How to enter a time on a timesheet for a 28 day police employee:
This job aid outlines how a 28 day police employee will enter time on a timesheet.
**Navigation:** Employee Self Service > Time and Absence > Enter Time

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the Time and Absence tile.</td>
<td><img src="image" alt="Screen Shot of Employee Self Service" /></td>
</tr>
</tbody>
</table>
Step 2: Click the Select a Job drop-down arrow to select the applicable job for which you need to enter time on a timesheet.

**Note:** Many police officers have an FTE along with an internal dual assignment active concurrently. If you do not have multiple active jobs, you can skip step 2.
Step 3: Click the **Enter Time** tile to enter time on a timesheet.
Step 4: Be sure to select the correct timesheet for the work week. Use the Arrows to navigate to the appropriate timesheet.

Note: 28 day police submit their timesheets on a 28 day basis, rather than weekly like other employees. Generally, you will enter your hours worked each week and click the Save for Later button. At the end of week 4 you will enter hours worked and click the Submit button to submit the entire 28 days’ timesheet.
Step 5: Begin by selecting the appropriate Time Reporting Code (TRC).

You can only have one TRC per line.

Step 6: Click the Time Reporting Code drop-down arrow.

Step 7: Select REGHR – Regular Hours.

Step 8: Click in the Time Entry field and enter hours worked for each day. This week you were authorized to work overtime to assist due to unforeseen absence of a fellow officer.
Step 9: Click in the Lookup icon and select the Comp Time option.

Enter Time on a Timesheet – 28 Day Police (Including Entering Comp Time and Working on a Holiday)

- Click in the Lookup icon and select the Comp Time option.
You can enter comments about the time entries if you feel additional information is needed.

**Step 10:** Click the **Comments** button.

Use the **Comments** page to enter comments for the reported time.

**Step 11:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 12** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 13:** Click the **X** to close the **Time Reporting Comments** page.
Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 14:** You are done entering time, but you are not ready to submit. Click the **Save for Later** button to save the entered time on this timesheet.
Step 15: When Saved for Later, the Saved icon appears for the days’ time is entered indicating the timesheet has been updated but not yet submitted for approval. 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.
Step 16: You are ready to submit your timesheets for the 28 day cycle from May 9 – June 5, 2021. Upon clicking the Submit button a warning message appears to advise that you reported regular working hours (including comp time hours) on May 31st which is a university holiday.

Step 17: Click the OK button to save your reported time, submit this 28 day timesheet, and return to the timesheet page.

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 you and your supervisor’s inbox.

Note: 28 day police must submit reported time for weeks 1 – 4 separately. Click through the weeks to verify reported time and submit. The Scheduled and Reported hours should indicate if you have forgotten to submit one or more weeks.
Step 18: When submitted, the Pending Approvals icon appear for the days’ time entered indicating the timesheet is waiting for approval. 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 as a 28 day police employee.