# Adjust Leave of Absence on Timesheet on Behalf of Exempt Temporary Employee

This job aid outlines how a manager can adjust leave of absence on a timesheet on behalf of an exempt temporary 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

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<th>Processing Steps</th>
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<tr>
<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>![Step 1 Screenshot]</td>
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<tr>
<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td>![Step 2 Screenshot]</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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>7</td>
<td>Click the Employee’s Last Name link to view the Timesheet page.</td>
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![Timesheet screenshot]

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<table>
<thead>
<tr>
<th>Select</th>
<th>Last Name</th>
<th>First Name</th>
<th>Employee ID</th>
<th>Empid Record</th>
<th>Hours to Approve</th>
</tr>
</thead>
<tbody>
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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 temporary employees do not report hours worked, nor do they accrue paid leave hours. The only hours reported on the timesheet are those for which Leave of Absence was taken. Scheduled hours will show the hours the employee is scheduled to work.

Step 9: The employee failed to enter their LOAP - Leave of Absence Personal on Wednesday 5/12/2021, but that was part of their time away from work. As the TL/ABS approver, you must adjust the LOAP hours accordingly.
Step 10: Click in the Time Entry field and enter 6 hours of LOAP for Wednesday 5/12/2021.

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 leave of absence on a timesheet on behalf of an exempt temporary employee.