How to adjust timesheet on behalf of a 28 day police temporary employee:
This job aid outlines how a manager can adjust timesheet on behalf of a 28 day police employee. A manager has the ability to 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

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the Choose Other Homepages drop down arrow and select Manager Self Service from the list.</td>
<td><img src="https://example.com/screenshot1.png" alt="Screen Shot 1" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the Time and Absence Workcenter tile.</td>
<td><img src="https://example.com/screenshot2.png" alt="Screen Shot 2" /></td>
</tr>
</tbody>
</table>
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 **Approve Time and Absence** drop-down arrow.
Step 4: Click the Approve Reported Time option from the list.

Step 5: To edit a timesheet for a specific employee, begin by clicking the Employee ID field and enter the employee’s USCID.
Step 6: To view all timesheets before the current date, click the View By drop-down arrow and select All Time Before from the list.
Adjust Timesheet on Behalf of 28 Day Police Temp Employee

**Step 7:** Click the Employee’s Last Name link to view the Timesheet page.
Adjust Timesheet on Behalf of 28 Day Police Employee

**Step 8:** To find the timesheet that requires an adjustment, click the Previous Period or Next Period links to select another timesheet.

In this scenario the officer had planned to take earned holiday comp time on 6/13/2021. After the time was entered on the timesheet, a fellow officer on the same team experienced a family emergency and needed to be away from work for a week. Graciously, this employee offered to cancel the use of holiday comp time to cover the shift for his colleague. As the manager, you can update the hours accordingly.

**Note:** Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Reported hours shows the hours the employee has entered on the timesheet for this Calendar period. Calendar period default for 28 day police employees 28 day cycle.
**Step 9:** Click the **View By** drop-down arrow and select **Week** so you can view the week you need to edit without scrolling.

**Step 10:** Click in the **Time Entry** field on 6/13/2021 in the row for REGHR - Regular Hours and enter 12.00. Be sure to clear the prior entry of 12.00 in the HCTK – Holiday Comp Taken row.

**Step 11:** Now that the HCTK – Holiday Comp Taken row is empty, click the mins – icon to remove that time reporting code from the timesheet.
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Adjust Timesheet on Behalf of
28 Day Police Employee

Step 12: Upon clicking the minus button in step 11, a delete confirmation appears. Click the Yes – Delete button to remove that time reporting code from the timesheet.

Step 13: Click the Submit button to submit the adjusted timesheet.

Step 14: This page confirms the successful submission of the adjustment, click the OK button to return to the Timesheet page.

Note: Steps 1-14 were for adjusting the timesheet on behalf of the employee. As the manager you must also approve the adjusted timesheet.
**Step 14:** The adjustment is now ready for approval.

To learn how to approve timesheets, please view the job aid titled **Approve a Timesheet**.

You successfully learned how to adjust a timesheet on behalf of a 28 day police employee.