

How to adjust timesheet on behalf of a 28 day police temporary employee:

This job aid outlines how a TL/ABS Approver can adjust timesheet on behalf of a 28 day police employee. A TL/ABS Approver 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 > My Homepage/My Workplace > Time and Absence Workcenter **Processing Steps Screenshots** SOUTH CAROLINA O Q \triangle : 0 Search in Menu Menu Step 1: On the Employee Self Service Employee Self Service ~ < 2 of 3 > : Notifications Q : landing page, click the **Choose Other** Homepages drop down arrow and My Homepage Alerts Actions Employee Calendar Remote Worker **Time and Absence** 22 Actions select My Homepage/My Workplace Employee Self Service Timesheet for from the list. is awaiting your approval. Workforce Administrator 000 () 03 Nov at 4:36 PM 1222 Absence Request for is awaiting your approval. (03 Nov at 4:32 PM SOUTH CAROLINA O Search in Menu \triangle : Ø Menu Notifications My Homepage ~ 1 of 3 > : 0 : Form ID Alerts Actions Step 2: Click the Time and Absence 22 Actions My Submitted eForms - Aging Business Mgr T&E Report Approval Timesheet for Workcenter tile. is awaiting your approva 120 () 03 Nov at 4:36 PM Days Since Form Created 80 ORACLE Executed PEOPLESOFT Absence Request for s awaiting your approval. () 03 Nov at 4:32 PM 4+ Weeks 22 Age Group Since Form Create Timesheet for awaiting your approval. > () 02 Nov at 12:26 PM Manage Schedule Time and Absence Workcenter Affiliate Actions Homepage Benefits Enrollment Homepac Absence Request for awaiting your approval. () 09 Oct at 7:34 PM ORACLE àRa PEOPLESOF Remote Worker request for is awaiting your... () 09 Oct at 4:25 PM Ahsence Re



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 Approve Time and Absence drop-down arrow.

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Step 8: To find the timesheet that requires an adjustment, click the **Previous Period** or **Next Period** links to select another timesheet.

In this scenario the officer had planned to take earned holiday comp time on 11/24/2023, a university holiday. After the time was entered on the timesheet, a fellow officer on the same team experienced a family emergency and needed to be away from work for a week. Graciously, this employee offered to cancel the use of holiday comp time to cover the shift for his colleague. As the TL/ABS Approver, you can update the hours accordingly.

Note: Scheduled hours will show the hours the employee is scheduled to work during the calendar period. Reported hours shows the hours the employee has entered on the timesheet for this Calendar period. Calendar period default for 28 day police employees 28 day cycle.

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Step 10: Click in the **Time Entry** field on 11/24/2023 in the row for REGHR - Regular Hours and enter 12.00. Be sure to clear the prior entry of 6.00 in the HCTK – Holiday Comp Taken row.

Step 11: Now that the HCTK – Holiday Comp Taken row is empty, click the **Delete a Row** icon to remove that time reporting code from the timesheet. University of South Carolina Time and Labor – TL/ABS Approver Adjust Timesheet on Behalf of 28 Day Police Employee

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Step 14: A warning message appears to advise that you reported regular working hours (including comp time hours) on 11/24/23 which are university holidays. Click the **OK** button to save the reported time.

Step 15: This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.

University of South Carolina Time and Labor – TL/ABS Approver Adjust Timesheet on Behalf of 28 Day Police Employee

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