How to enter time on a timesheet for a salary non-exempt employee:
This job aid outlines how a TL/ABS Approver will enter time on a timesheet on behalf of a salary non-exempt employee. 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

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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>My Workplace</strong> from the list.</td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> 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 TL/ABS Approvers 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 salary non-exempt forgot to enter and/or submit their timesheet for the week of 5/2/2021 – 5/8/2021. 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.

**Note:** 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 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). You can only have one TRC per line.

**Step 10:** Click the **Time Reporting Code** drop-down arrow and select **REGHR – Regular Hours.**
Step 11: Click in the Time Entry field and enter hours worked for each day.
Step 12: 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 TL/ABS Approver on behalf of an employee, additional approval is not required.
Step 13: When submitted, the Approved icon appears for the days time 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.

-Disposition: The timesheet has been saved for later.

✔️ The time entered has been submitted and is pending approval.

✔️ The entered time has been approved.

Note: As a TL/ABS Approver, you can go back to enter or adjust timesheets 60 days prior to the current day for a terminated employee within your departmental access.

You successfully learned how to enter time on a timesheet on behalf of a salary non-exempt employee.