How to enter or adjust time on a timesheet for an hourly employee:
This job aid outlines how a manager can enter or adjust time on a timesheet on behalf of an hourly 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

**Processing Steps**

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<th>Step 1</th>
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<td>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>Click the Time and Absence Workcenter 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 Manage Time and Absence drop-down arrow.
**Step 4:** Click the **Timesheet** option from the list.

**Step 5:** To enter time for a specific employee, begin by clicking the **Filter** button.
Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.
Step 8: Click the Employee Name/Title line to view the Enter Time page.
In this scenario the hourly employee forgot to enter their time worked for the week of 5/2/2021 and the week has now passed. As the manager, you can enter time on behalf of employees in your area.

You can go back to enter and adjust timesheets 60 days prior to the current day on behalf of an employee.

**Step 9:** Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet.

Begin by selecting the appropriate **Time Reporting Code** (TRC).

**Step 10:** Click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **REGHR** – Regular Hours.

**Step 12:** Click in the **Time Entry** field and enter hours worked for each day.
Step 13: The timesheet is complete. Click the Submit button.

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 a timesheet is entered by a manager on behalf of an employee, additional approval is not required.
**Step 14:** When submitted, the **Approved** icon appears for the days’ time is entered indicating the timesheet is approved. 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.

You successfully learned how to enter and submit a timesheet on behalf of an hourly employee.