

University of South Carolina
Time and Labor – TL/ABS Approver
Enter Time on a Timesheet on Behalf of Salary Non-Exempt

How to enter time on a timesheet for a salary non-exempt employee:

This job aid outlines how a TL/ABS Approver will enter time on a timesheet on behalf of a salary non-exempt employee. 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.

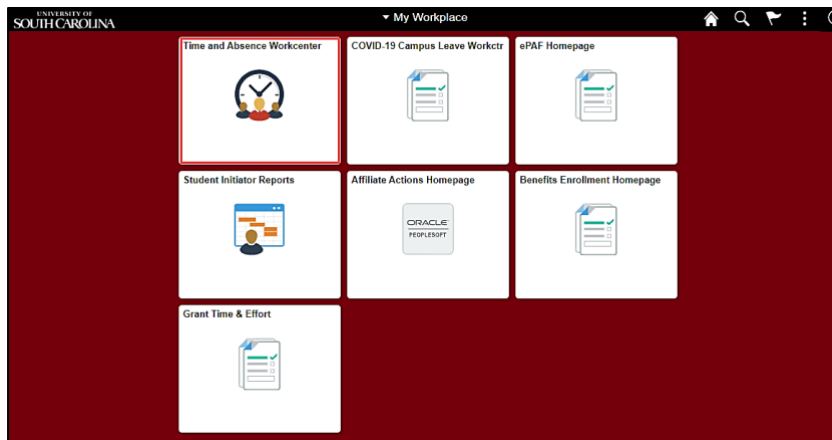
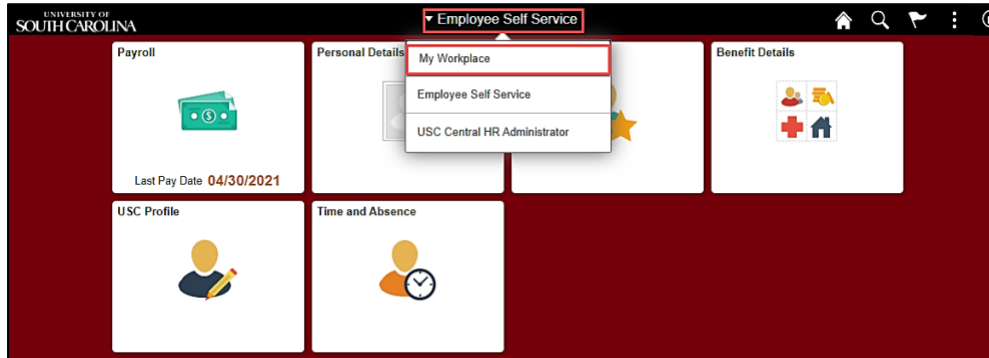
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

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

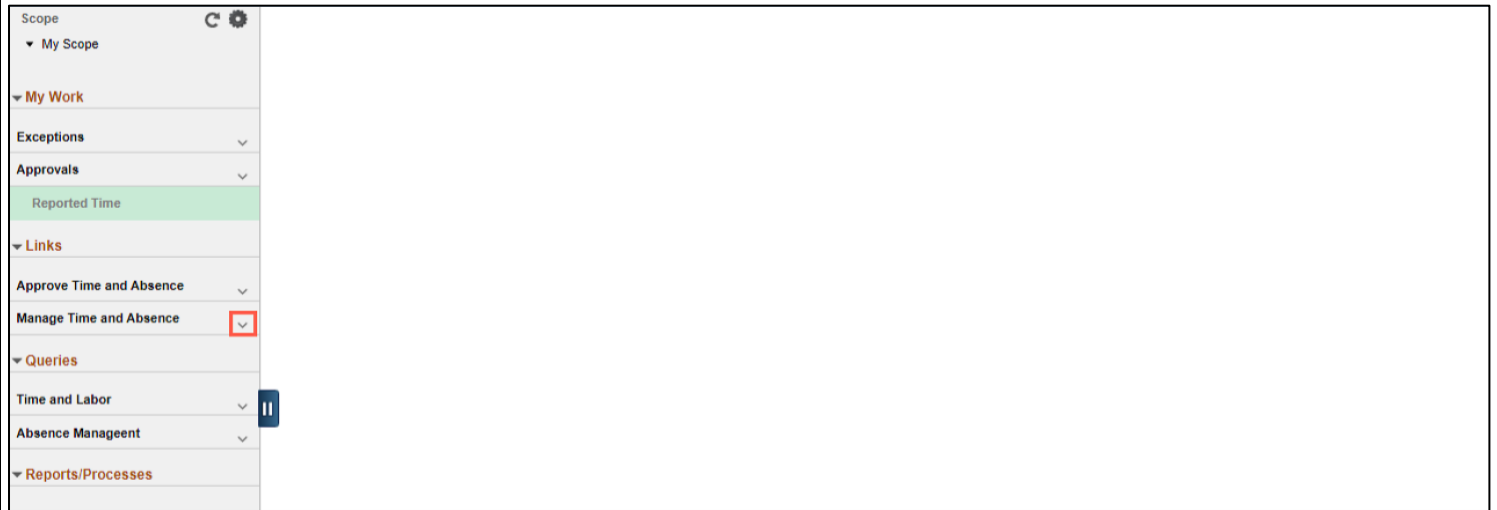


**University of South Carolina
Time and Labor – TL/ABS Approver
Enter Time on a Timesheet on Behalf of Salary Non-Exempt**

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.

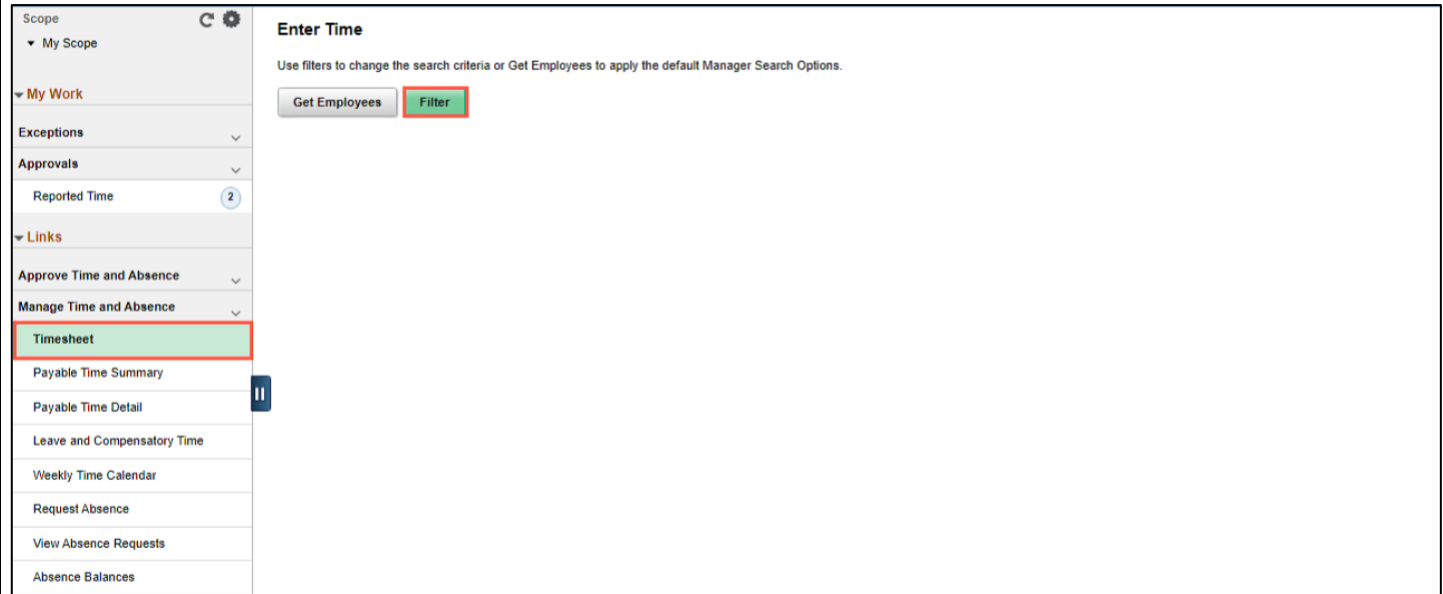
Step 3: Click the **Manage Time and Absence** drop-down arrow.



University of South Carolina
Time and Labor – TL/ABS Approver
Enter Time on a Timesheet on Behalf of Salary Non-Exempt

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

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

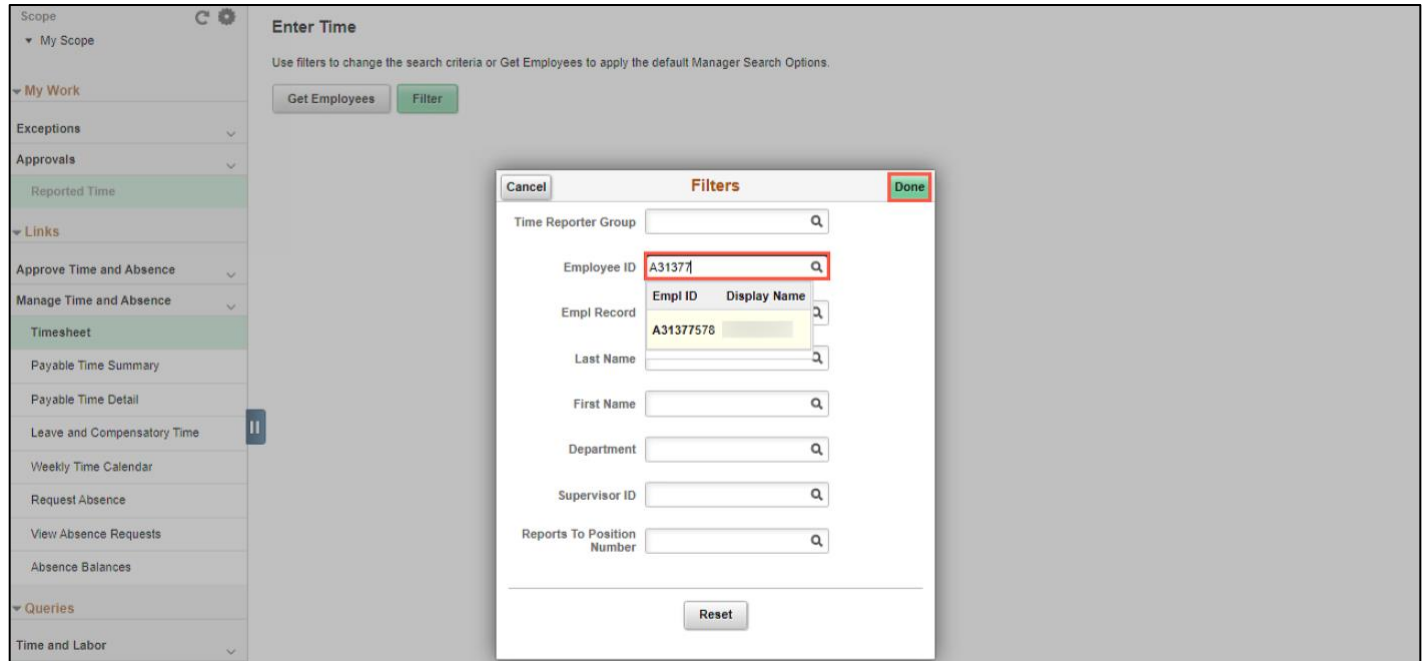


The screenshot displays the 'Enter Time' interface. On the left, a navigation sidebar lists various options: 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Reported Time', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet' (highlighted in green), 'Payable Time Summary', 'Payable 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).

**University of South Carolina
Time and Labor – TL/ABS Approver
Enter Time on a Timesheet on Behalf of Salary Non-Exempt**

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.

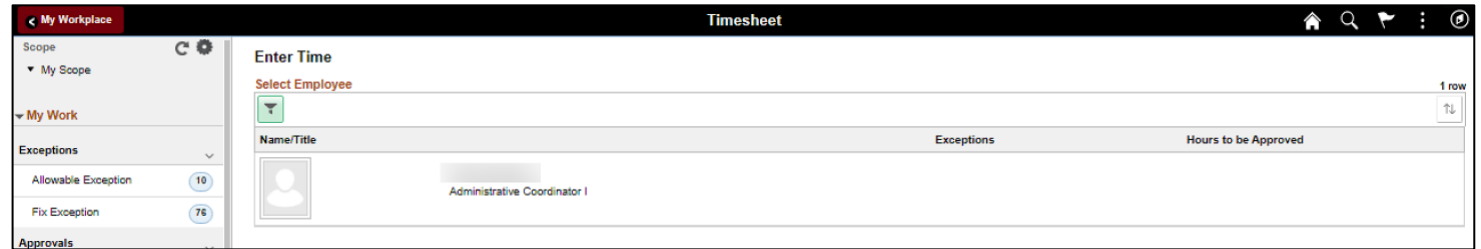
Step 7: Click **Done** to move on to the Enter Time page.




The screenshot shows the 'Enter Time' interface. On the left is a navigation menu with categories: Scope, My Work, Exceptions, Approvals, Links, Approve Time and Absence, Manage Time and Absence, Timesheet (highlighted), 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 main 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 are 'Get Employees' and 'Filter' buttons. A 'Filters' dialog box is open, showing search criteria: Time Reporter Group, Employee ID (with 'A31377' entered and highlighted), Empl Record (with a table showing 'A31377578'), Last Name, First Name, Department, Supervisor ID, and Reports To Position Number. The dialog has 'Cancel', 'Done', and 'Reset' buttons.

**University of South Carolina
Time and Labor – TL/ABS Approver
Enter Time on a Timesheet on Behalf of Salary Non-Exempt**

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



The screenshot shows the 'Enter Time' page in a 'Timesheet' application. On the left is a sidebar with navigation options: 'My Workplace', 'Scope' (with a sub-menu 'My Scope'), 'My Work', 'Exceptions' (with sub-items 'Allowable Exception' at 10 and 'Fix Exception' at 76), and 'Approvals'. The main content area is titled 'Enter Time' and features a 'Select Employee' dropdown menu. Below this is a table with the following structure:

| Name/Title | Exceptions | Hours to be Approved |
|--|------------|----------------------|
|  Administrative Coordinator I | | |

At the top right of the main area, it indicates '1 row' and a refresh icon.

University of South Carolina
Time and Labor – TL/ABS Approver
Enter Time on a Timesheet on Behalf of Salary Non-Exempt

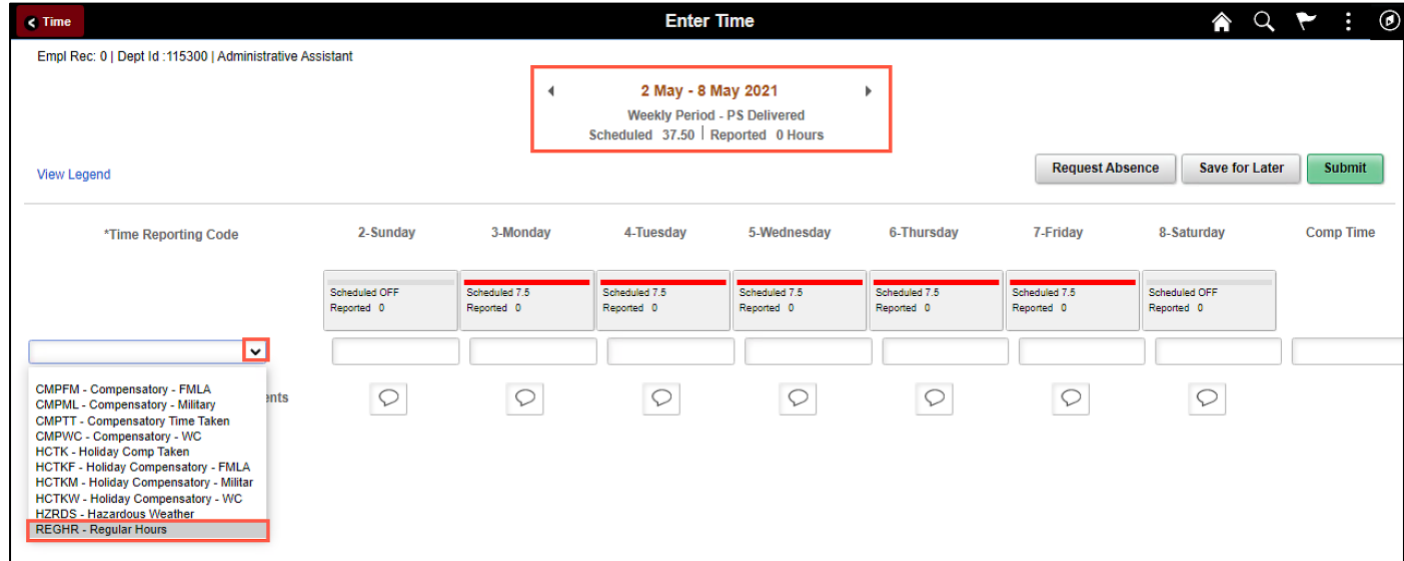
In this scenario the salary non-exempt forgot to enter and/or submit their timesheet for the week of 5/2/2021 – 5/8/2021. As the TL/ABS Approver, you can enter time on behalf of employees in your area. You can go back to enter or adjust timesheets 60 days prior to the current day on behalf of an employee.

Note: If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

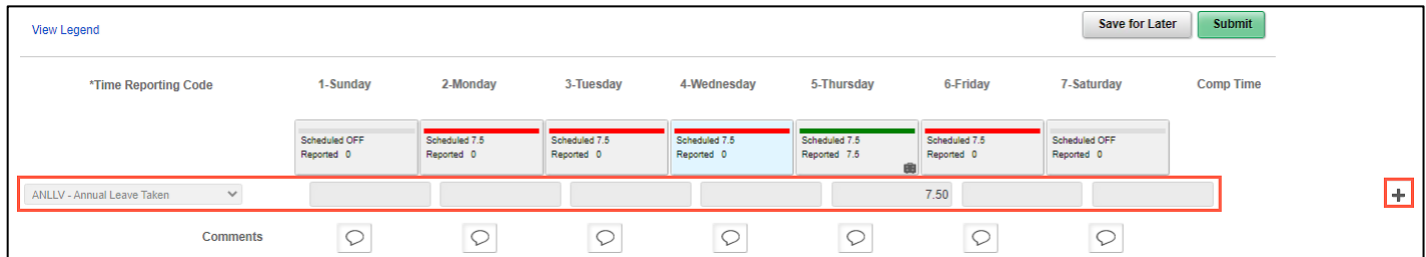
Step 9: Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

Begin by selecting the appropriate **Time Reporting Code (TRC)**. You can only have one TRC per line.

Step 10: Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours**.



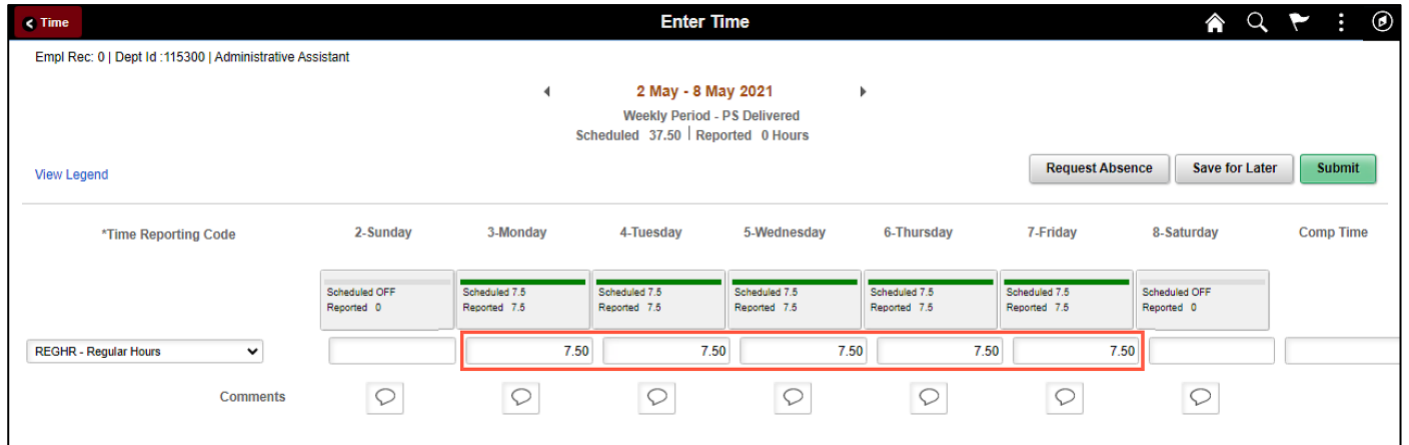
Enter Time
 Empl Rec: 0 | Dept Id :115300 | Administrative Assistant
 2 May - 8 May 2021
 Weekly Period - PS Delivered
 Scheduled 37.50 | Reported 0 Hours
 Request Absence Save for Later Submit
 View Legend
 *Time Reporting Code 2-Sunday 3-Monday 4-Tuesday 5-Wednesday 6-Thursday 7-Friday 8-Saturday Comp 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
 Comments
 CMPFM - Compensatory - FMLA
 CMPML - Compensatory - Military
 CMPPTT - Compensatory Time Taken
 CMPWVC - Compensatory - WC
 HCTK - Holiday Comp Taken
 HCTKF - Holiday Compensatory - FMLA
 HCTKM - Holiday Compensatory - Militar
 HCTKW - Holiday Compensatory - WC
 HZRDS - Hazardous Weather
 REGHR - Regular Hours



Enter Time
 View Legend Save for Later Submit
 *Time Reporting Code 1-Sunday 2-Monday 3-Tuesday 4-Wednesday 5-Thursday 6-Friday 7-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 7.5 Scheduled 7.5 Reported 0 Scheduled OFF Reported 0
 ANLLV - Annual Leave Taken
 Comments

**University of South Carolina
Time and Labor – TL/ABS Approver
Enter Time on a Timesheet on Behalf of Salary Non-Exempt**

Step 11: Click in the **Time Entry** field and enter hours worked for each day.



Time < Time Enter Time

Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

2 May - 8 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 0 Hours

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

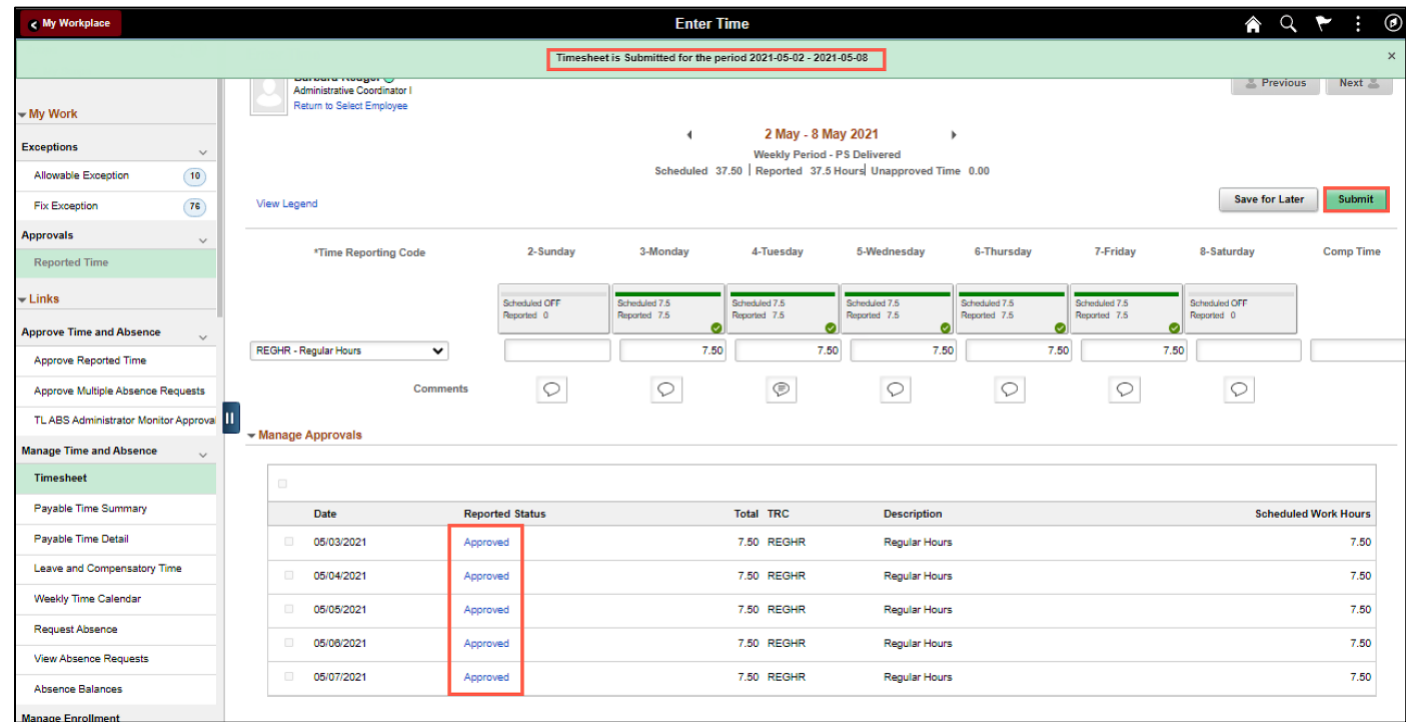
| *Time Reporting Code | 2-Sunday | 3-Monday | 4-Tuesday | 5-Wednesday | 6-Thursday | 7-Friday | 8-Saturday | Comp Time |
|-----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------------|-----------|
| 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 | | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | | |
| Comments | | | | | | | | |

University of South Carolina Time and Labor – TL/ABS Approver Enter Time on a Timesheet on Behalf of Salary Non-Exempt

Step 12: The timesheet is complete. Click the **Submit** button.

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 a timesheet is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.



Enter Time

Timesheet is Submitted for the period 2021-05-02 - 2021-05-08

Administrative Coordinator I
Return to Select Employee

2 May - 8 May 2021
Weekly Period - PS Delivered
Scheduled 37.50 | Reported 37.5 Hours | Unapproved Time 0.00

Save for Later **Submit**

| *Time Reporting Code | 2-Sunday | 3-Monday | 4-Tuesday | 5-Wednesday | 6-Thursday | 7-Friday | 8-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 | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | | |

Comments





Manage Approvals

| Date | Reported Status | Total | TRC | Description | Scheduled Work Hours |
|------------|-----------------|-------|-------|---------------|----------------------|
| 05/03/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 05/04/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 05/05/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 05/06/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |
| 05/07/2021 | Approved | 7.50 | REGHR | Regular Hours | 7.50 |

University of South Carolina Time and Labor – TL/ABS Approver Enter Time on a Timesheet on Behalf of Salary Non-Exempt

Step 13: When submitted, the **Approved** icon appears for the days time 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.

Note: As a TL/ABS Approver, you can go back to enter or adjust timesheets 60 days prior to the current day for a terminated employee within your departmental access.

You successfully learned how to enter time on a timesheet on behalf of a salary non-exempt employee.

Legend

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

My Workplace
Enter Time

2 May - 8 May 2021

Weekly Period - PS Delivered
Scheduled 37.50 | Reported 37.50 Hourly Unapproved Time 0.00

View Legend
Save for Later
Submit

| *Time Reporting Code | 2-Sunday | 3-Monday | 4-Tuesday | 5-Wednesday | 6-Thursday | 7-Friday | 8-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 OFF Reported: 0 | | |
| REGHR - Regular Hours | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | | |

Manage Approvals

| Date | Reported Status | Total TRC | Description | Scheduled Work Hours |
|------------|-----------------|-----------|---------------------|----------------------|
| 05/03/2021 | Approved | 7.50 | REGHR Regular Hours | 7.50 |
| 05/04/2021 | Approved | 7.50 | REGHR Regular Hours | 7.50 |
| 05/05/2021 | Approved | 7.50 | REGHR Regular Hours | 7.50 |
| 05/06/2021 | Approved | 7.50 | REGHR Regular Hours | 7.50 |
| 05/07/2021 | Approved | 7.50 | REGHR Regular Hours | 7.50 |