

#### How to enter full 28 day timesheet on behalf of a 28 day police employee:

This job aid outlines how a TL/ABS Approver can enter a full 28 day 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 0 Search in Menu  $\triangle$ : Ø Menu **Step 1:** On the Employee Self Service Employee Self Service ~ < 2 of 3 > : Notifications 0 : landing page, click the **Choose Other** Alerts My Homepage Actions Homepages drop down arrow and mployee Calenda Time and Absence 22 Action Employee Self Service select My Homepage/My Workplace Timesheet for is awaiting your app Workforce Administrator 000 © 03 Nov at 4:36 PM from the list. AR Absence Request for is awaiting your approval. () 03 Nov at 4:32 PM SOUTH CAROLINA O Menu Search in Menu  $\triangle$  : Ø Step 2: Click the Time and Absence Workcenter tile. My Homepage ~ 1 of 3 > : Notifications Q : Form ID Actions Alerts 22 Actions My Submitted eForms - Aging Approvals Business Mgr T&E Report Timesheet for s awaiting your appro 120 () 03 Nov at 4:36 PM Days Since For Created 0 08 ORACLE Executed PEOPLESOFT Absence Request for s awaiting your approval. () 03 Nov at 4:32 PM 4+ Weeks 22 Age Group Since Form Created Timesheet for awaiting your approval. (9.02 Nov at 12:26 PM Affiliate Actions Homepage Time and Absence Workcenter Manage Schedule **Benefits Enrollment Homena** Absence Request for awaiting your approval () 09 Oct at 7:34 PM (- -ORACLE àRá PEOPLESOFT Remote Worker request for is awaiting your .. () 09 Oct at 4:25 PM



#### Time and Absence Workcenter

provides a central area to access the most used time and absence related activities. It enables TL/ABS Approver 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.

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Exceptions ~		
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Manage Time and Absence		
Time and Labor	D	
Reports/Processes		







Step 6: To find a specific employee,		Q, Search	in Menu	Ó ÷ . Ø
enter their <b>USCID</b> in the <b>Employee ID</b> field. As you begin entering the ID,	Scope C O	Use filters to change the search criteria or Get Employees to	apply the default Manager Search Options.	
employee names populate below.	∽ My Work	Get Employees Filter Cancel	Filters	Done
<b>Step 7:</b> Click <b>Done</b> to move on to the	Exceptions	Employee ID Empl Record	E9 Q Empl ID Display Name	
Enter Time page.	~ Links	Last Name	Q	
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	Payable Time Summary Payable Time Detail	I) Supervisor ID Reports To Position	٩	
	Leave and Compensatory Time			
	Manage Absences		Reset	
	View Absence Requests Absence Balances			



Step 8: Click the Employee Name/Tile line to view the Enter Time page. This employee has multiple jobs so be sure to click the correct row.

In this scenario the officer forgot to enter and/or submit their timesheet for the 28 day cycle from 11/19/2023 – 12/16/2023. As the TL/ABS Approver, you can enter time on behalf of employees.

**Step 9:** Be sure to select the correct timeframe for the full 28 day schedule. Use the **Arrows** to navigate to the appropriate timesheet.

Notice there is a Time Reporting row for Annual Leave.

Some days for this 28 day schedule have already been approved, but other days are showing zero hours reported. As the TL/ABS Approver you can add missing hours.

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**Step 10:** To ensure to always capture any overtime hours as Comp Time, scroll all the way to the right to click the **Comp Time Lookup** icon and select the **Comp Time** option.

**Step 11:** Click in the **Time Entry** fields for 11/20/2023 and 11/24/2023 to enter hours worked matching the scheduled 5.5 hours each day.





<b>Step 12</b> : Use the <b>Scroll bar</b> to navigate through the 28 day schedule to enter time for days showing zero hours entered.	<ul> <li>← ③ ♥</li> <li>Enter Time</li> <li>I 0 1 Active</li> <li>FTE 1 Law Enforcement Officer IV 1 69100</li> <li>Return to Select Employee</li> <li>← &gt; November 19, 2023</li> <li>Scheduled 168.00 Reported 77.50</li> <li>①</li> <li>Holiday(s): 11/23/2023 - Thanksgiving Day; 11</li> </ul>	00-UNIVERSITY POLICE DEPARTMENT - December 16, 2023 Unapproved Time 0.00 1/24/2023 - Day After Thanksgiving	Q. Search in Menu			Previous Next 2  *View By Period ~  Save for Later Submit
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**Step 13/Optional:** If another time reporting code is needed, scroll to click the **Add a Row +** button. Click the **Time reporting Code** drop-down arrow to add another time code.

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Step 15: Upon clicking the submit	Enter Time									
button a warning message appears because one of the days in the 28 day timesheet was a university holiday.	Ol Active FTE I Law Enforcement Officer IV 16910 Return to Select Employee	00-UNIVERSITY POLICE DEPART	MENT						Previous Next	2
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Step 16: Once the timesheet has	←   ⊙ ♡		the lot of the second	Q Search	h in Menu				i ka san san san san san san san san san sa		ΟÔ	: Ø
been submitted correctly, you will	Enter Time											
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**Step 17:** Notice the time that appears in the **Manager Approvals** section of the page shows as **Approved**. When time is entered by a TL/ABS Approver on behalf of an employee, additional approval is not required.

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