How to adjust time on a timesheet on behalf of a salary non-exempt employee:
This job aid outlines how a manager can adjust time on a timesheet on behalf of a salary non-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.

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="image1.png" alt="Manager Self Service" /></td>
</tr>
<tr>
<td><strong>Step 2</strong>: Click the Time and Absence Workcenter tile.</td>
<td><img src="image2.png" alt="Manager Self Service" /></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 time 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.
You can go back and adjust timesheets 60 days prior to the current day on behalf of an employee.

In this scenario the salary non-exempt employee forgot to enter time worked on 5/20/21. As the manager, you can update the hours accordingly.

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

**Step 9:** Notice the Scheduled Hours do not match the Reported Hours, indicating the timesheet may require an adjustment.

**Step 10:** The timesheet is missing hours for Thursday. You are not aware the employee was off that day, so the hours need to be added.
Step 11: Click in the **Time Entry** field and enter hours worked on the missing day.

**Step 12:** Click the **Submit** button to submit the adjusted timesheet.
**Step 13:** This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.
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 salary non-exempt employee.