

### How to enter or adjust time on an elapsed timesheet for multiple work orders:

This job aid outlines how a TL/ABS Approver will enter or adjust time on an elapsed timesheet with multiple work orders on an employee's behalf. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps	Screenshots		
<b>Step 1:</b> On the Employee Self Service landing page, click the <b>Choose Other</b> <b>Homepages</b> drop-down arrow and select <b>My Workplace</b> from the list.	Last Pay Date 04/30/2021	Personal Details My Workplace Employee Self Service USC Central HR Administrator	Benefit Details
Step 2: Click the Time and Absence Workcenter tile.	USC Profile	Time and Absence	🕯 ር 🏲 ፤ 🞯
	Student Initiator Reports	Affiliate Actions Homepage	
	Grant Time & Effort		



Time and Absence Workcenter		_
provides a central area to access the	Scope C O	
most used time and absence related	✓ My Work	
activities. It enables TL/ABS	Exceptions	
Approvers to access various pages	Approvals	
and keep multiple windows open	Reported Time	
while doing their daily work.		
, , , , , , , , , , , , , , , , , , ,	Approve Time and Absence	
The activities provided within the	Manage Time and Absence	
Time and Absence Workcenter	Manage Enrollment	
include Approving, Reporting,	Time and Labor Processing	
viewing time and absence related	Leave Donations	
transactions, queries, and reports.	- Queries	
transactions, queries, and reports.	Query Manager	
	Time and Labor	
Step 3: Click the Manage Time and	Absence Manageent	
	▼ Reports/Processes	
Absence drop-down arrow.	Reports v	
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Step 4: Click the Timesheet option		
from the list.	Scope C ♥	Enter Time
		Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
Step 5: To enter time for a specific	✓ My Work	Get Employees Filter
employee, begin by clicking the Filter	Exceptions 🗸	
button.	Approvals 🗸	
	Reported Time 2	
	- Links	
	Approve Time and Absence $\checkmark$	
	Manage Time and Absence 🗸 🗸	
	Timesheet	
	Payable Time Summary	
	Payable Time Detail	
	Leave and Compensatory Time	
	Weekly Time Calendar	
	Request Absence	
	View Absence Requests	
	Absence Balances	



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d. As you begin entering the ID, ployee names populate below. p 7: Click Done to move on to the er Time page. • wy work • use files to change the search criterio or Get Employees to apply the default Manager Search Options. • Time Page. • Inter • Inter • Provision • unase and Absence • Payable Time Exact Time and Absence • Werkty Time Cleandary Time • Werkty Time Cleandary • Werkty Time Cleandary • We	field. As you begin entering the ID, employee names populate below. Step 7: Click Done to move on to the Enter Time page. Links Link			Enter Time				
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Step 8: Click the Employee										
Name/Tile line to view the Enter	Scope C 🗘	Enter Time								
Time page.	<ul> <li>My Scope</li> </ul>	Select Employee								1 row
	- My Work	T								Ť.
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	Allowable Exception	Trades S	Specialist IV							
	Fix Exception 19									
	Approvals 🗸									
	Reported Time 2									
<b>Step 9:</b> Click the <b>Expand Page</b> icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.	Scope C  My Scope My Work Exceptions Allowable Exception Fix Exception 13	Enter Time Trades Specialist II @ Return to Select Employee		4 Scheduled	<mark>6 June - 12 J</mark> Wee 37.50   Reported 0 F	kly	▶ 1e 0.00		Previou Save for Late	
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	Manage Time and Absence									
	Timesheet	н								
	Payable Time Summary									



In this scenario the employee forgot to enter and/or submit their timesheet for the week of 6/6/2021 – 6/12/2021. As the TL/ABS Approver, you can enter time on behalf of employees in your area. You can go back to enter or adjust timesheets 60 days prior to the current day on behalf of an employee.

<u>Note</u>: If an Absence has been requested, it is not editable on the timesheet. Scroll to the right and click the plus + button to add another Time Reporting Code row.

**Step 10:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

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**Step 14:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

**Step 15:** Click the **+ (plus)** button to add an additional line for the second work order you worked that week.

Step 16/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the Time Reporting Code drop-down arrow.

#### Step 17: Select REGHR – Regular Hours.

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Step 18: Click in the Time Entry field and enter hours worked for each day.	C Time Empl Rec: 0   Dept I	d :631010   Trades Specialis	st V	٩	Enter Tr 6 June - 12 Ju Week Scheduled 37.50   Rej	ine 2021 ►		Reques	st Absence Save for L	A Y : 🔊
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<b>Step 19:</b> Scroll over to the right, click in the <b>Work Order</b> field, and enter the order number that corresponds with the hours worked for the second line.	Ç Time	٩	<mark>6 June - 12 Jun</mark> Weekly Scheduled 37.50   Repo		Enter	Time Request Absence	Save for Later	Submit		♠ ♥ : ∅
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**Step 24:** Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

Note: If you need to enter hours for additional work orders, follow steps 20 through 24.

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<b>Step 25:</b> The timesheet is complete. Click the <b>Submit</b> button to submit the timesheet for approval.	Enter Time Trades Specialize II Return to Select En					4 Scheduk	6 June - 12 J Wee ed 37.50   Reported 0 I	kly	▶ 0.00		🌲 P Save fo	evious Next 🌲
1	Time Repo	rting Code		6-Sunday	7-Monday	8-Tuesd	lay 9-Wednesd	day 10-Thursda	y 11-Friday	12-Saturday	Comp Time	Work Order
1				Scheduled OFF Reported 0	Schedule	d 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
ſ	REGHR - Regular Hours	~			2.00	2.00		2.00	2.00		Q, FM00123458	+ -
· · · · · · · · · · · · · · · · · · ·	REGHR - Regular Hours	~			3.00	3.00	3.00	3.00	3.00		Q, FM00234567	+ -
· · · · · · · · · · · · · · · · · · ·	REGHR - Regular Hours	~			2.50	2.50	2.50	2.50	2.50		Q FM00345678	+ -
			Comments	0		0	0	$\bigcirc$	0	$\bigcirc$	$\heartsuit$	



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 the employee.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.

**Step 26:** Notice the time for each day is automatically approved at submission. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

≰ My Workplace							Enter	Time								2 10 : @
					Г	Timesheet is	Submitted for the	period 2021-06-06	- 2021-0	6-12						×
My Work			Trades Specialist III Return to Select Employ	/ee											🛓 Prev	ious Next 👗
xceptions	~						4	6 June -		e 2021	•					
Allowable Exception	~						Scheduled	37.50 Reported	Weekly 37.5 Ho	urs Unapproved Ti	me 0.00					
Fix Exception	19	vi	ew Legend												Save for L	ater Submit
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oprove Time and Absence	e v		EGHR - Regular Hours	~			2.0	2	2.00	2.0		2.00	·	2.00		
Approve Reported Time			-						_			_				
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lanage Time and Absence	~	RE	EGHR - Regular Hours	~			2.5	50	2.50	2.5	10	2.50		2.50		
Timesheet		1		Comment	5	>	0	Q		0	0		$\bigcirc$		$\heartsuit$	
Payable Time Summary		Γ.														
Payable Time Detail		- N	lanage Approvals													
Leave and Compensatory	Time															
Weekly Time Calendar			Date		Reported Status			Total TRC		Description					Sched	luled Work Hours
Request Absence			08/07/2021		Approved			7.50 REGHR		Regular Hour	5					7.50
View Absence Requests			06/08/2021		Approved			7.50 REGHR		Regular Hour	5					7.50
Absence Balances			06/09/2021		Approved			7.50 REGHR		Regular Hour	5					7.50
Queries			06/10/2021					7.50 REGHR		Regular Hour						7.50
ime and Labor	~				Approved											
Payable Time			08/11/2021		Approved			7.50 REGHR		Regular Hour	5					7.50
Reported Time																
Employees missing schedu	lules															



