How to enter time on a timesheet for a salary non-exempt employee:

This job aid outlines how a manager will enter time on a timesheet on behalf of a salary non-exempt 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.

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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>![Step 1 Screen Shot]</td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td>![Step 2 Screen Shot]</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 salary non-exempt forgot to enter and/or submit their timesheet for the week of 5/2/2021 – 5/8/2021. As the manager, 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.

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

**Note:** If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

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.

**Step 11:** Select **REGHR – Regular Hours**.
**Step 12:** Click in the **Time Entry** field and enter hours worked for each day.

![Image of Time Entry page](image_url)
Step 17: 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 18: 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 time on a timesheet on behalf of a salary non-exempt employee.