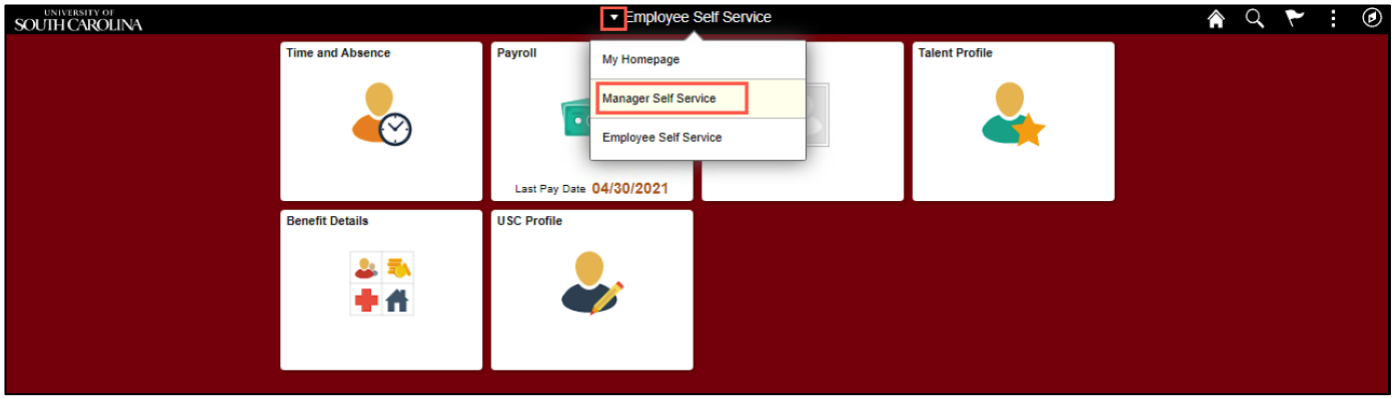
University of South Carolina

# 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 | Screenshots |
|---|---|
| **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. | |

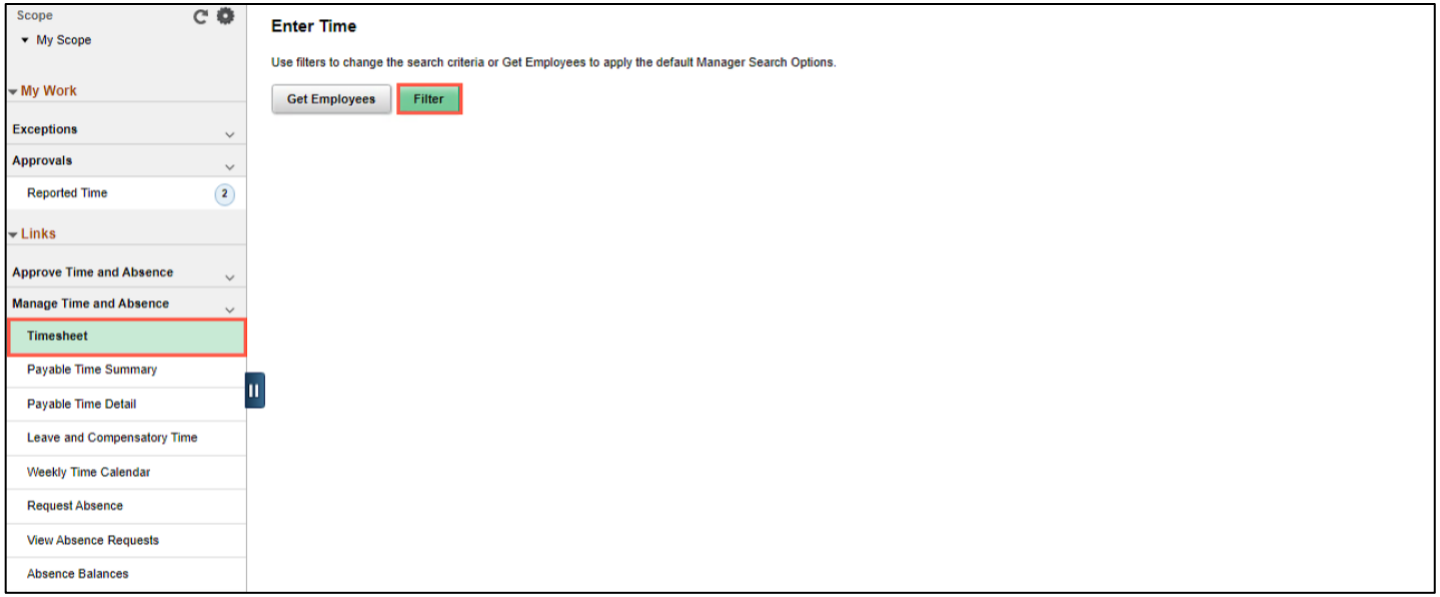
**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.

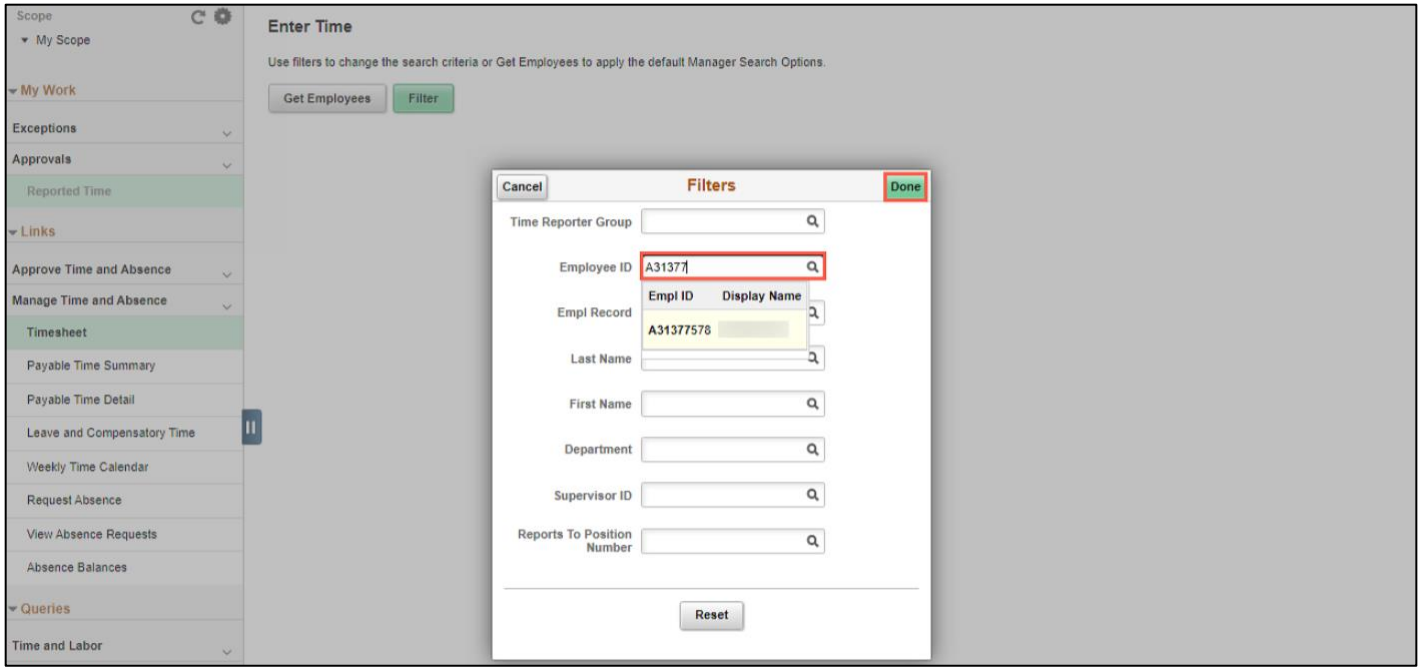
**Step 4:** Click the **Timesheet** option from the list.

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

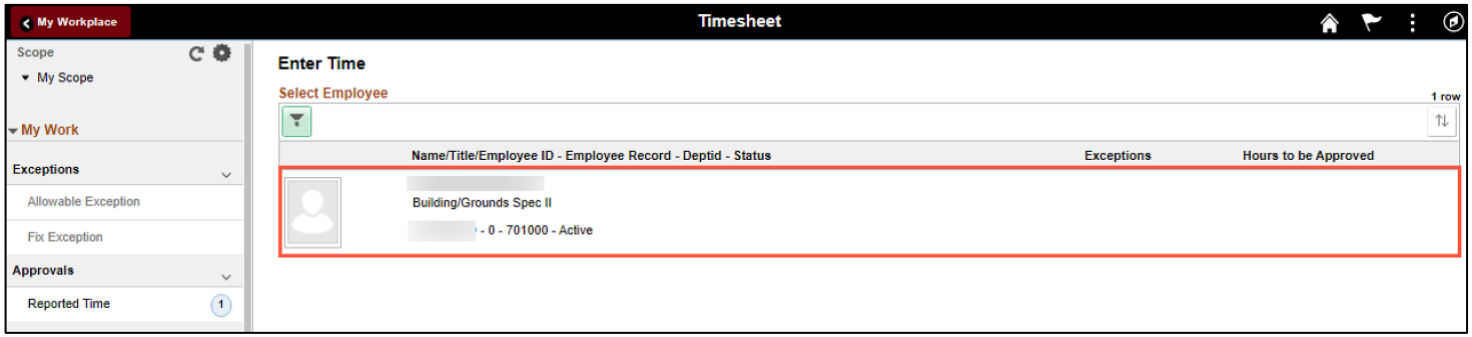


**Step 6:** To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

**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.

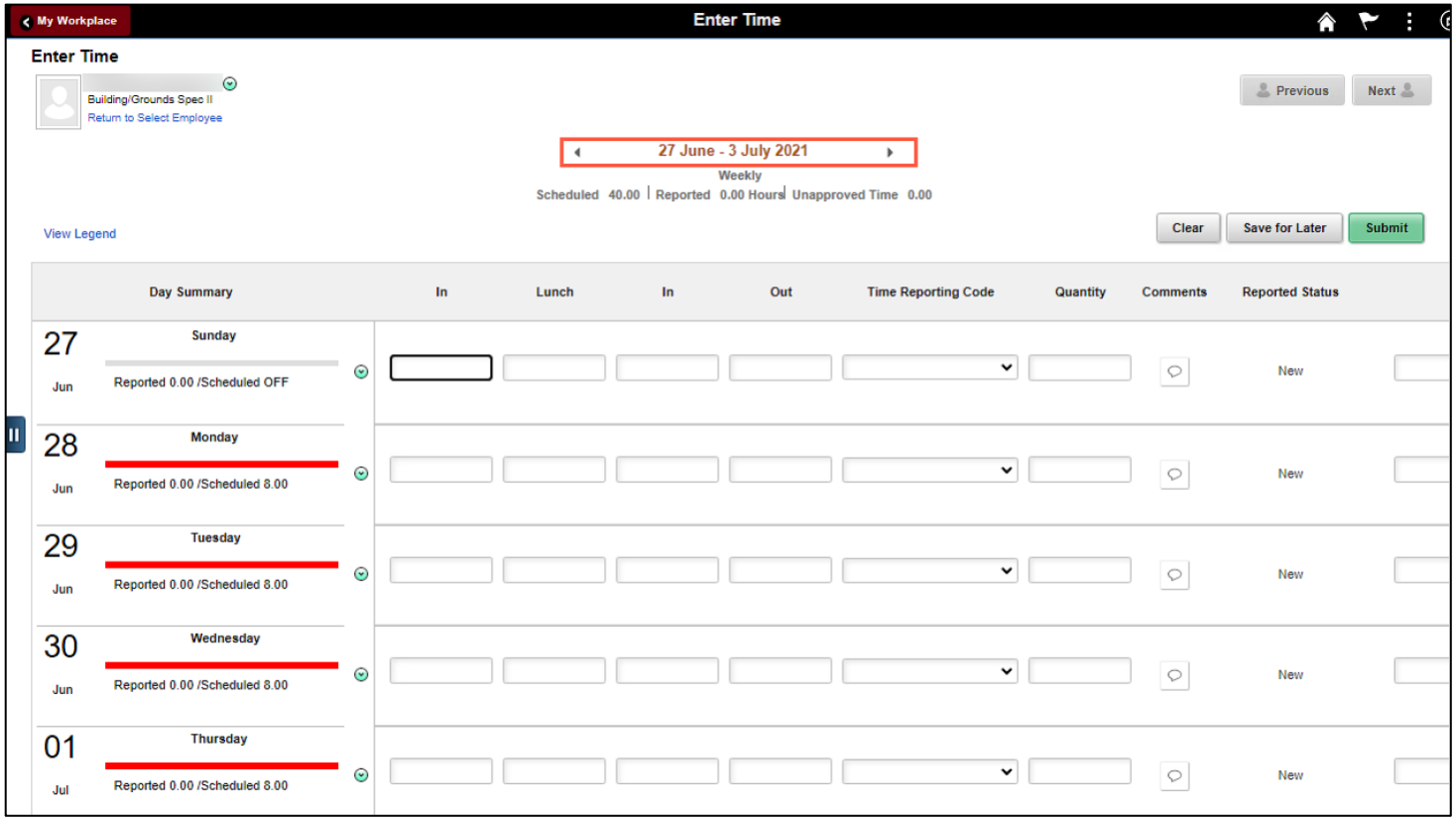


A **Punch Timesheet** is used to create shifts that define specific work times. Punch shifts are defined by an In punch and the first subsequent instance of an Out punch. There can be other punches, such as lunch, between the In and Out punches.

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.



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.

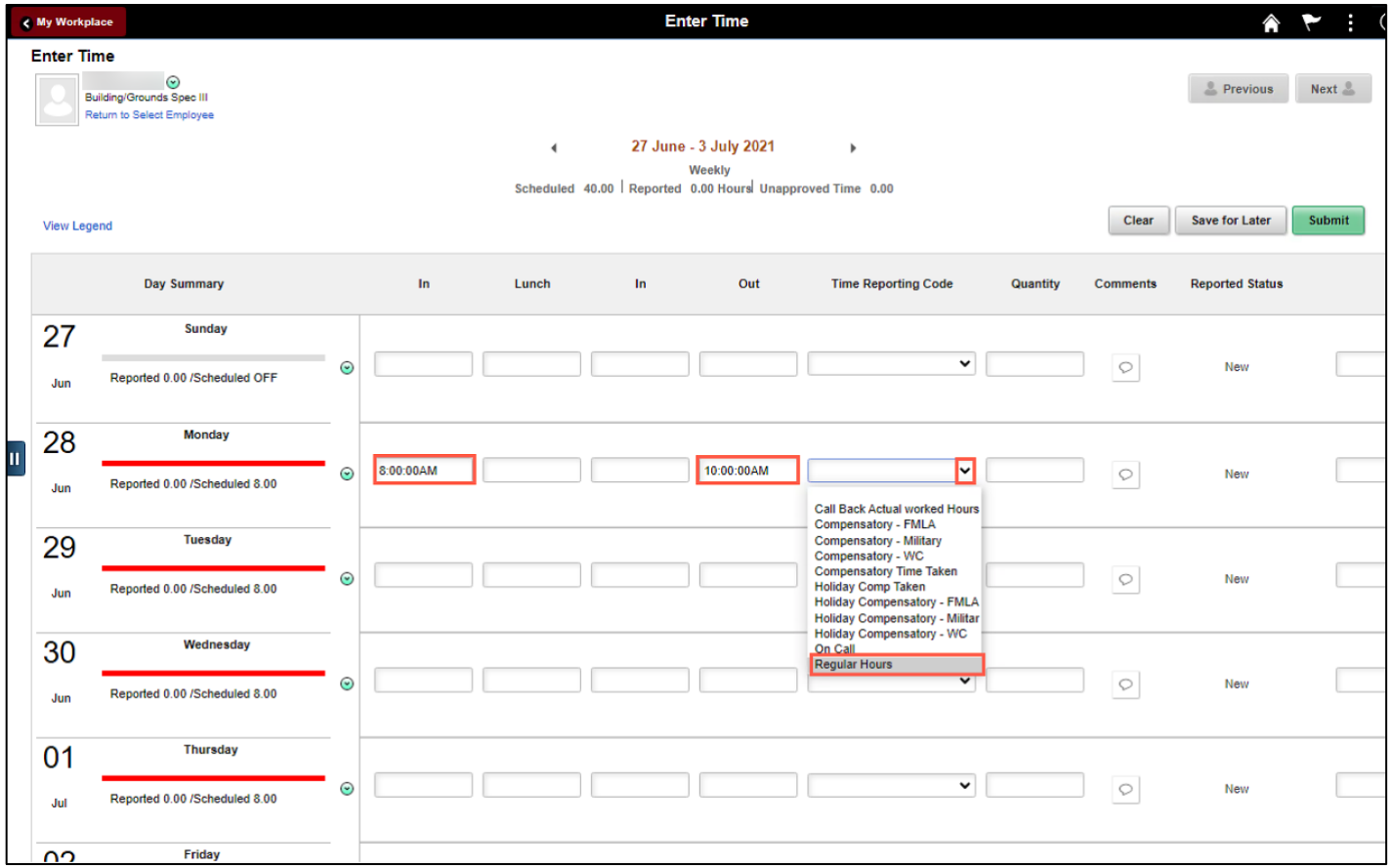
**Step 10/Work Order Line #1:** For the first work order, the employee worked from 8am to 10am. To enter this on the punch timesheet, enter 8:00am as the IN time and 10:00am in the OUT Time Entry field.

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

You can only have one TRC per line.

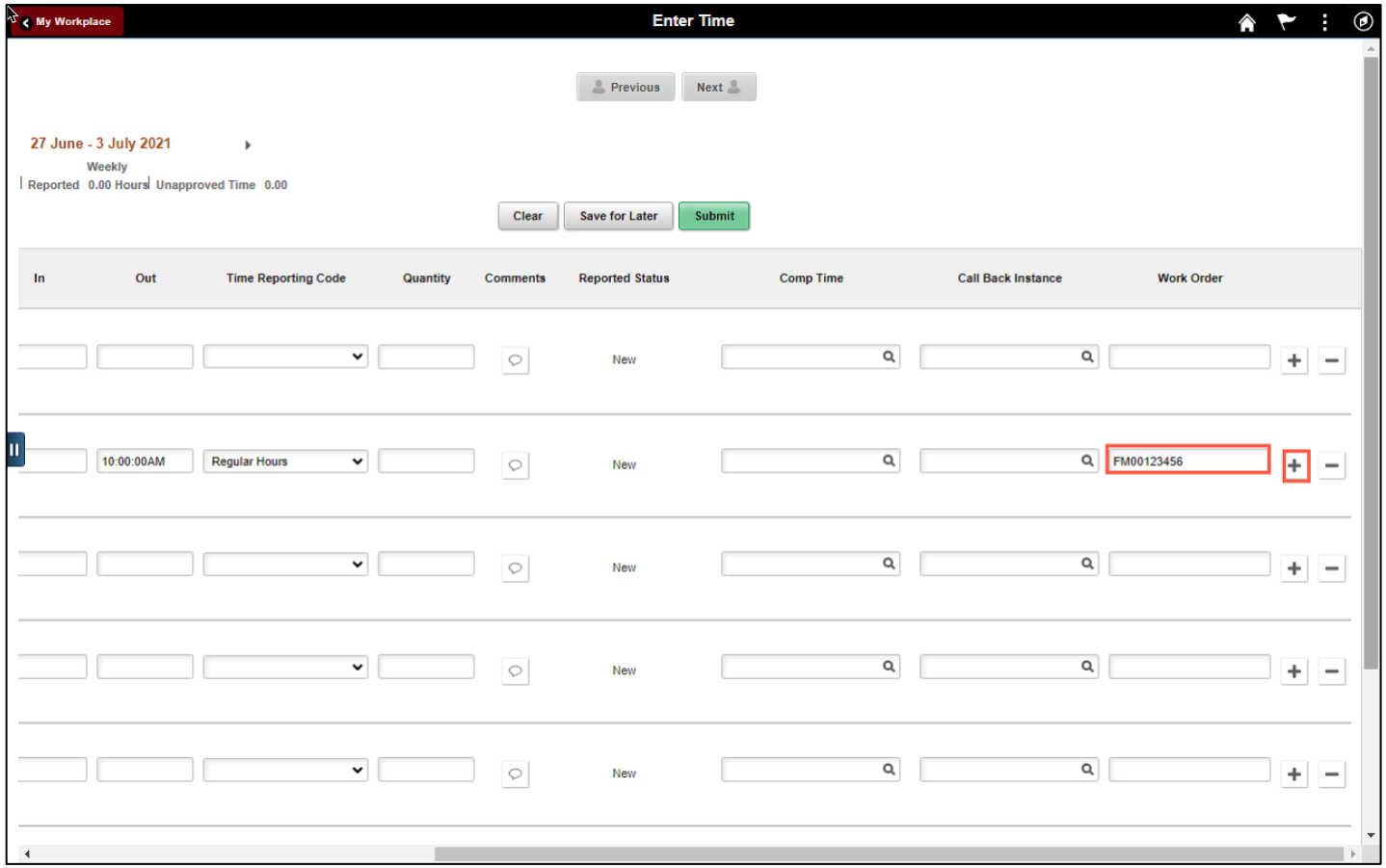
**Step 11:** Click the **Time Reporting Code** drop-down arrow.

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



**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.



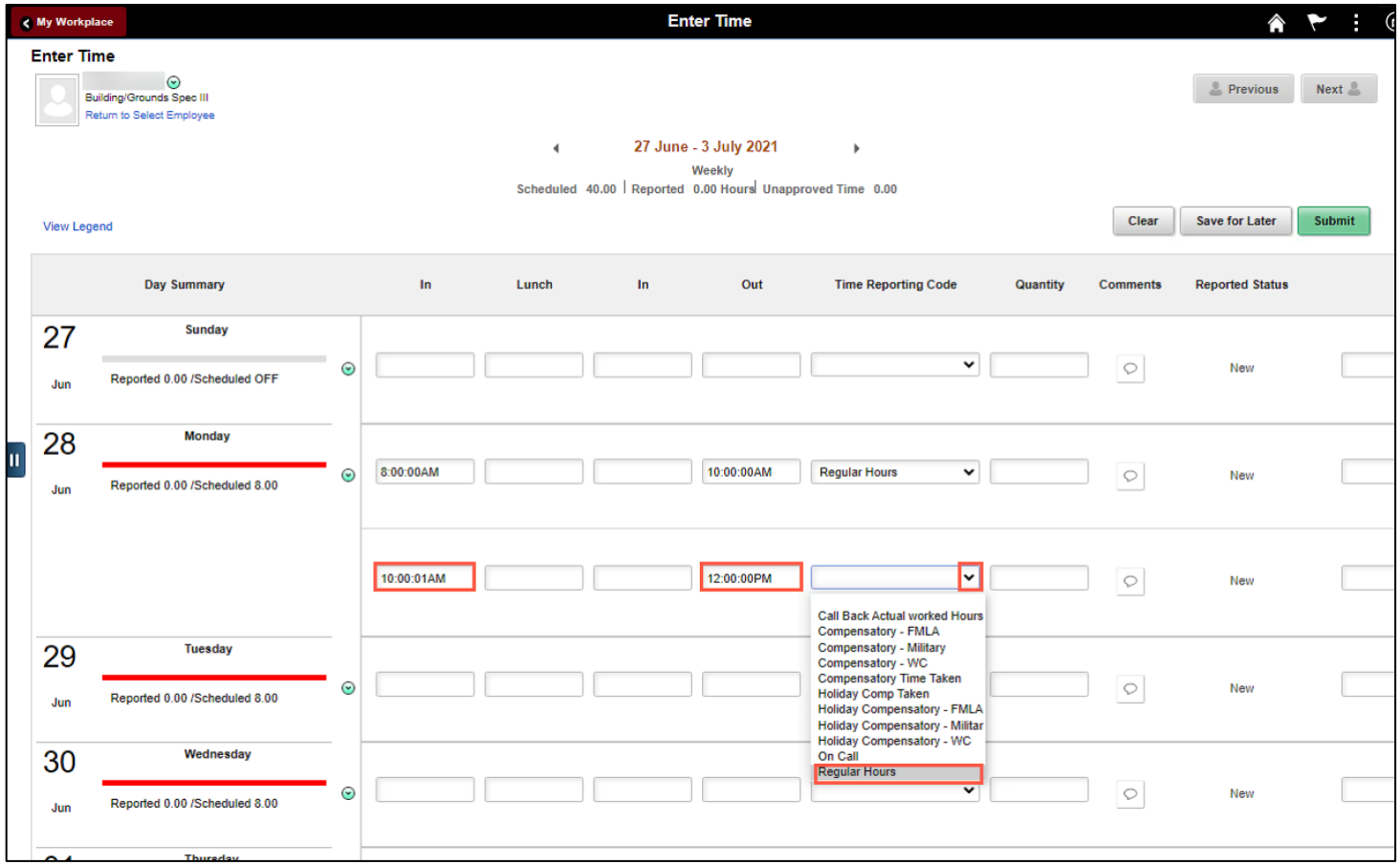
**Step 15/Work Order Line #2:** For the second work order, the employee started work at 10:00:01am and ended at their scheduled lunch time of 12:00pm. To enter this on the punch timesheet, enter **10:00:01am in the IN Time Entry** field and enter **12:00pm in the OUT Time Entry** field.

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

You can only have one TRC per line.

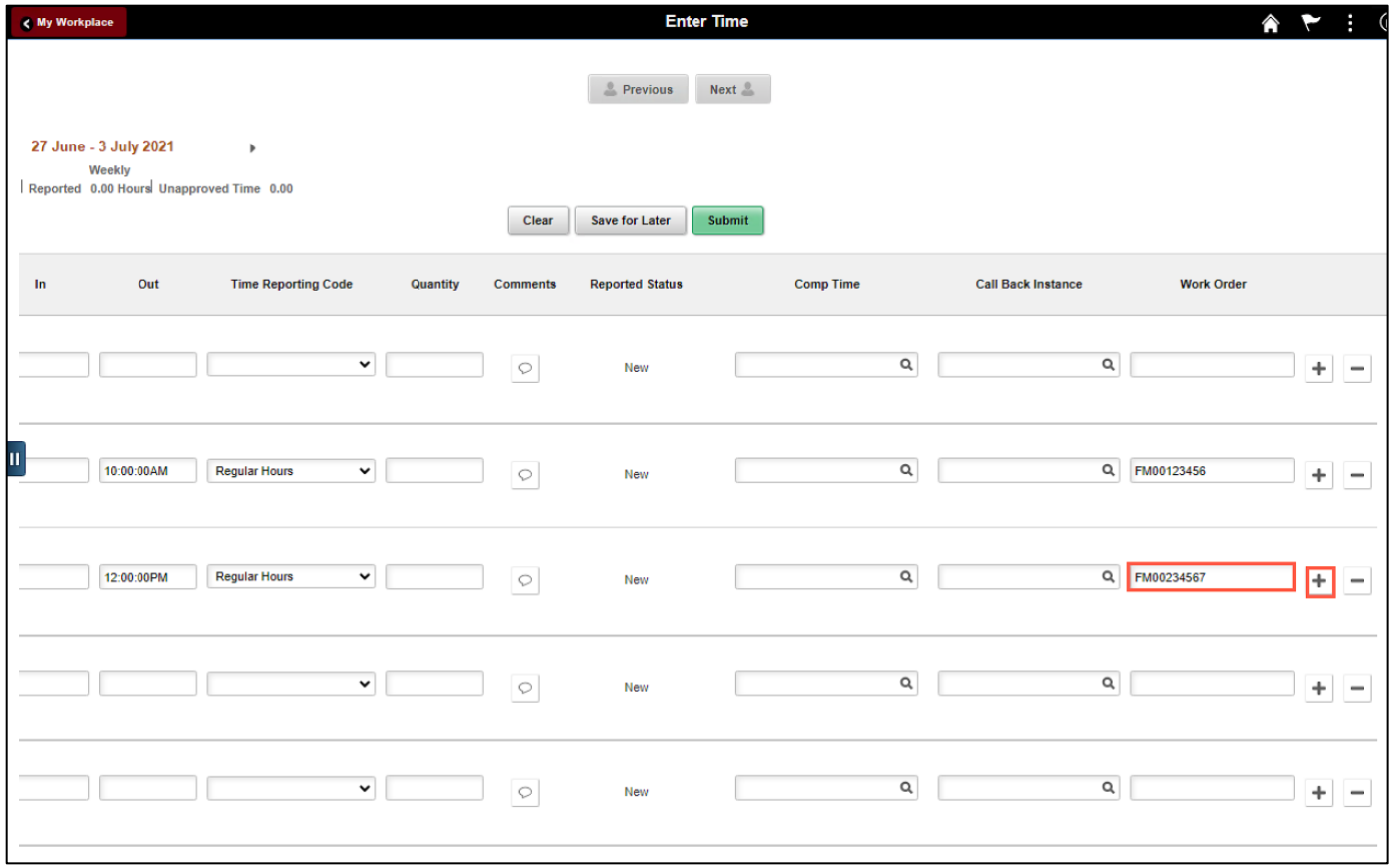
**Step 16:** Click the **Time Reporting Code** drop-down arrow.

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



**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.



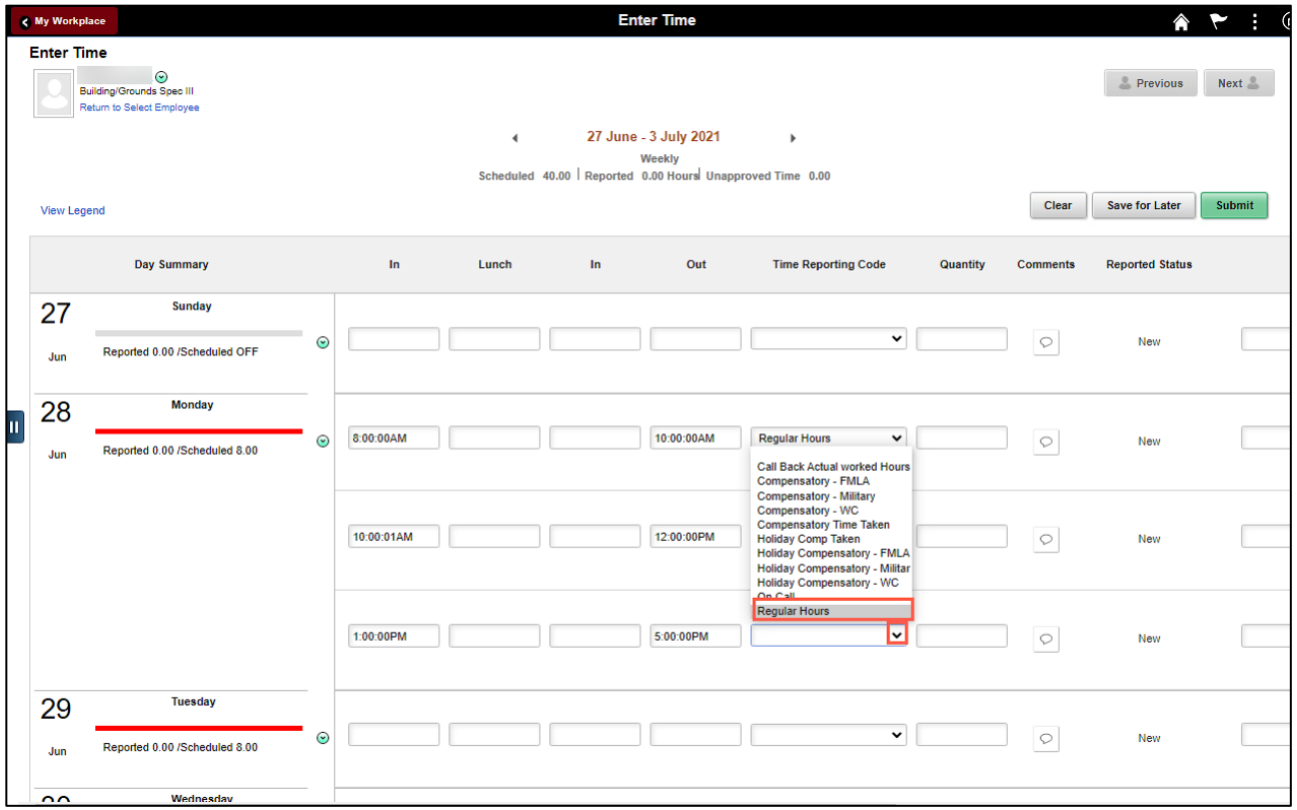
**Step 20/Work Order Line #3:** For the third work order, the employee came back from lunch 1:00pm and ended their workday at 5:00pm. To enter this on the punch timesheet, enter **1:00pm in the IN Time Entry** field and enter **5:00pm in the OUT Time Entry** field.

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

You can only have one TRC per line.

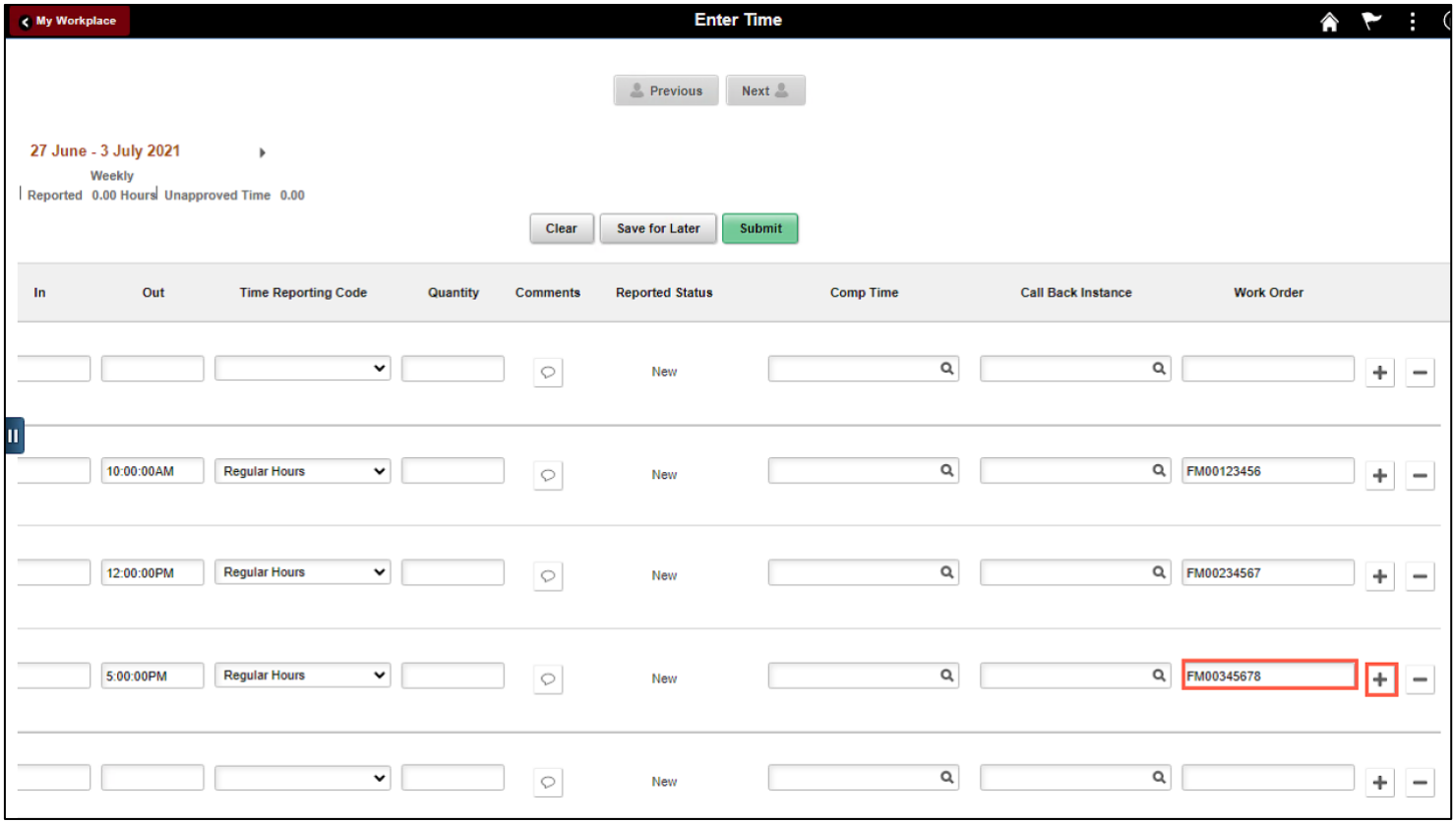
**Step 21:** Click the **Time Reporting Code** drop-down arrow.

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



**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.

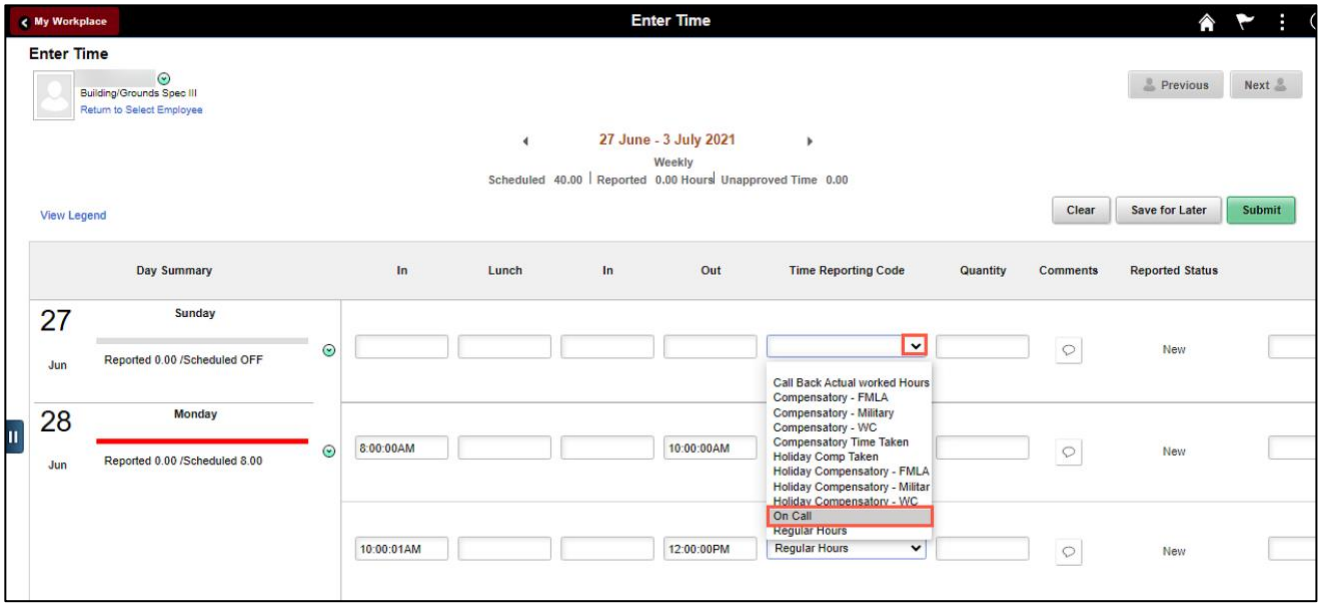
Use steps 15 through 19, if you need to add additional IN and OUT times because the employee worked with additional work orders that day.



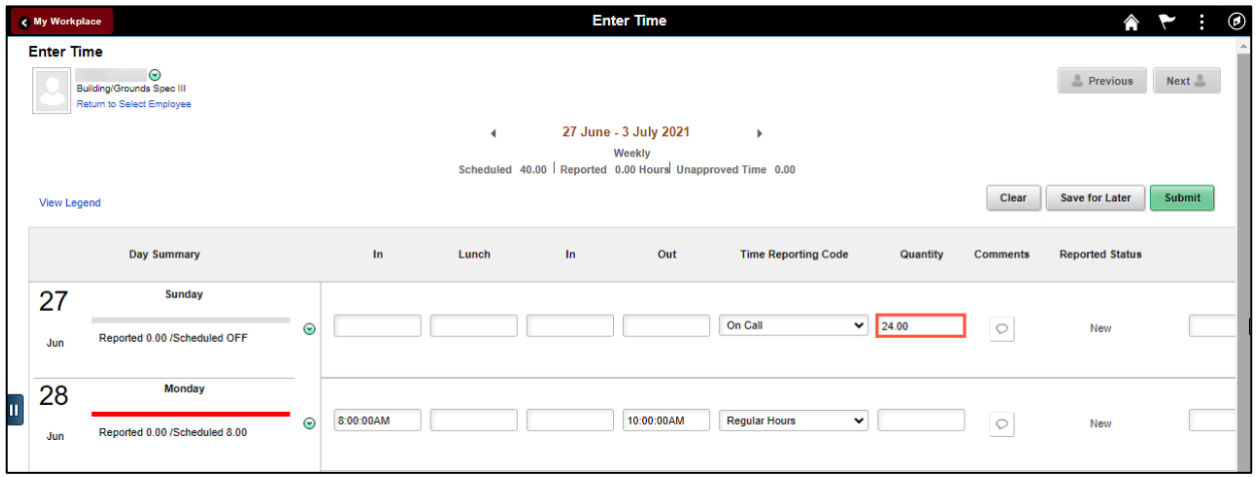
Next, add the On Call time reporting code and hours for the days the employee is on call. In this example, the employee is on call

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

**Step 25:** Select **On Call.**

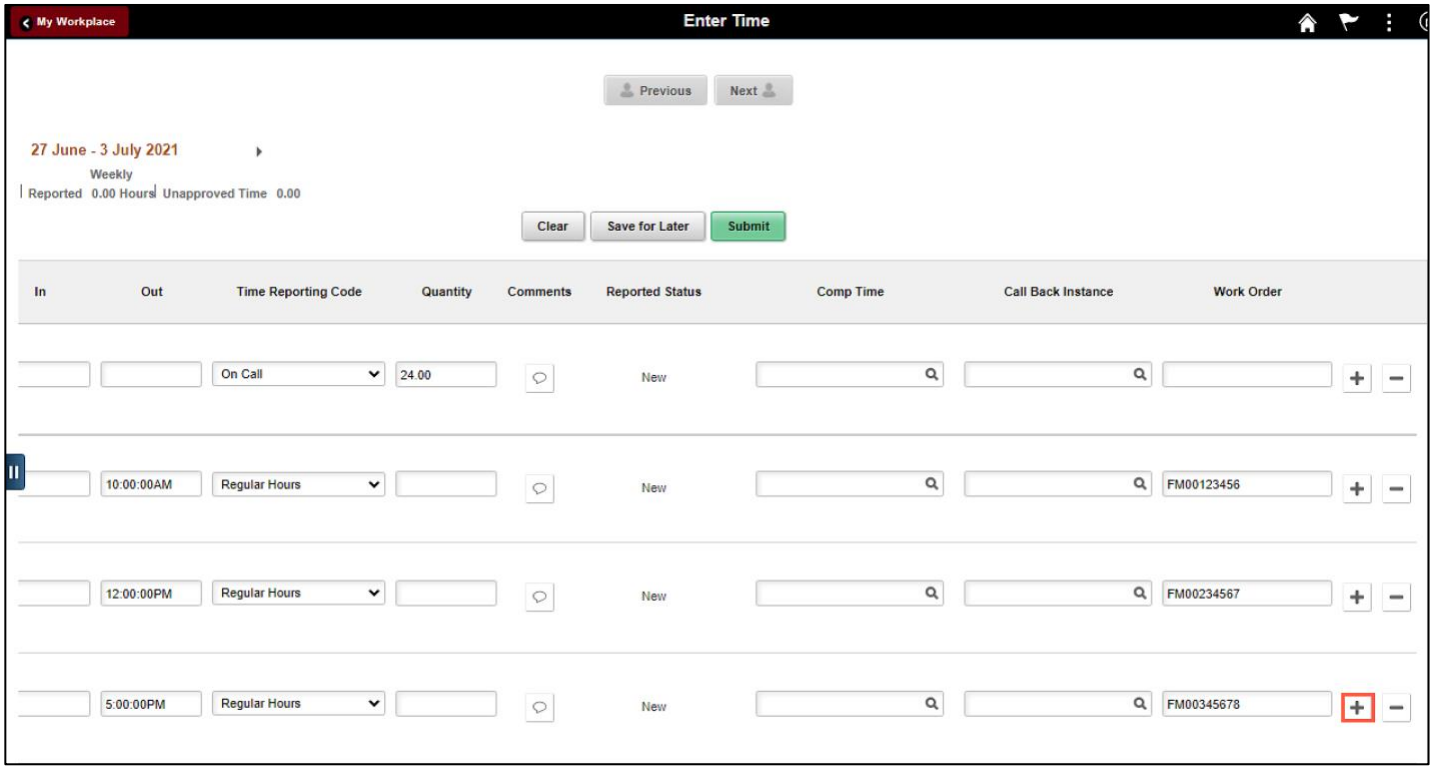



**Step 26:** Click in the **Quantity** field and enter the number of on call hours for that specific day.



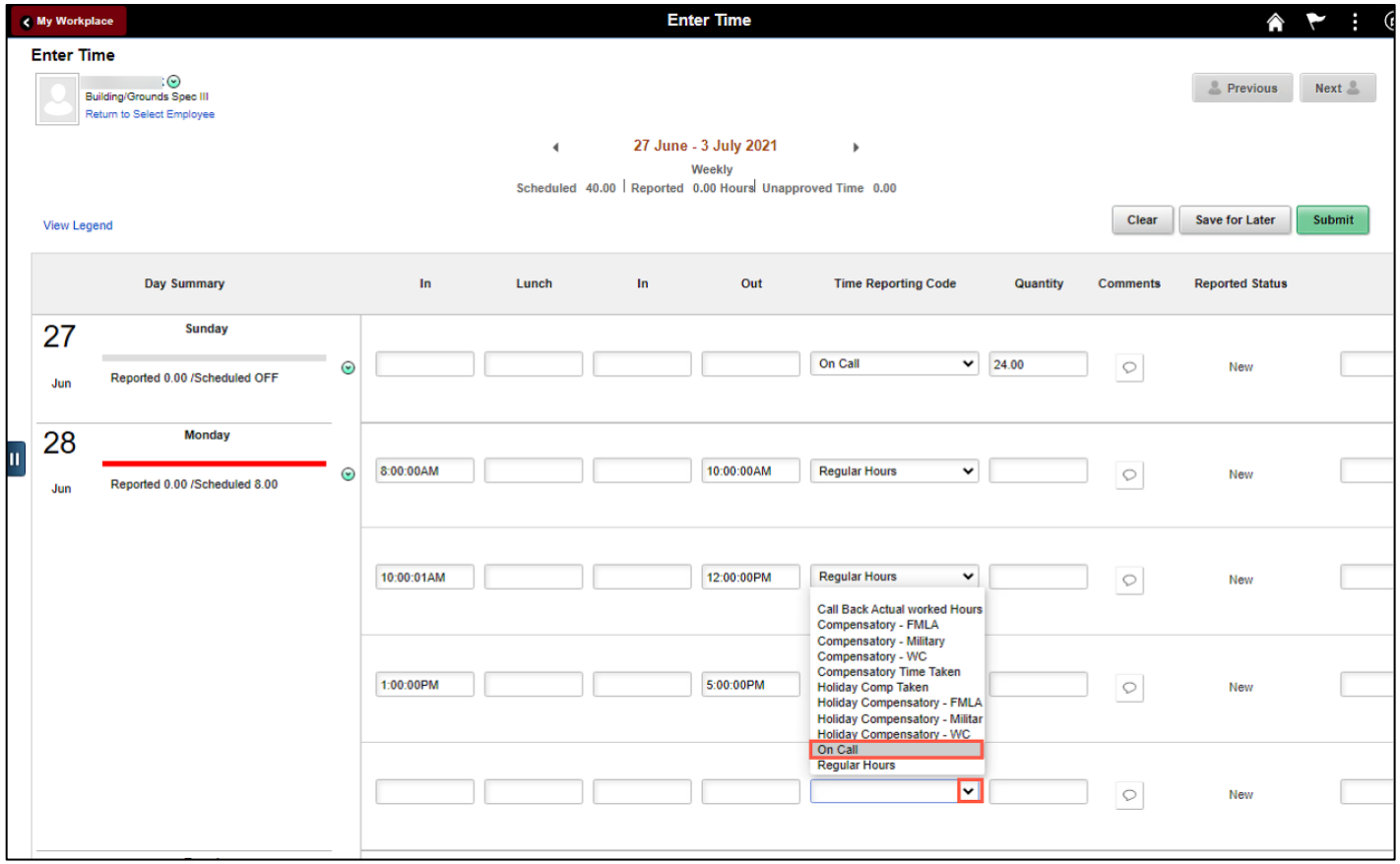
Remember, you can only have one TRC per line.

**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.



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

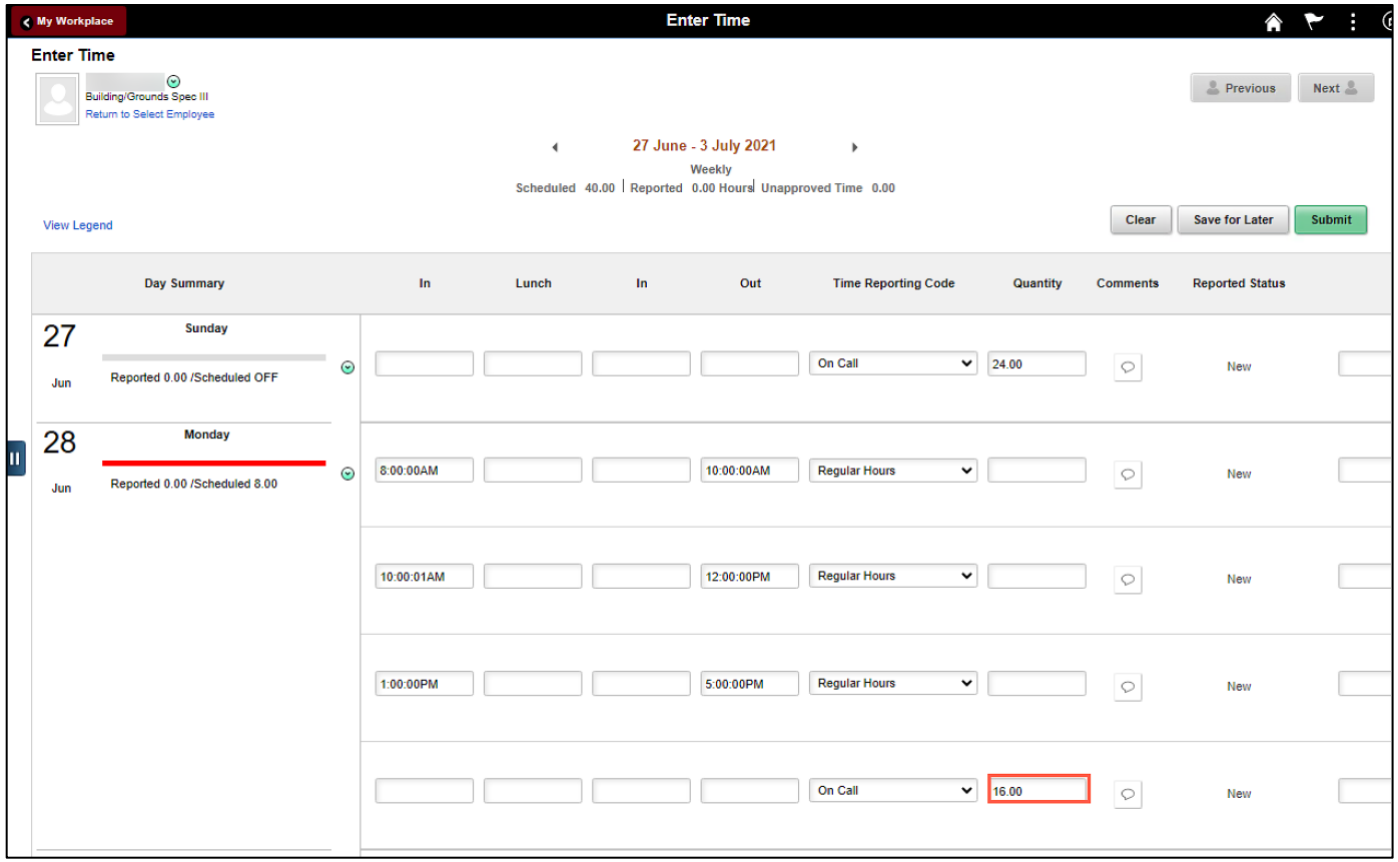
**Step 29:** Select **On Call.**



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

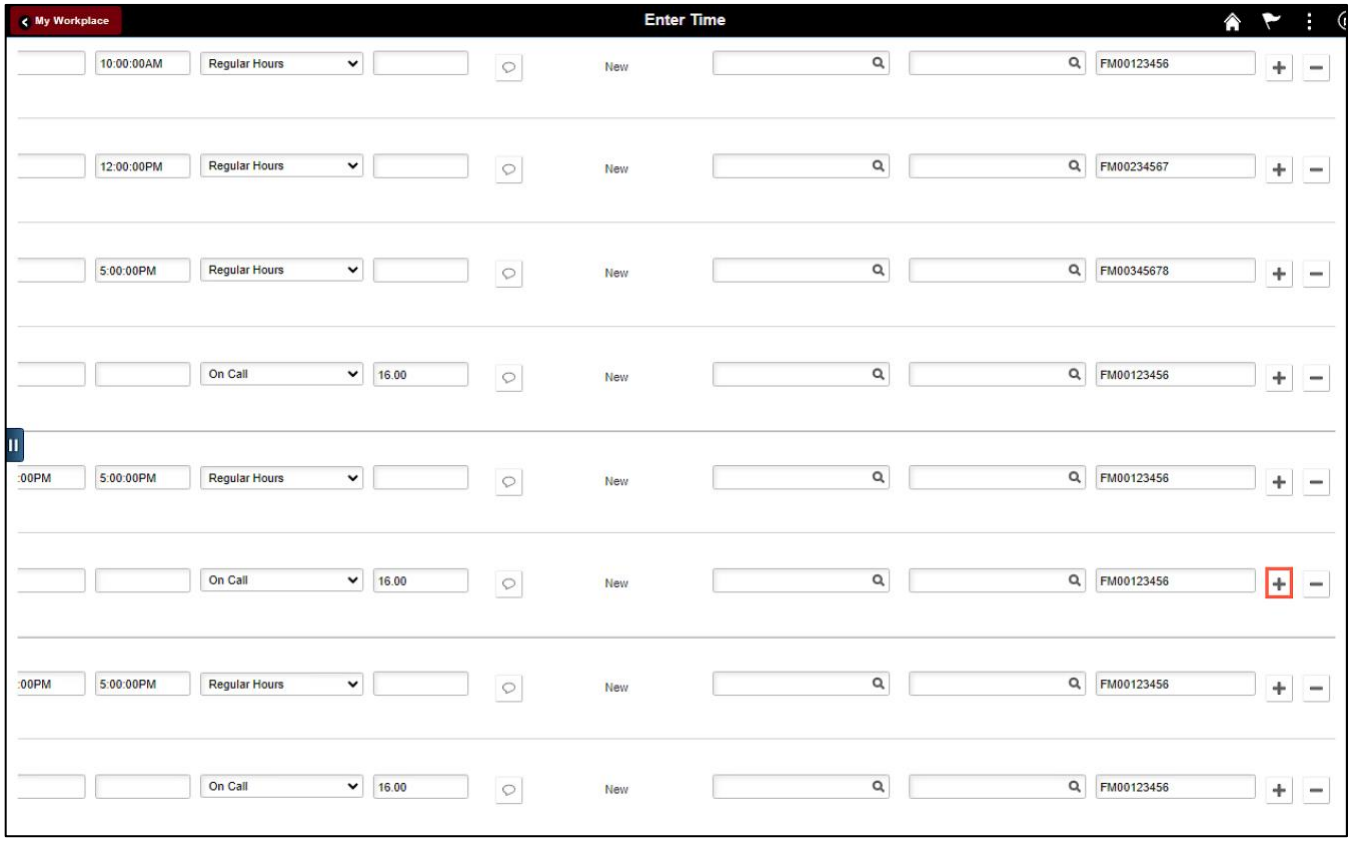
**NOTE:** On call hours equals your regular daily work hours subtracted from 24hrs.

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



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.

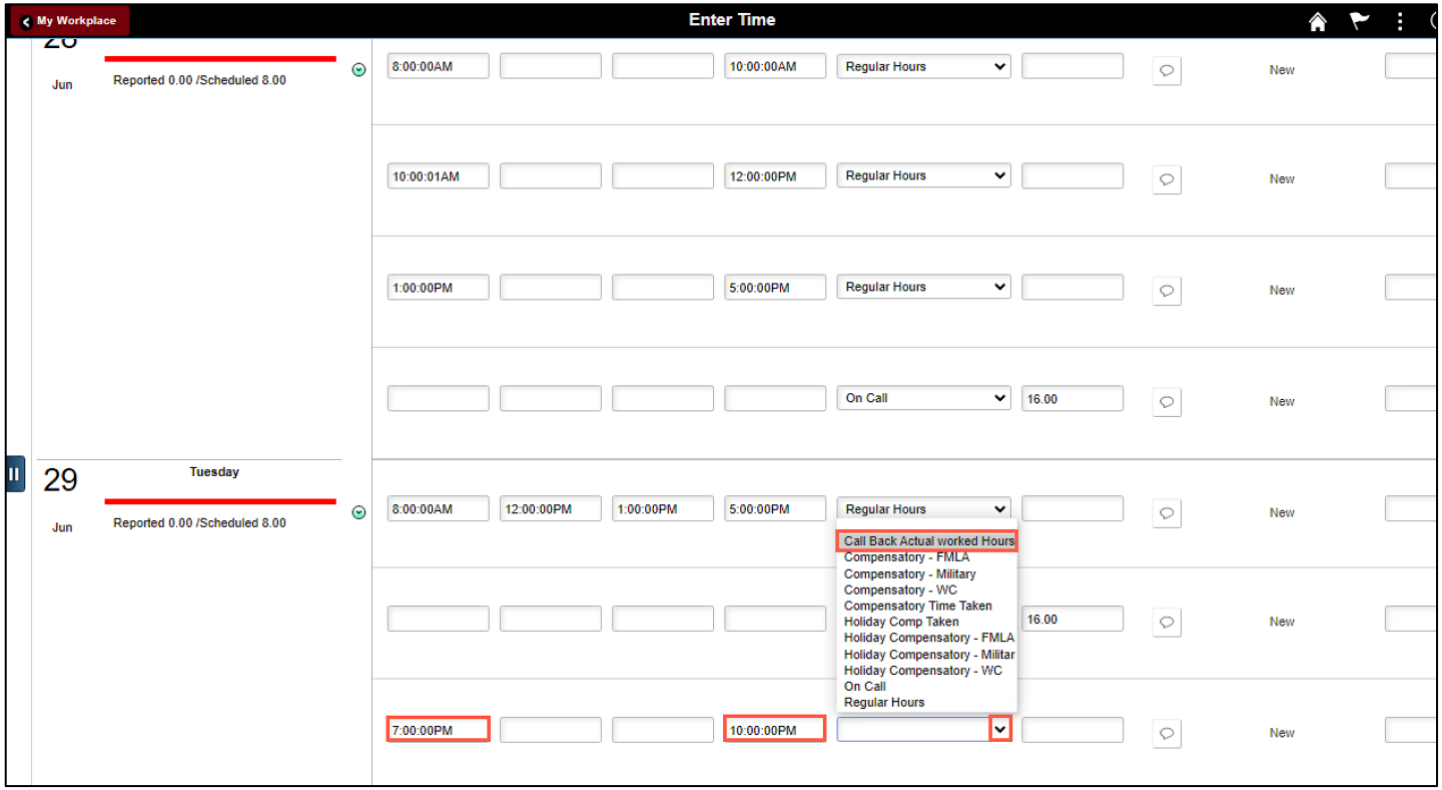


**Step 32:** Enter the **In** and **Out** time for the Call Back.

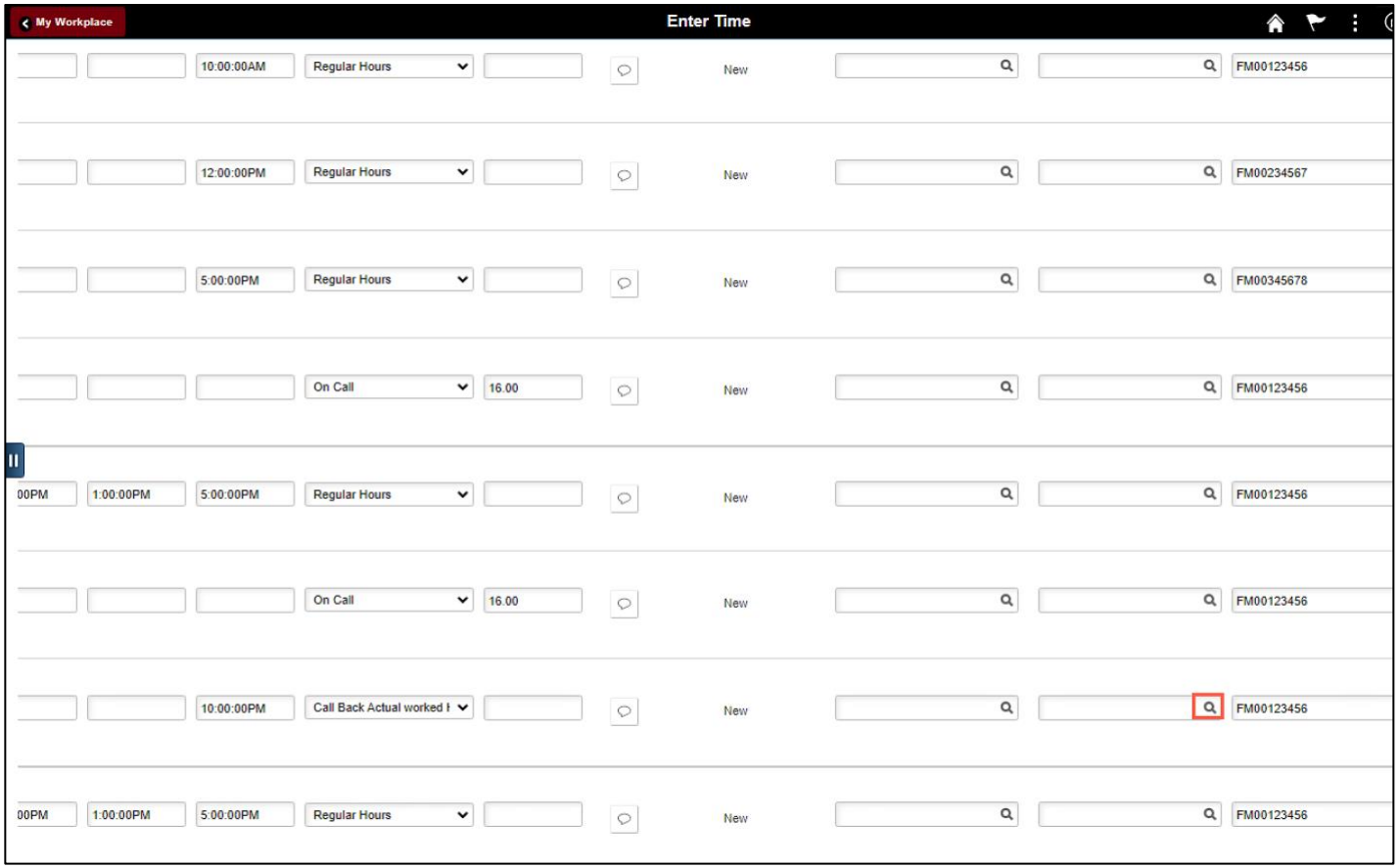
**Step 33:** Click the **Time Reporting Code** drop-down arrow.

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

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

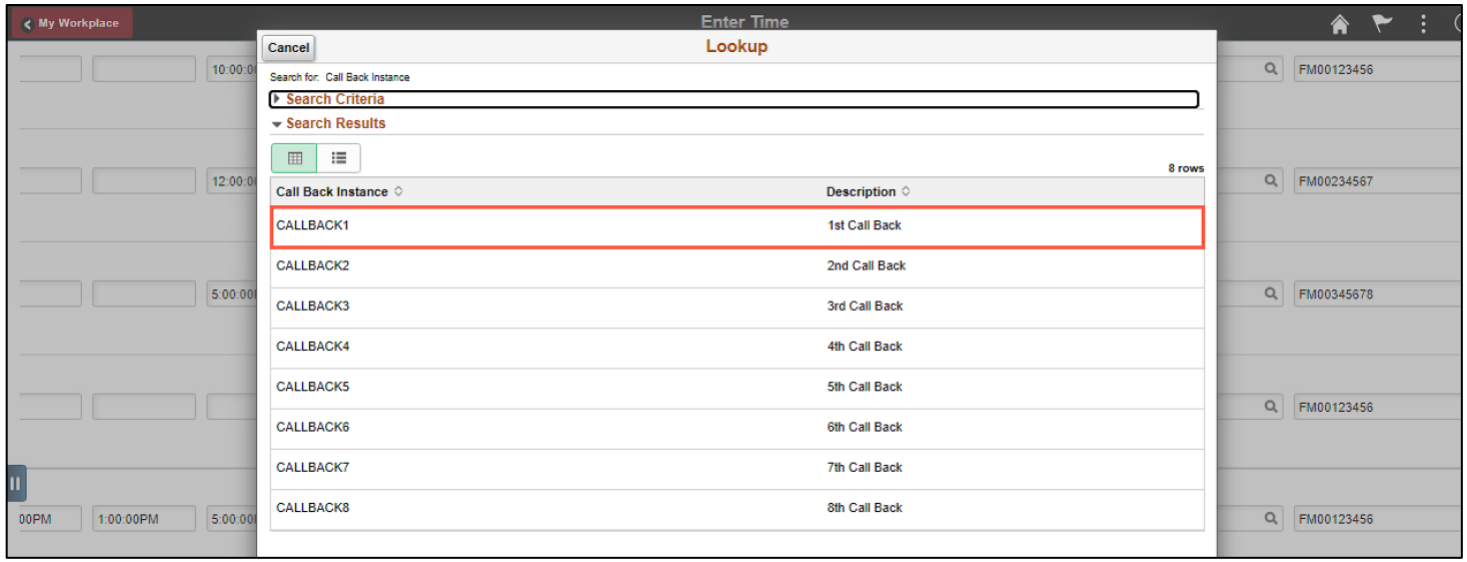


**Step 35:** Click the **Call Back** lookup button to select a call back instance.



**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.

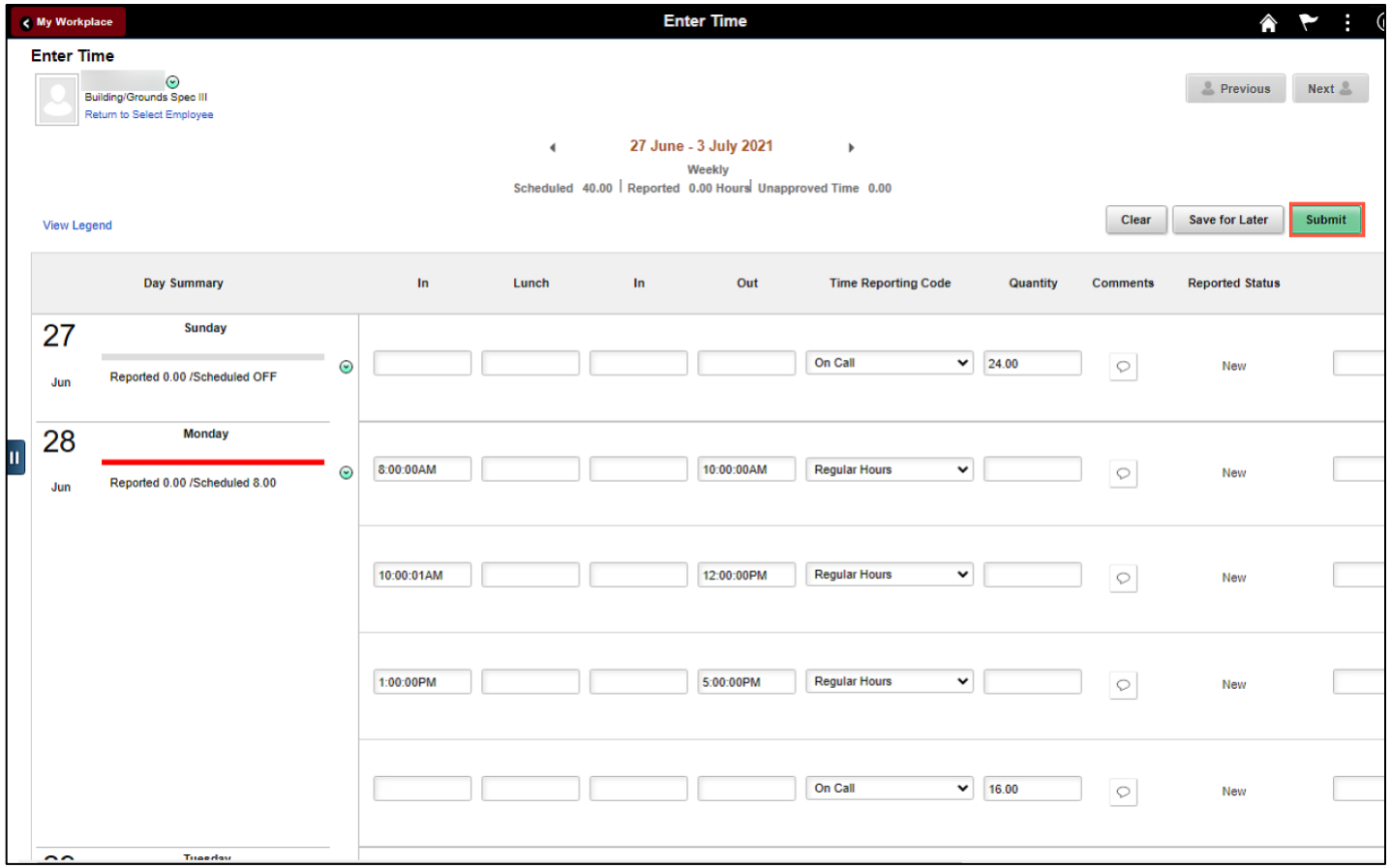


**Step 37:** The timesheet is complete. Click the **Submit** button to submit the timesheet for approval.

The timesheet will not submit when:

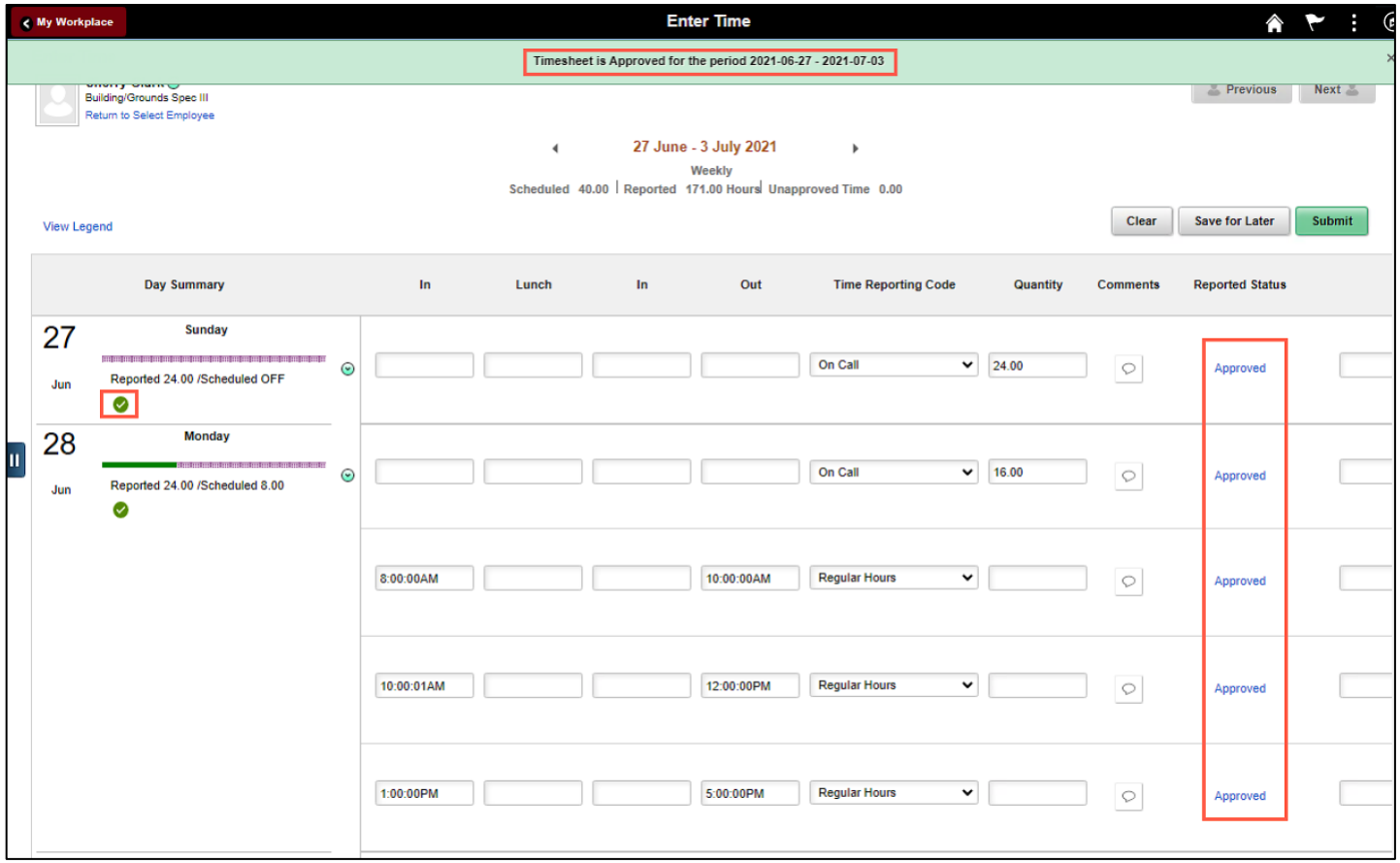
- A Time Reporting Code is missing
- When the Work Order Number is missing
- When the IN and OUT times do not match up

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



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.



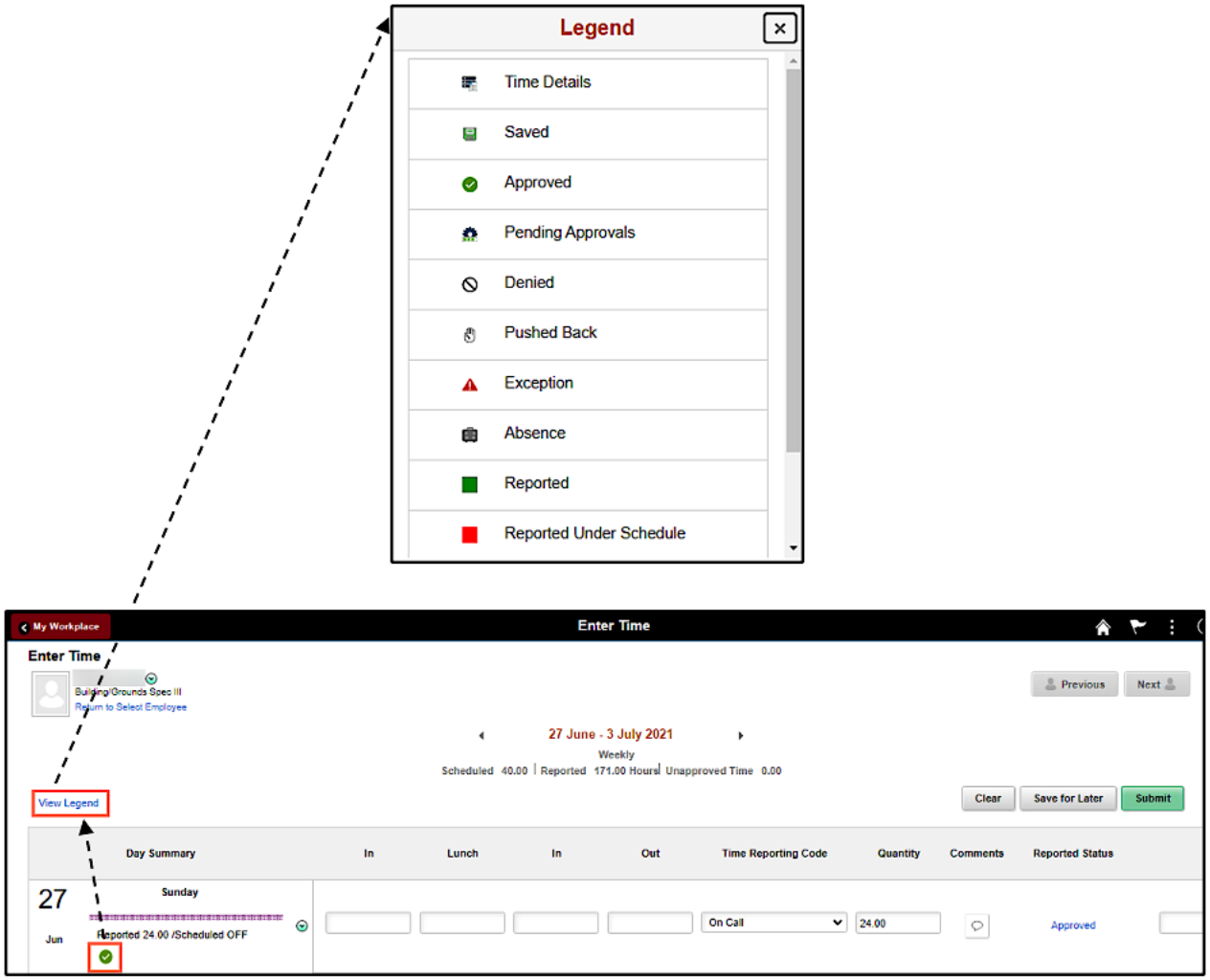
**Step 39:** When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. Click the **View Legend** link to view the legends used and a short description of each one.

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.