How to adjust a timesheet on behalf of an exempt employee:

This job aid outlines how a manager can adjust a timesheet on behalf of an exempt 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.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td><img src="image1.png" alt="Step 1 Screenshot" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
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**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 leave of absence reported hours/days 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.
Step 7: Click the Employee’s Last Name link to view the Timesheet page.
**Step 8:** To find the timesheet that requires an adjustment, click the Previous Period or Next Period links to select another timesheet.

**Note:** Exempt employees do not report hours worked except for those hours worked during a hazardous weather event or hours worked on a university holiday. Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Calendar period for exempt employees refers to the pay period 5/1/2021 – 5/15/2021. You can change the view to week or day by clicking the View By drop-down arrow.
Step 9: To view the entire timesheet for the calendar period, scroll to the right.

In this scenario the employee had to work during an authorized hazardous weather event on 5/3/2021. The employee accidentally reported 6 hours, but the manager knows that the employee actually worked a full 7.5 hours that day. As the manager, you must update the hours accordingly.
Step 10: Click in the Time Entry field for 5/3/2021 and adjust hours as outlined in step 9.

Step 11: Click the Submit button to submit the adjusted timesheet.
Step 12: This page confirms the successful submission of the adjustment, click the OK button to return to the Timesheet page.

Note: Steps 1-12 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 an exempt employee.