**How to enter full 28 day timesheet on behalf of a 28 day police employee:**
This job aid outlines how a manager can enter a full 28 day timesheet on behalf of a 28 day police 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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<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><img src="image1.png" alt="Step 1 Screenshot" /></td>
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**Step 2:** Click the **Time and Absence Workcenter** tile.
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 officer forgot to enter and/or submit their timesheet for the 28 day cycle from 5/9/2021 – 6/5/2021. As the manager, you can enter time on behalf of your direct reports.

Step 9: Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet. Start with Week 1 of 4.

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

You can only have one TRC per line.

Step 10: To use comp time, click the Time Reporting Code drop-down arrow.

Step 11: Select REGHR – Regular Hours.
Step 12: Click in the Time Entry fields for 5/9/2021, 5/12/2021, and 5/13/2021 and enter hours worked matching the scheduled 12 hours each day.

Step 13/Optional: Click the Comment icon to add additional information.

Step 14: Use the Arrows to navigate to the timesheet for week 2 of 4.

Note: Some days in week 2 have already been approved, but other days are showing zero hours reported. As the manager you should add missing hours.

Step 15/Optional: If another time reporting code is needed, scroll to the right, and click the Add a Row + button. Click the Time reporting Code drop-down arrow to add another time code.
**Step 16:** Click in the Time Entry fields for 5/21/2021 and 5/22/2021, and enter hours worked matching the scheduled hours each day.

**Step 17/Optional:** Click the Comment icon to add additional information.

**Step 18:** Use the Arrows to navigate to the timesheet for week 3 of 4.

**Note:** Some days in week 3 have already been approved, but other days are showing zero hours reported. As the manager you should add missing hours.

**Step 19/Optional:** If another time reporting code is needed, scroll to the right, and click the Add a Row + button. Click the Time reporting Code drop-down arrow to add another time code.
Step 19: Click in the Time Entry fields for 5/26 – 28/2021, and enter hours worked matching the scheduled hours each day.

Step 20/Optional: Click the Comment icon to add additional information.

Step 21: Use the Arrows to navigate to the timesheet for week 4 of 4.

Note: Some days in week 4 have already been approved, but other days are showing zero hours reported. As the manager you should add missing hours.

Step 22/Optional: If another time reporting code is needed, scroll to the right, and click the Add a Row button. Click the Time reporting Code drop-down arrow to add another time code.
Enter Full 28 Day Timesheet on Behalf of 28 Day Police Employee

Step 23: Click in the Time Entry fields for 6/1/2021, 6/2/2021, 6/4/2021 and 6/5/2021 and enter hours worked matching the scheduled hours each day.

Step 24/Optional: Click the Comment icon to add additional information.

Step 25: Click the Submit button to submit the full 28 day timesheet.

Step 26: Upon clicking the submit button a warning message appears because one of the days in the 28 day timesheet was a university holiday. Click the OK button to approve the time as submitted.
Step 27: 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.

Step 28: Notice the time that appears in the Manager Approvals section of the page shows as Approved. When time is entered by a manager on behalf of an employee, additional approval is not required.
Step 29: 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 full 28 day timesheet on behalf of a 28 day police employee.