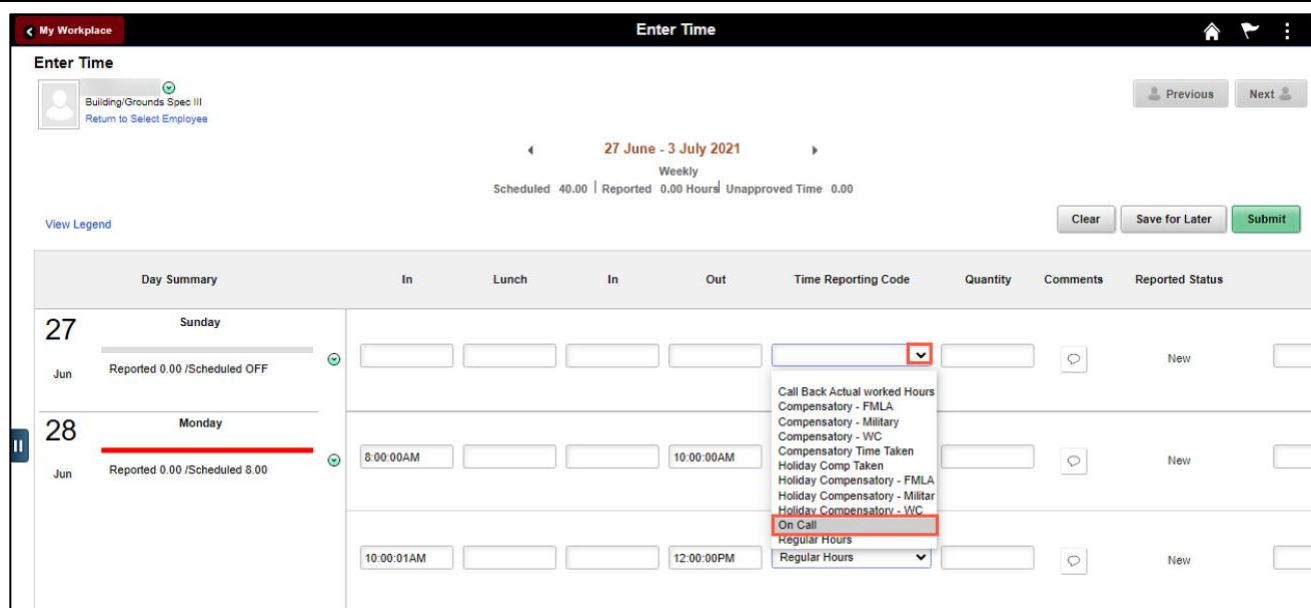
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Next, add the On Call time reporting code and hours for the days the employee is on call. In this example, the employee is on call

Step 24: Click the **Time Reporting Code** drop-down arrow.

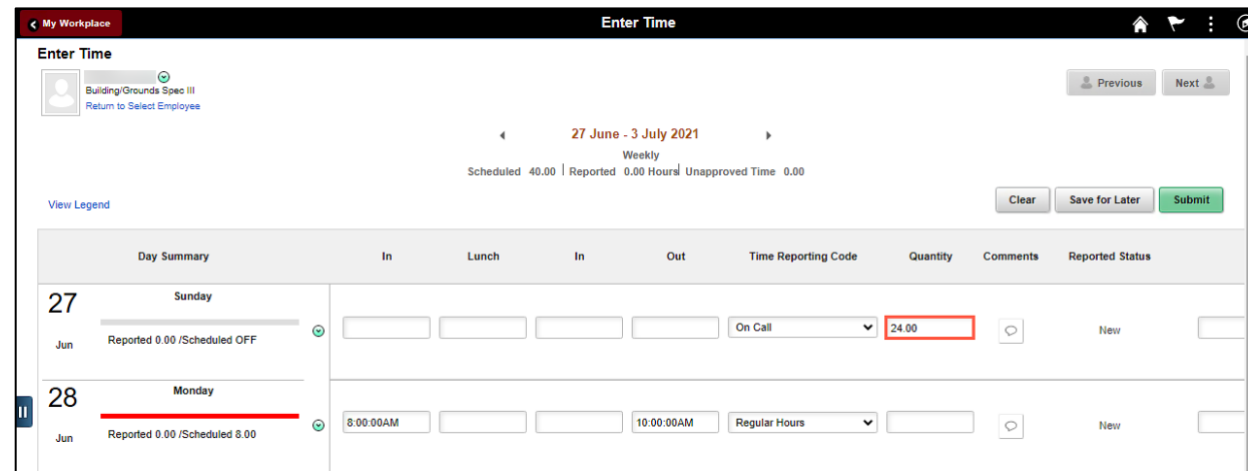
Step 25: Select **On Call**.

Step 26: Click in the **Quantity** field and enter the number of on call hours for that specific day.



The screenshot shows the 'Enter Time' interface for the week of 27 June - 3 July 2021. The user is logged in as 'Building/Grounds Spec III'. The interface displays a table for time reporting with columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Comments, and Reported Status. For Sunday (June 27), the 'Time Reporting Code' dropdown menu is open, showing various options. 'On Call' is highlighted in red. The 'Quantity' field is currently empty.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 / Scheduled OFF					On Call			New
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
	10:00:01AM			12:00:00PM	Regular Hours			New



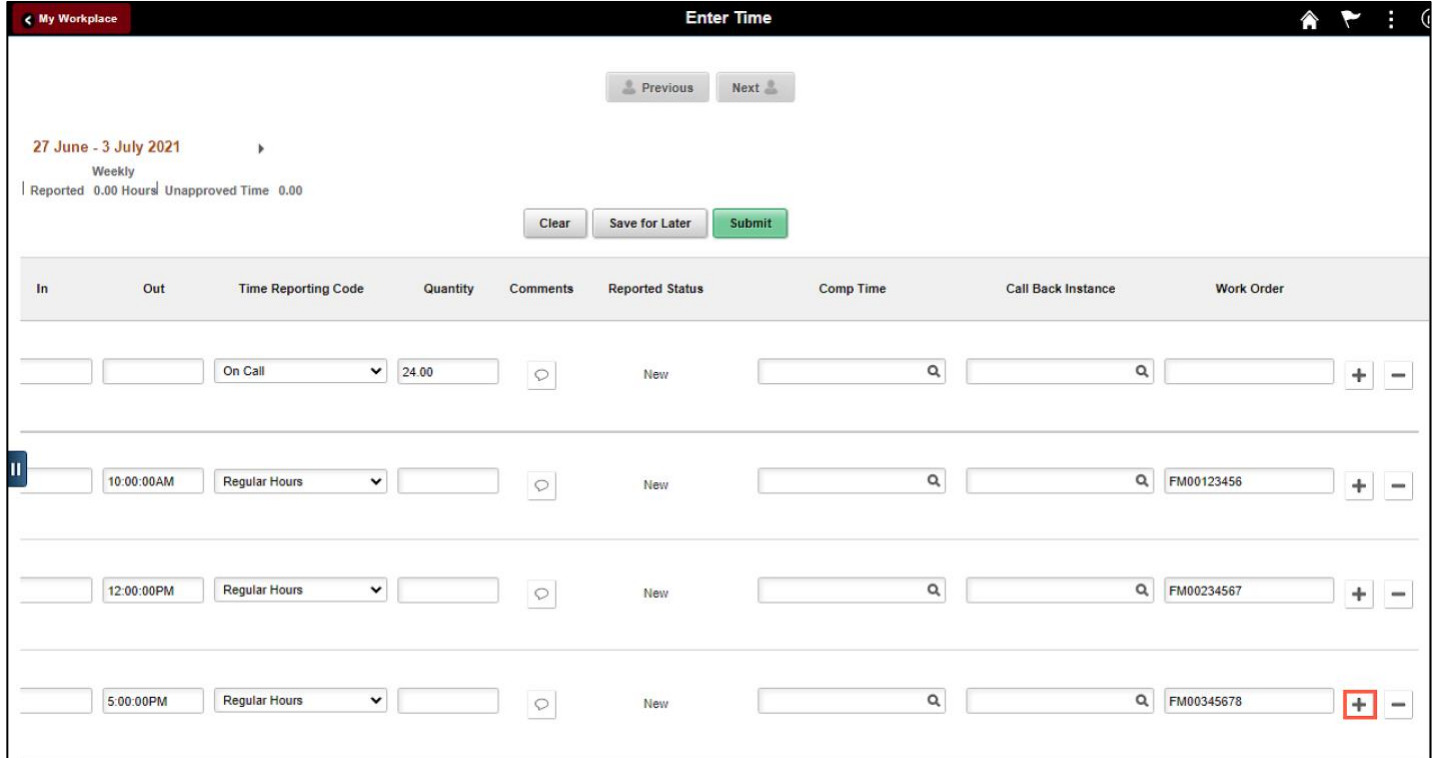
The screenshot shows the 'Enter Time' interface after the 'On Call' code has been selected and the quantity '24.00' has been entered. The 'Quantity' field for Sunday is now highlighted with a red box.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 / Scheduled OFF					On Call	24.00		New
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New

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Remember, you can only have one TRC per line.

Step 27: To add **On Call** to a day the employee worked their regular work schedule, scroll to the right, and click the **+** (plus) button to add an additional line.



Enter Time

Previous Next

27 June - 3 July 2021
Weekly
Reported 0.00 Hours Unapproved Time 0.00

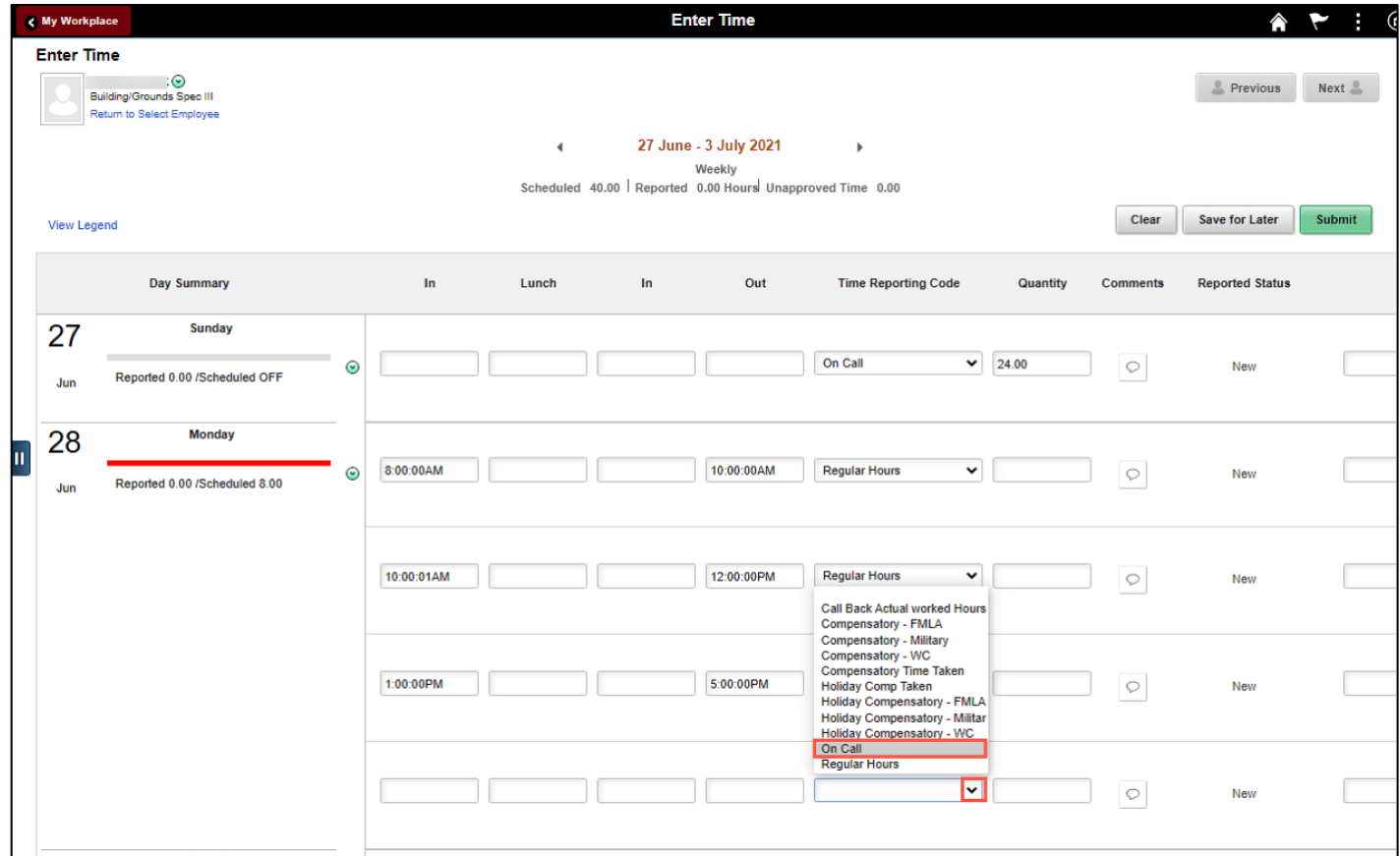
Clear Save for Later Submit

In	Out	Time Reporting Code	Quantity	Comments	Reported Status	Comp Time	Call Back Instance	Work Order
		On Call	24.00		New			
	10:00:00AM	Regular Hours			New			FM00123456
	12:00:00PM	Regular Hours			New			FM00234567
	5:00:00PM	Regular Hours			New			FM00345678

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Step 28: Click the **Time Reporting Code** drop-down arrow.

Step 29: Select **On Call**.



Enter Time

My Workplace | Enter Time | Previous | Next

Building/Grounds Spec III
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend | Clear | Save for Later | Submit

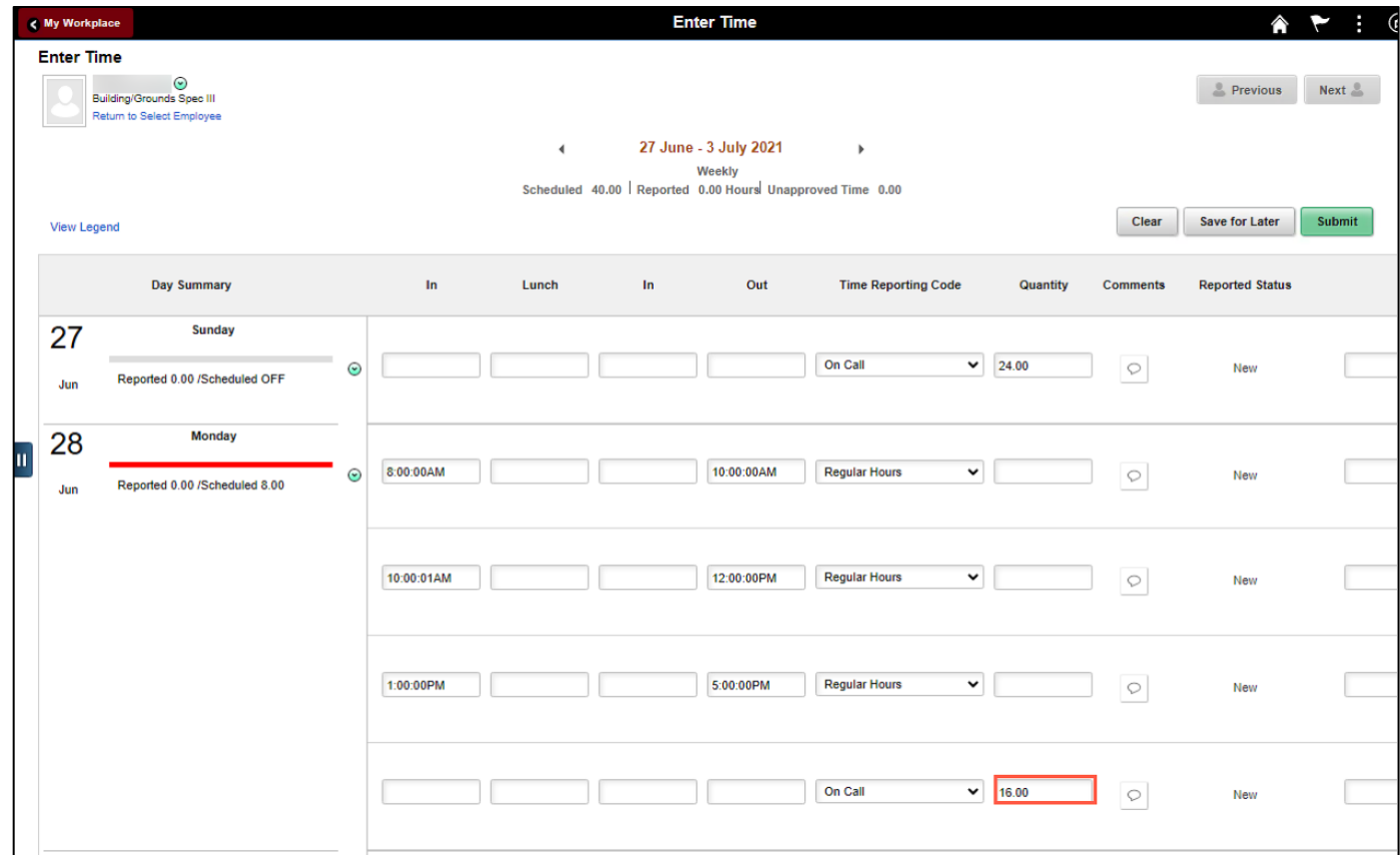
Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 / Scheduled OFF					On Call	24.00		New
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
	10:00:01AM			12:00:00PM	Regular Hours			New
	1:00:00PM			5:00:00PM	Regular Hours			New
					Regular Hours			New

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Step 30: Click in the **Quantity** field and enter the number of on call hours for that specific day.

NOTE: On call hours equals your regular daily work hours subtracted from 24hrs.

If the employee worked additional on call days, please follow steps 27 through 30 to add to their timesheet.



Enter Time

Building/Grounds Spec III
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

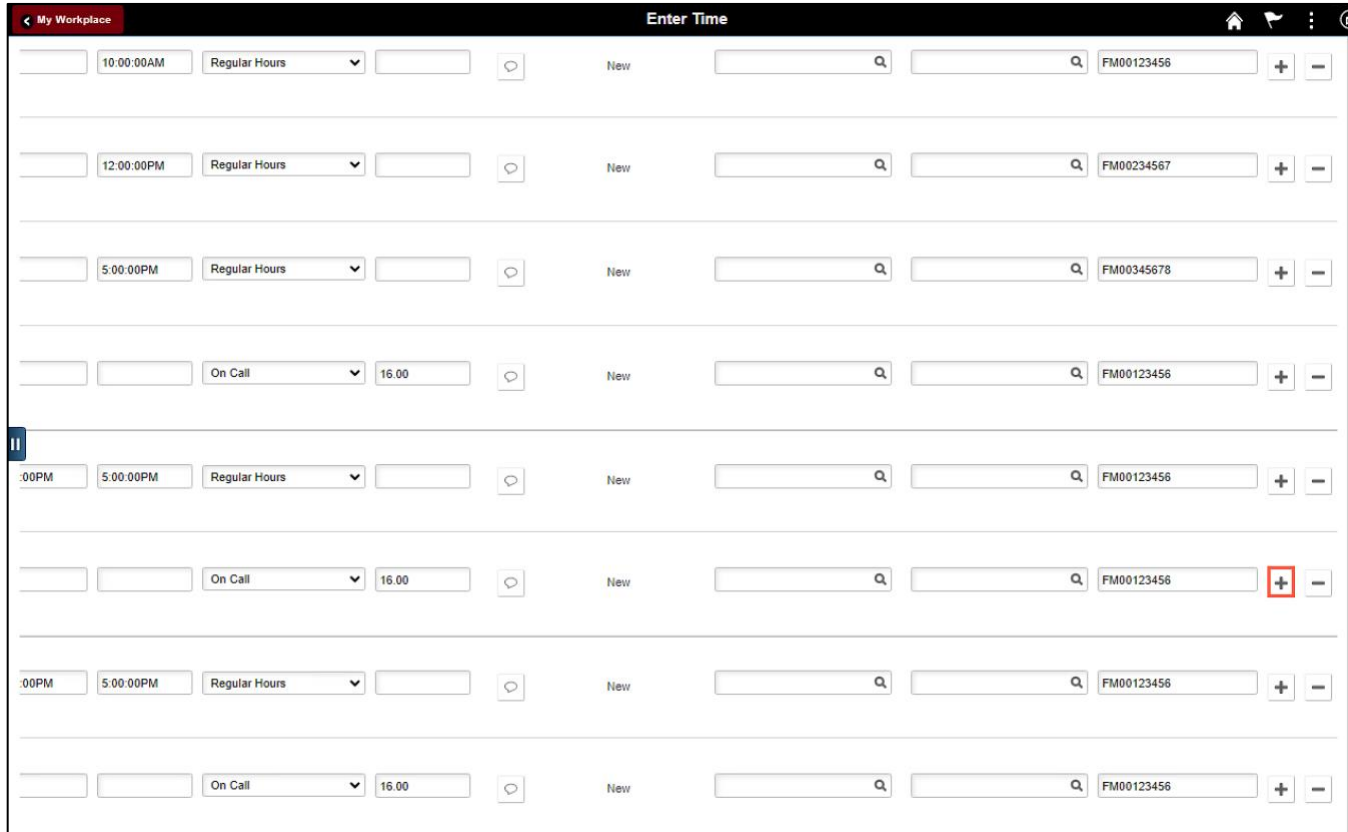
View Legend

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 / Scheduled OFF					On Call	24.00		New
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
	10:00:01AM			12:00:00PM	Regular Hours			New
	1:00:00PM			5:00:00PM	Regular Hours			New
					On Call	16.00		New

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Next, enter any Call Back hours the employee may have worked.

Step 31: To add **Call Back** to a day the employee worked their regular work schedule, scroll to the right, and click the **+** (**plus**) button to add an additional line.



The screenshot shows the 'Enter Time' interface with the following entries:

Start Time	End Time	Category	Hours	Status	Search	ID	Actions
10:00:00AM		Regular Hours		New		FM00123456	+ -
12:00:00PM		Regular Hours		New		FM00234567	+ -
5:00:00PM		Regular Hours		New		FM00345678	+ -
		On Call	16.00	New		FM00123456	+ -
:00PM	5:00:00PM	Regular Hours		New		FM00123456	+ -
		On Call	16.00	New		FM00123456	+ -
:00PM	5:00:00PM	Regular Hours		New		FM00123456	+ -
		On Call	16.00	New		FM00123456	+ -

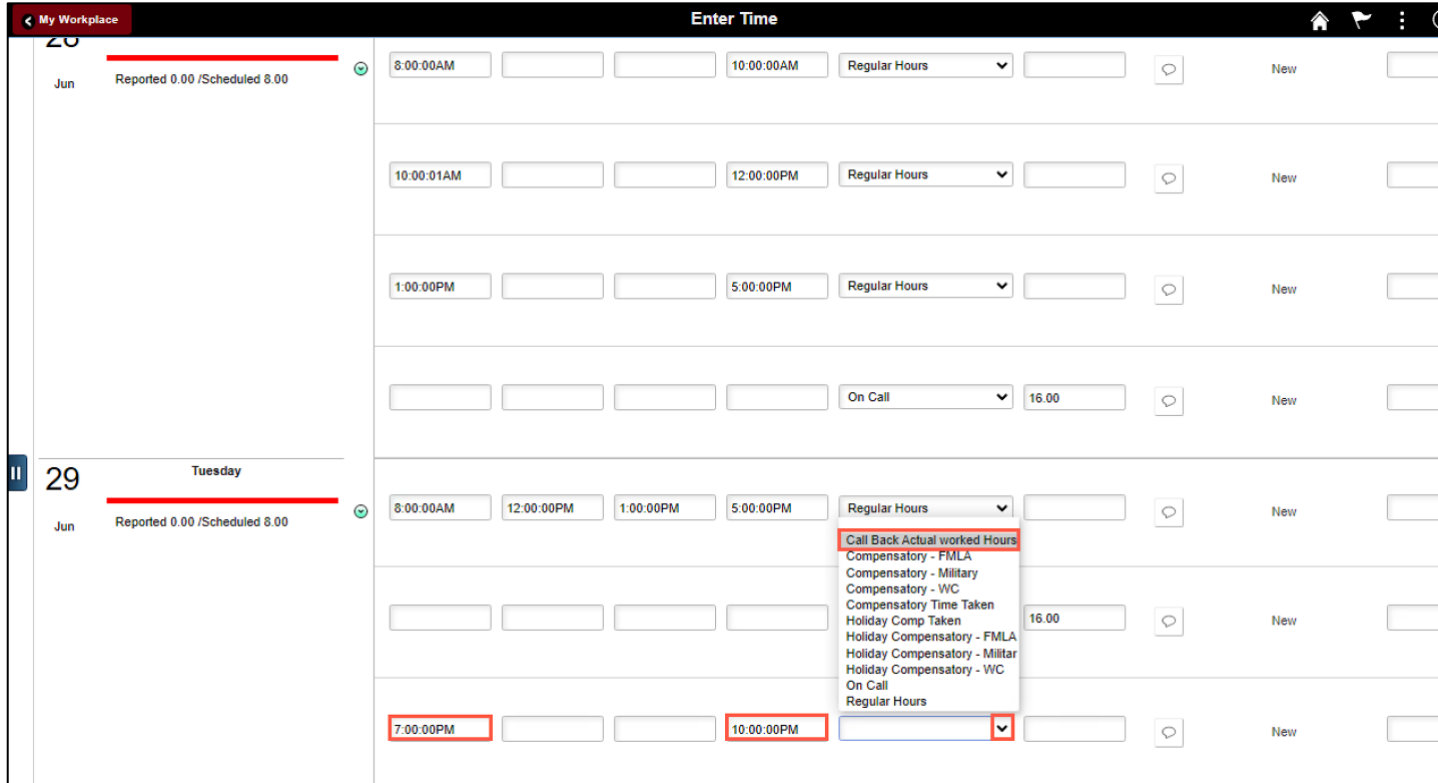
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Step 32: Enter the **In** and **Out** time for the Call Back.

Step 33: Click the **Time Reporting Code** drop-down arrow.

Step 34: Select **Call Back Actual worked Hours**.

**Be sure to add a Work Order number to each of the Call Back lines.

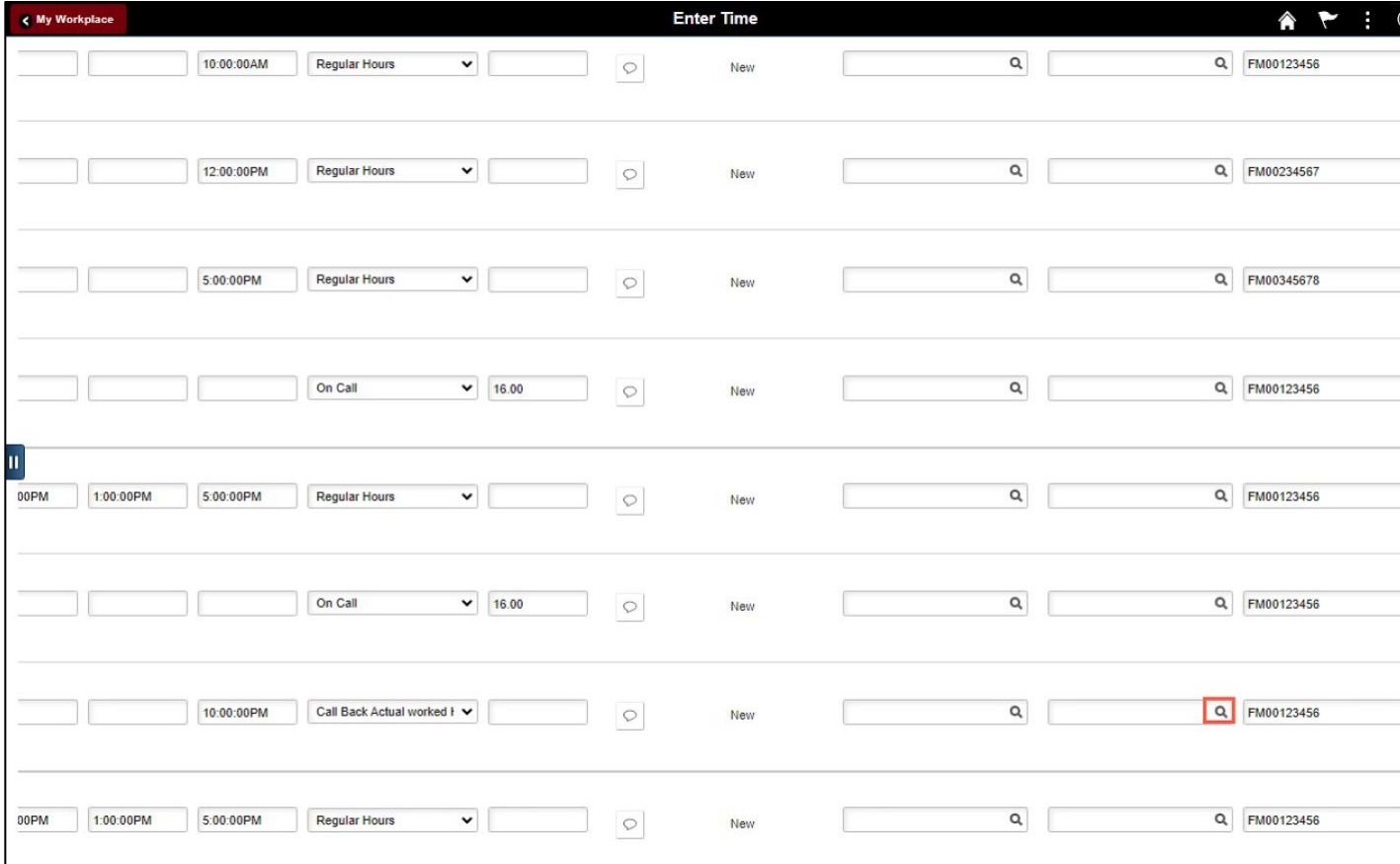


The screenshot shows the 'Enter Time' mobile application interface. It displays a punch timesheet for June 28th and 29th. The interface includes time input fields, reporting code dropdowns, and a list of reporting codes. A dropdown menu is open for the 7:00:00PM to 10:00:00PM entry on June 29th, with 'Call Back Actual worked Hours' selected. The interface also shows a 'Reported 0.00 / Scheduled 8.00' status for each day.

Date	Time	Reporting Code	Hours
Jun 28	8:00:00AM	Regular Hours	
	10:00:01AM	Regular Hours	
	1:00:00PM	Regular Hours	
Jun 29		On Call	16.00
	8:00:00AM	Regular Hours	
	7:00:00PM	Call Back Actual worked Hours	

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Step 35: Click the **Call Back** lookup button to select a call back instance.

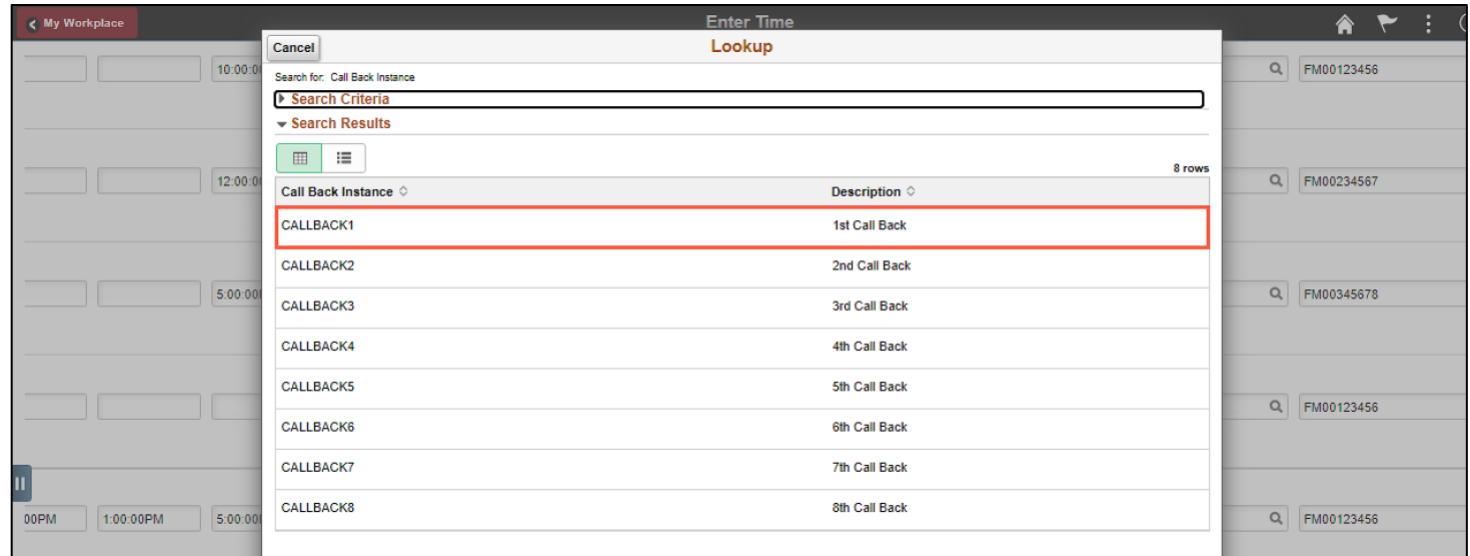


Start Time	End Time	Rate	Category	Hours	Status	Action	Employee ID
10:00:00AM		Regular Hours			New	🔍	FM00123456
12:00:00PM		Regular Hours			New	🔍	FM00234567
5:00:00PM		Regular Hours			New	🔍	FM00345678
		On Call		16.00	New	🔍	FM00123456
00PM	1:00:00PM	5:00:00PM	Regular Hours		New	🔍	FM00123456
		On Call		16.00	New	🔍	FM00123456
		10:00:00PM	Call Back Actual worked		New	🔍	FM00123456
00PM	1:00:00PM	5:00:00PM	Regular Hours		New	🔍	FM00123456

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Step 36: Select the applicable **Call Back Instance** from the list.

If the employee had additional call backs, please follow steps 31 through 36 to add to their timesheet.



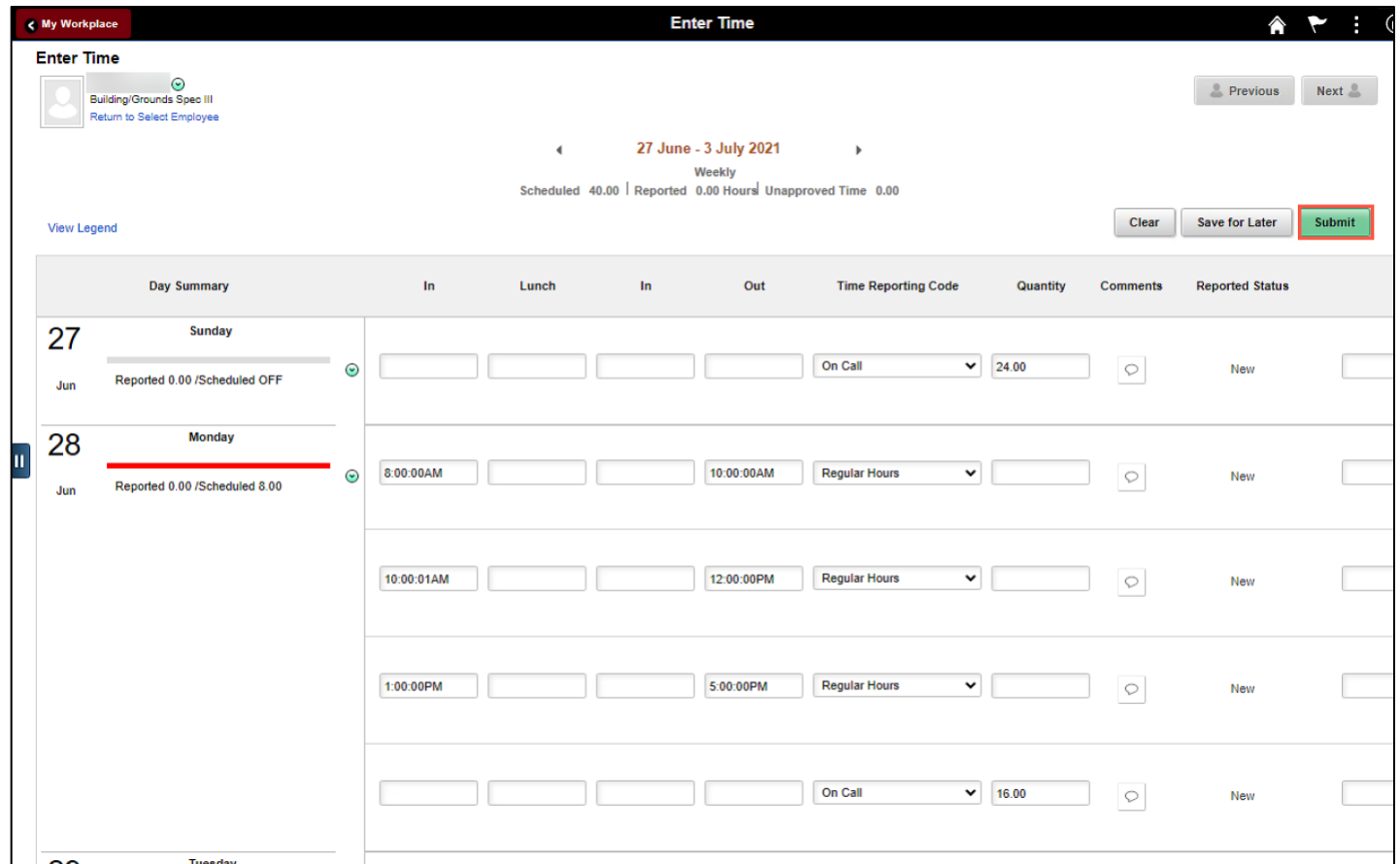
**University of South Carolina
Time and Labor – MSS
Enter On Call/Call Back on a Punch Timesheet on Behalf of Employee**

Step 37: The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

The timesheet will not submit when:

- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

Error messages will appear indicating what needs to be fixed before the timesheet can be submitted.



Enter Time

Building/Grounds Spec III
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 0.00 Hours | Unapproved Time 0.00

View Legend

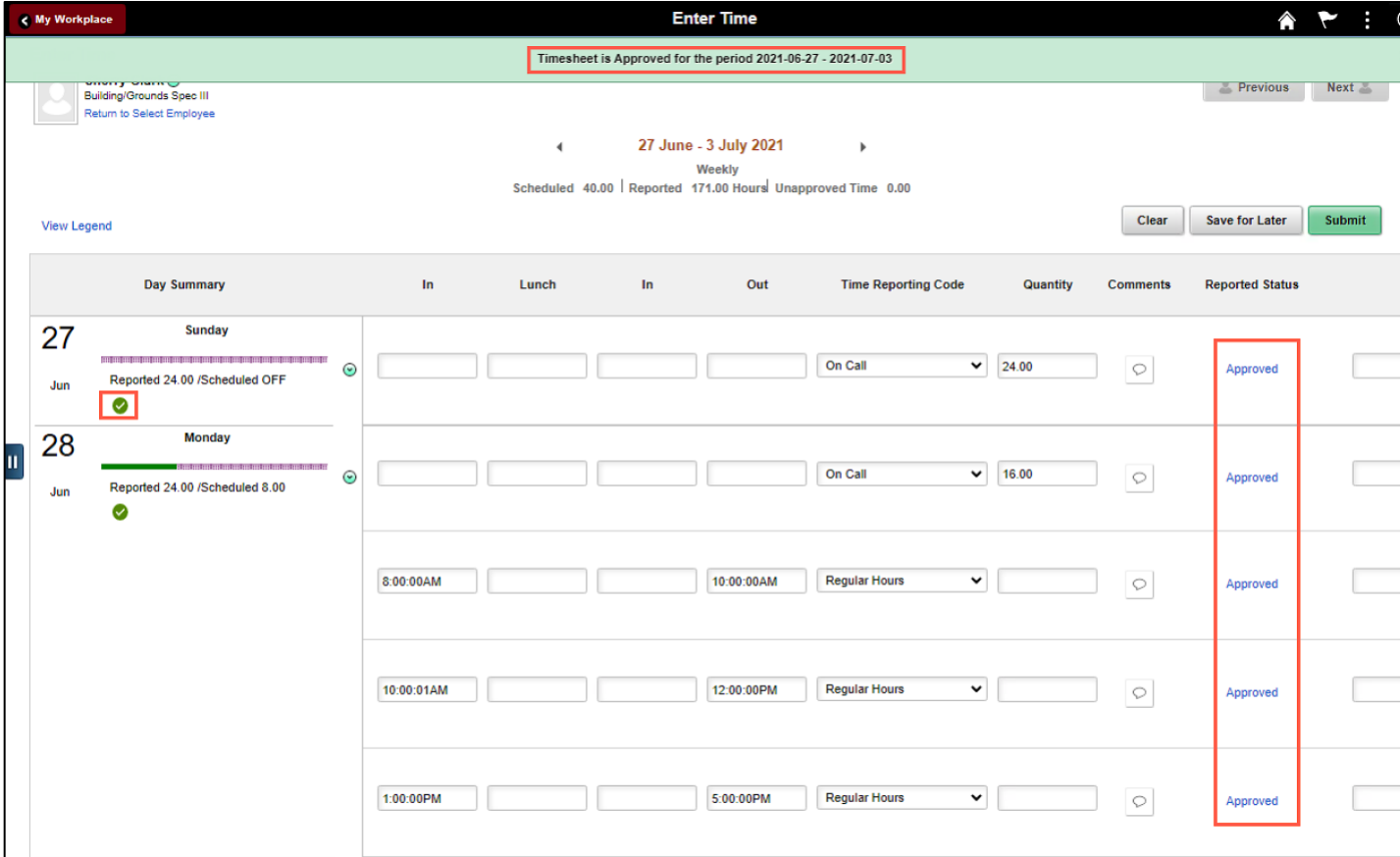
Clear Save for Later **Submit**

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 0.00 / Scheduled OFF					On Call	24.00		New
28 Monday Jun Reported 0.00 / Scheduled 8.00	8:00:00AM			10:00:00AM	Regular Hours			New
	10:00:01AM			12:00:00PM	Regular Hours			New
	1:00:00PM			5:00:00PM	Regular Hours			New
					On Call	16.00		New

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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.

Step 38: 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 Approved for the period 2021-06-27 - 2021-07-03

Building/Grounds Spec III
Return to Select Employee

27 June - 3 July 2021
Weekly
Scheduled 40.00 | Reported 171.00 Hours | Unapproved Time 0.00





View Legend

Clear Save for Later Submit

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Comments	Reported Status
27 Sunday Jun Reported 24.00 / Scheduled OFF					On Call	24.00		Approved
28 Monday Jun Reported 24.00 / Scheduled 8.00					On Call	16.00		Approved
	8:00:00AM			10:00:00AM	Regular Hours			Approved
	10:00:01AM			12:00:00PM	Regular Hours			Approved
	1:00:00PM			5:00:00PM	Regular Hours			Approved

Step 39: When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. 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 on call and call back on a punch timesheet on behalf of an employee.

