

How to edit a submitted timesheet for an exempt employee:

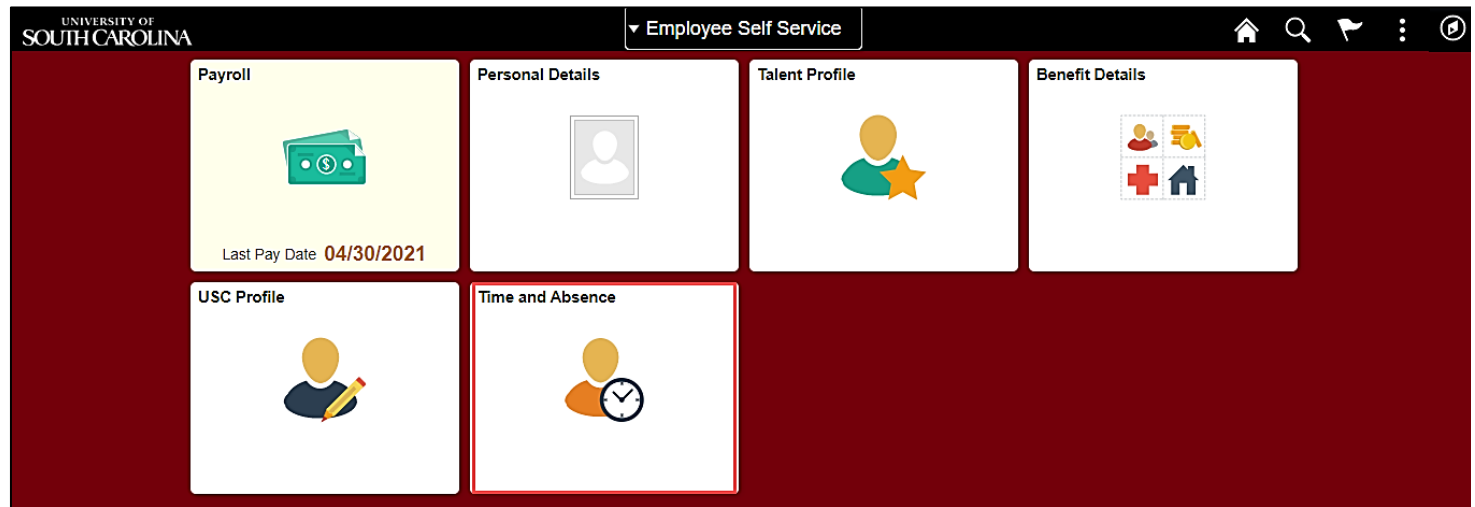
This job aid outlines how an exempt employee can edit a timesheet that has already been submitted and approved by their manager or TL/ABS Approver.

Navigation: Employee Self Service > Time and Absence > Enter Time

Processing Steps

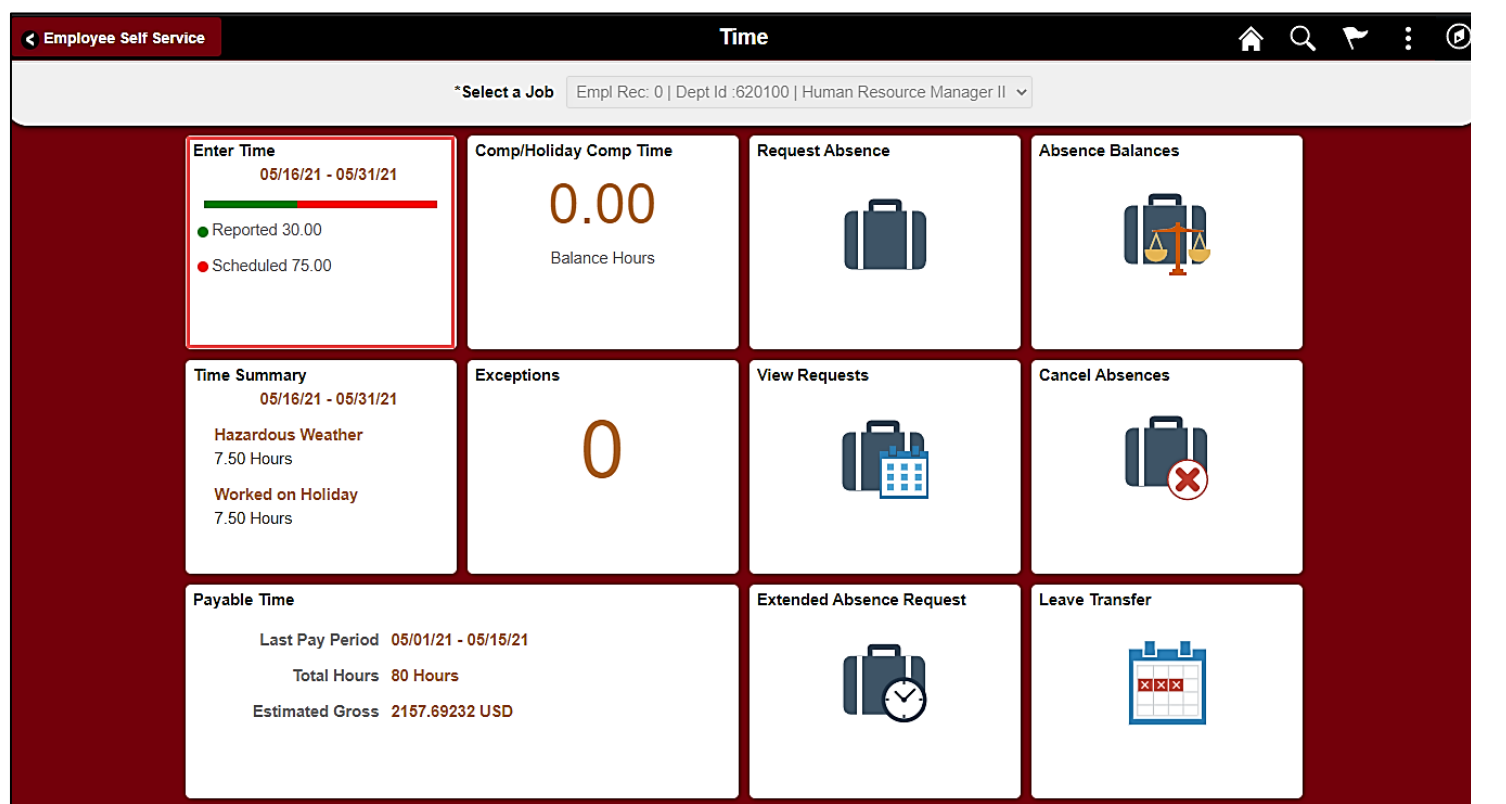
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



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Edit a Submitted Timesheet – Exempt

Step 2: Click the **Enter Time** tile, to enter time on a timesheet.



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time' labels, along with icons for home, search, and user profile. Below this is a dropdown menu for job selection, currently showing 'Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II'. The main content area is a grid of tiles:

- Enter Time:** 05/16/21 - 05/31/21. A progress bar shows 30.00 hours reported (green) and 75.00 hours scheduled (red).
- Comp/Holiday Comp Time:** 0.00 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase with scales.
- Time Summary:** 05/16/21 - 05/31/21. Includes 'Hazardous Weather' (7.50 Hours) and 'Worked on Holiday' (7.50 Hours).
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X'.
- Payable Time:** Last Pay Period 05/01/21 - 05/15/21. Total Hours 80 Hours. Estimated Gross 2157.69232 USD.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

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Step 3: Be sure to select the correct timesheet for the work week you would like to edit. Use the **Arrows** to navigate to the appropriate timesheet.

Notice the time for that week has been approved as indicated by the



Step 4: To edit the time, click in the **Time Entry** field for the day(s) you would like to change and enter the corrected hours.

Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

16 May - 31 May 2021
USC Semi Month
Scheduled 82.50 | Reported 37.5 Hours

View Legend

Request Absence Save for Later Submit

Week 1 of 3
Scheduled 37.50 | Reported 7.50 Hours

*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-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 7.5	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
HZRDS - Hazardous Weather					7.50			
Comments								

Empl Rec: 0 | Dept Id :620100 | Human Resource Manager II

16 May - 31 May 2021
USC Semi Month
Scheduled 82.50 | Reported 37.5 Hours

View Legend

Request Absence Save for Later Submit

Week 1 of 3
Scheduled 37.50 | Reported 5.00 Hours

*Time Reporting Code	16-Sunday	17-Monday	18-Tuesday	19-Wednesday	20-Thursday	21-Friday	22-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 5	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
HZRDS - Hazardous Weather					5.00			
Comments								

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You can enter comments about the edited time entries if you feel additional information is needed.

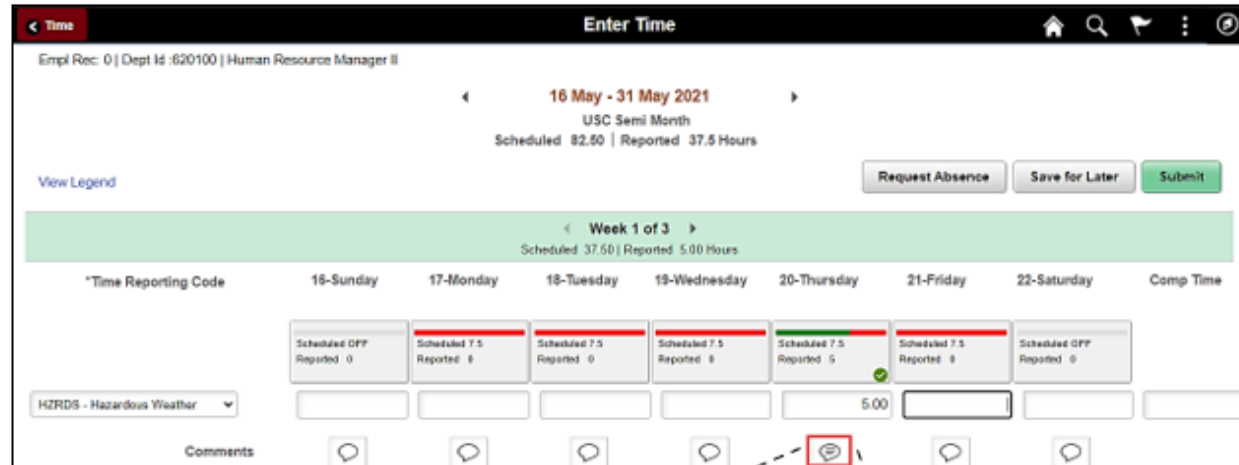
Step 5: Click the **Comments** button.

Use the **Comments** page to enter comments for the edited time.

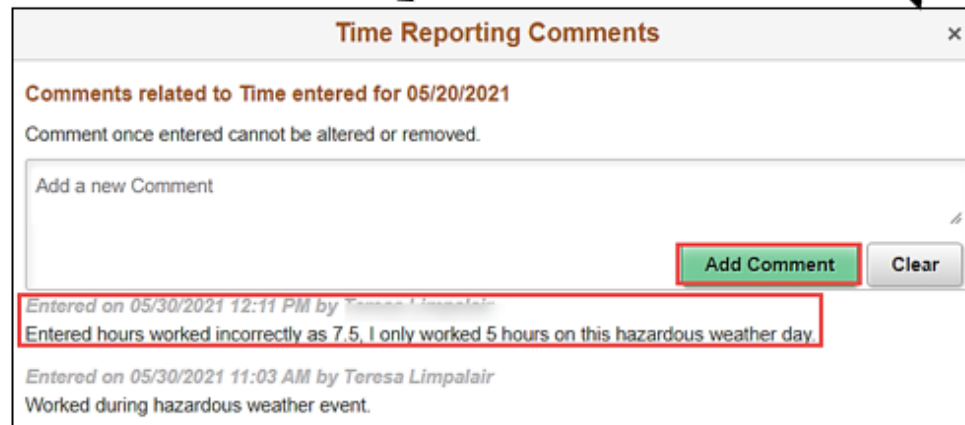
Step 6: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 7: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 8: Click the **X** to close the Time Reporting Comments page.



The screenshot shows the 'Enter Time' interface for a Human Resource Manager II. The top bar indicates the period from 16 May to 31 May 2021, with a total of 82.00 scheduled and 37.5 hours reported. Below this is a weekly calendar view for 'Week 1 of 3'. The calendar shows days from Sunday to Saturday. For Thursday, 20-May, the scheduled hours are 7.5 and reported hours are 5. A red box highlights the 'Comments' button located below the Thursday entry.



The screenshot shows the 'Time Reporting Comments' dialog box. It has a title bar with a close button (X). Below the title bar, it says 'Comments related to Time entered for 05/20/2021' and 'Comment once entered cannot be altered or removed.' There is a text input field with the placeholder 'Add a new Comment'. Below the field are two buttons: 'Add Comment' (highlighted with a red box) and 'Clear'. Below the buttons, there are two example comments: 'Entered on 05/30/2021 12:11 PM by Teresa Limpalair' and 'Entered hours worked incorrectly as 7.5. I only worked 5 hours on this hazardous weather day.' (highlighted with a red box). The second comment is followed by 'Entered on 05/30/2021 11:03 AM by Teresa Limpalair' and 'Worked during hazardous weather event.'

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Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

Step 9: The edits have been made to the timesheet. Click the **Submit** button to submit the timesheet for approval.


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 you and your supervisor's inbox.


The summary at the top of the page will show the **Reported** total based on the edits made for the week in view. As an exempt employee, remember the only hours you report are for absences or hours worked during hazardous weather event or on a university holiday. All other days will appear with zero reported hours.


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Step 10: When submitted, the Pending Approvals icon will appear for the day(s) that were edited. 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: You can go back to enter or adjust timesheets 30 days prior to the current day.

You successfully learned how to edit a submitted timesheet as a salary exempt employee.

