

How to view weekly time summary for an employee:

This job aid outlines how a manager can view a weekly time summary for an 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.

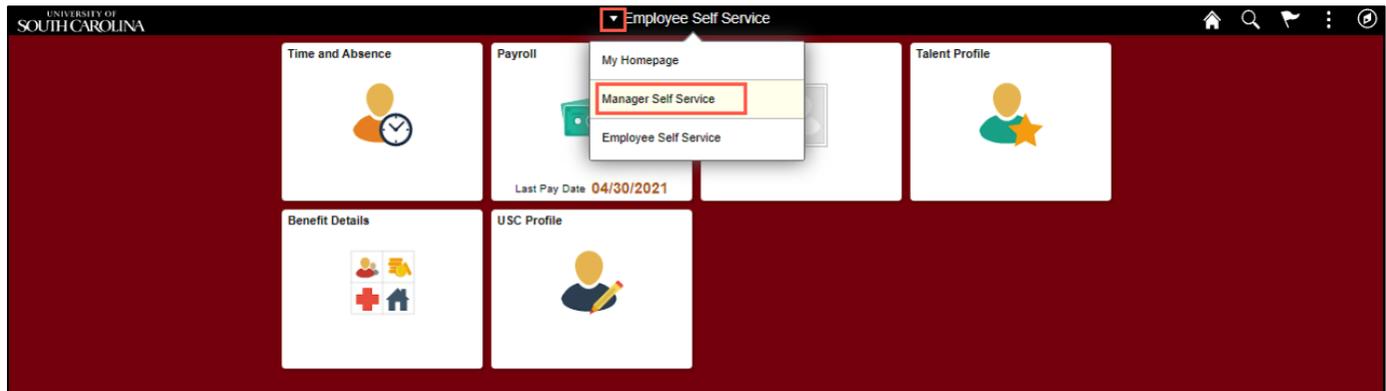
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots

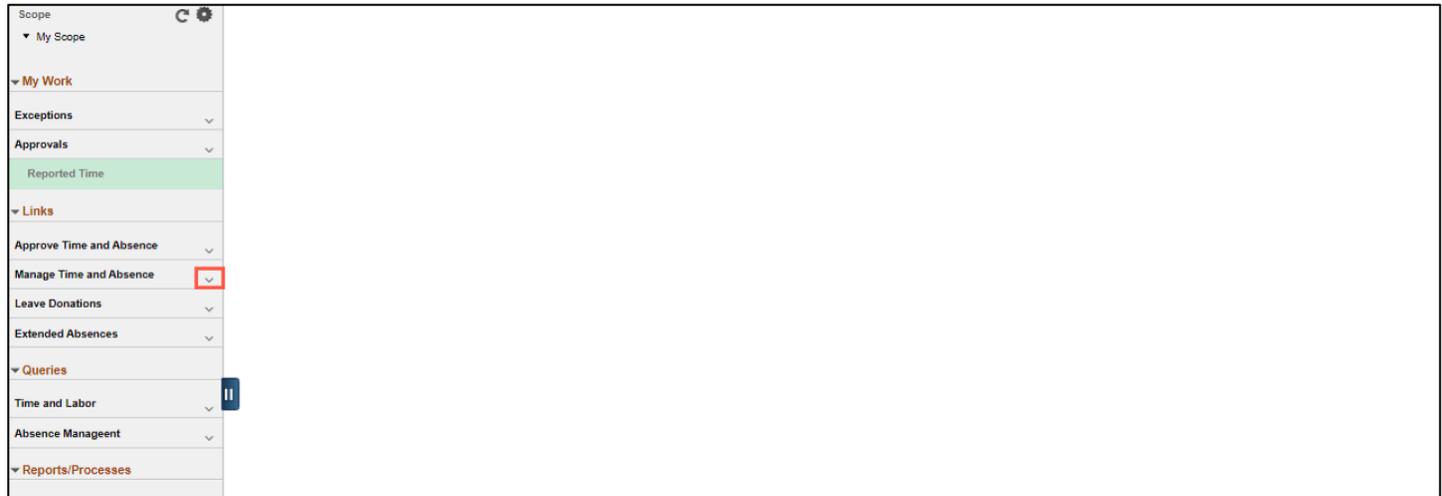


Time and Absence Work center

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 WorkCentre 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 **View Weekly Time Calendar** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.

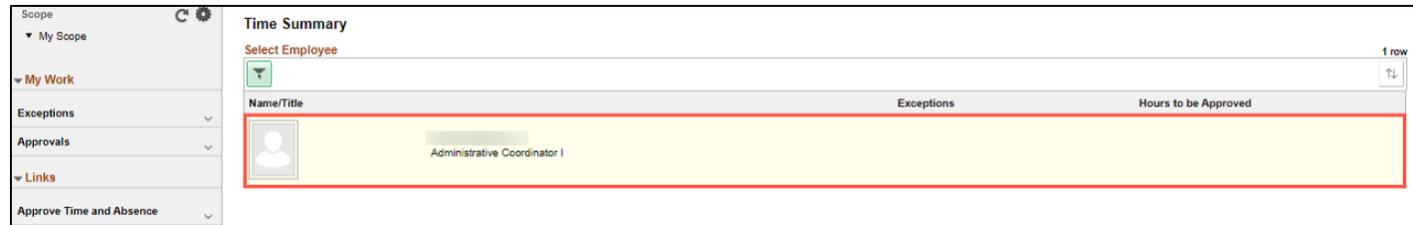
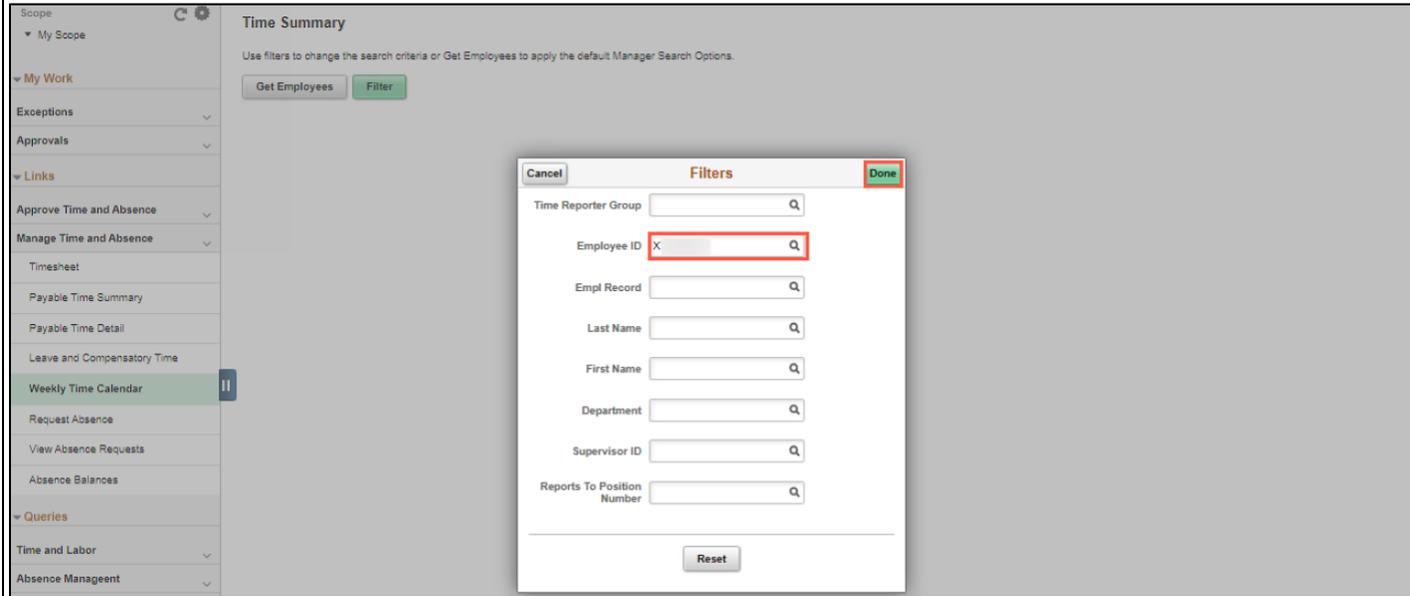


The screenshot displays the MSS interface. On the left is a navigation sidebar with a search icon and a gear icon. The sidebar contains several expandable sections: 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar' (highlighted with a red box), 'Request Absence', 'View Absence Requests', 'Absence Balances', 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'. The main content area is titled 'Time Summary' and includes the instruction 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Below this instruction are two buttons: 'Get Employees' and 'Filter' (highlighted with a red box).

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/Tile** line to view the Enter Time page.



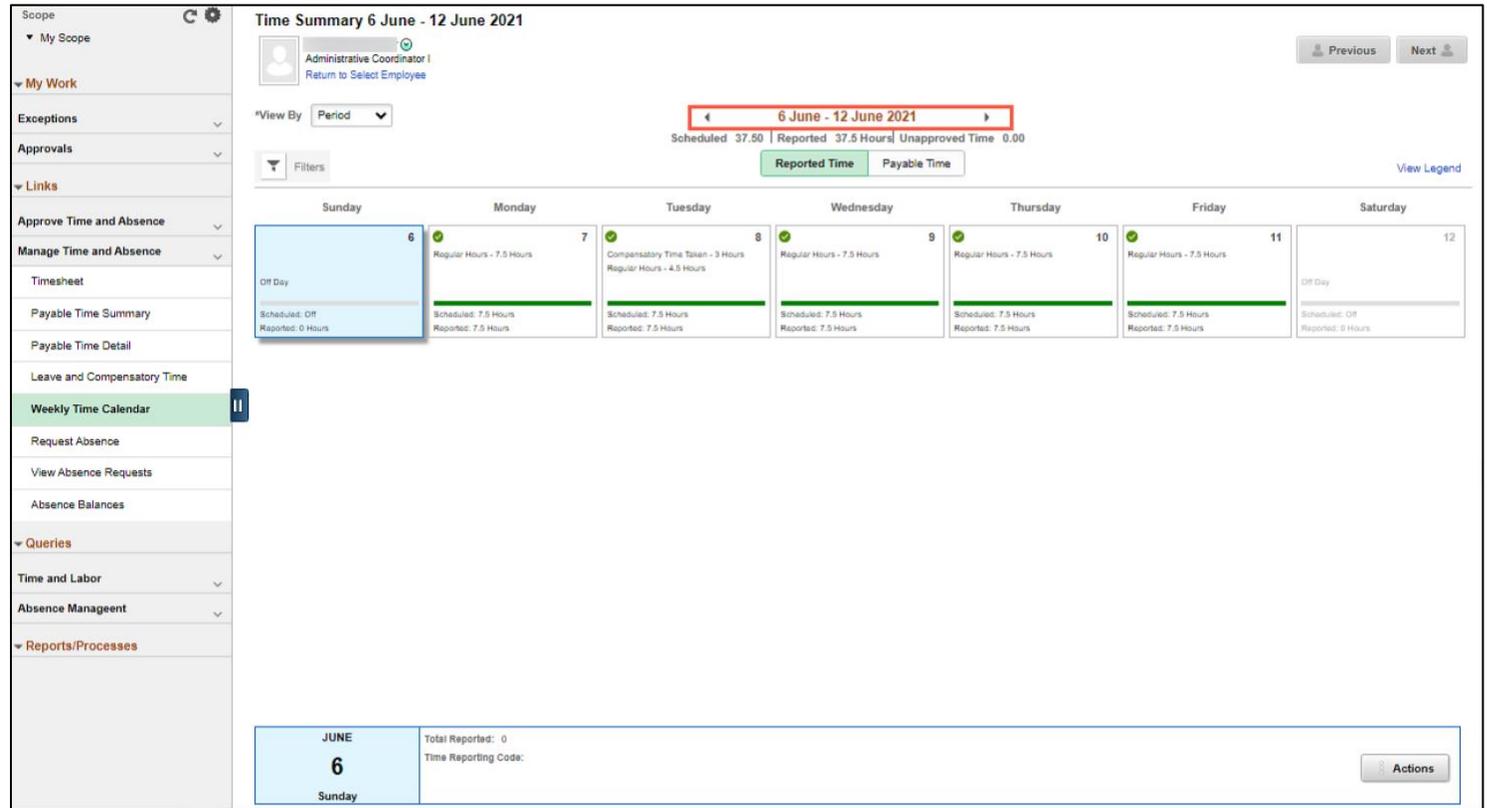
University of South Carolina
Time and Labor – MSS
View Weekly Time Calendar

This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries for an employee.

The default view on this page is the current week.

The current day is highlighted in blue.

Use the **Arrows** to navigate to the timesheet you would like to view.



Time Summary 6 June - 12 June 2021

Administrative Coordinator I
Return to Select Employee

View By: Period

6 June - 12 June 2021

Scheduled: 37.50 | Reported: 37.5 Hours | Unapproved Time: 0.00

Reported Time | Payable Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 Off Day Scheduled: Off Reported: 0 Hours	7 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	8 Compensatory Time Taken - 3 Hours Regular Hours - 4.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	9 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	10 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	11 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	12 Off Day Scheduled: Off Reported: 0 Hours

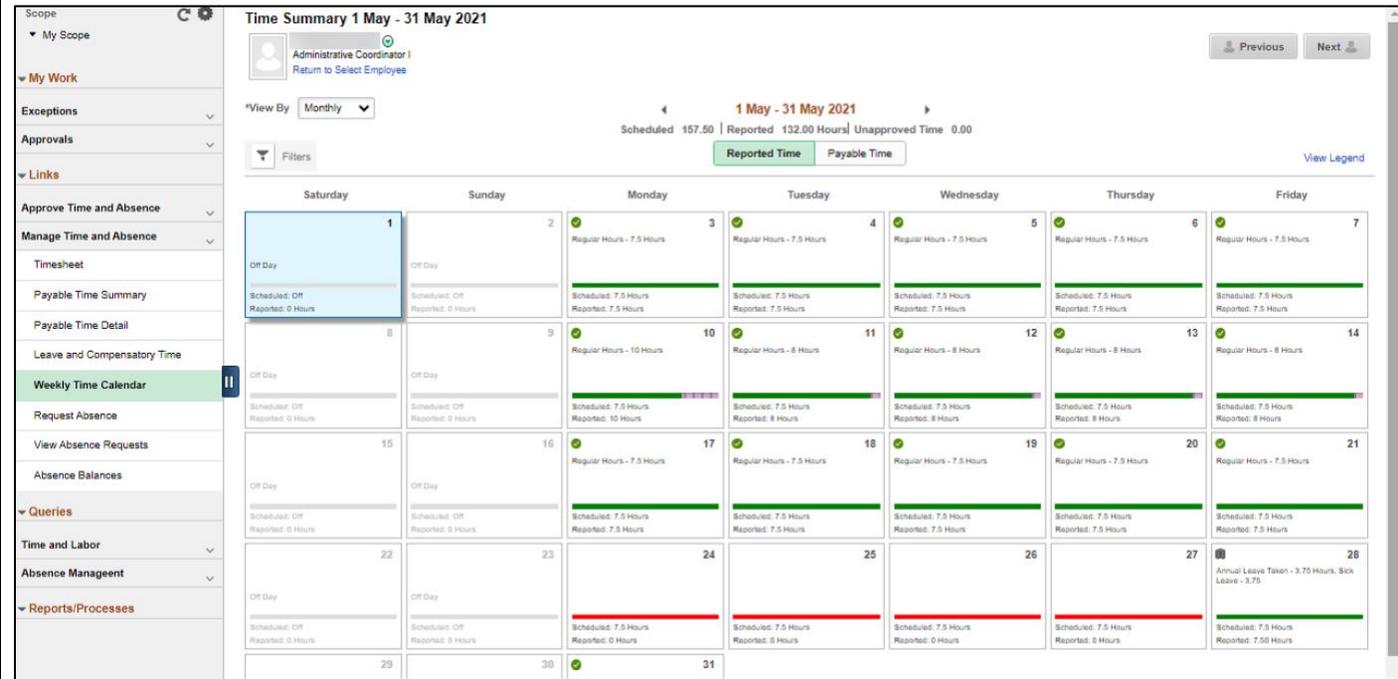
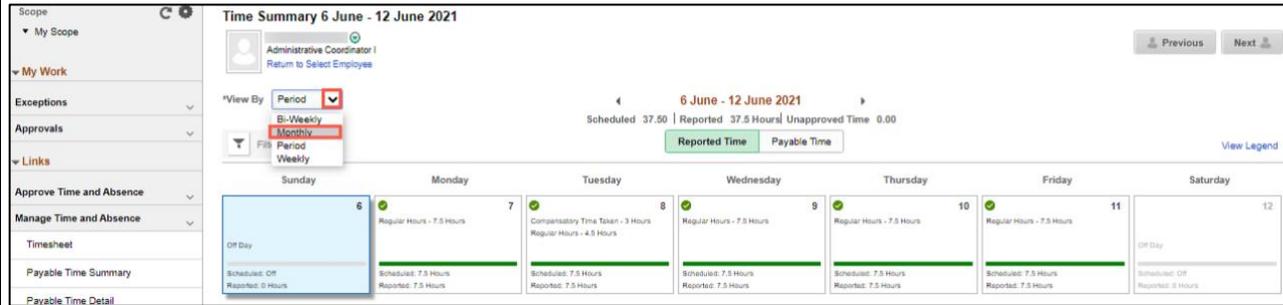
JUNE 6 Sunday	Total Reported: 0 Time Reporting Code:	Actions
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Step 9: To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

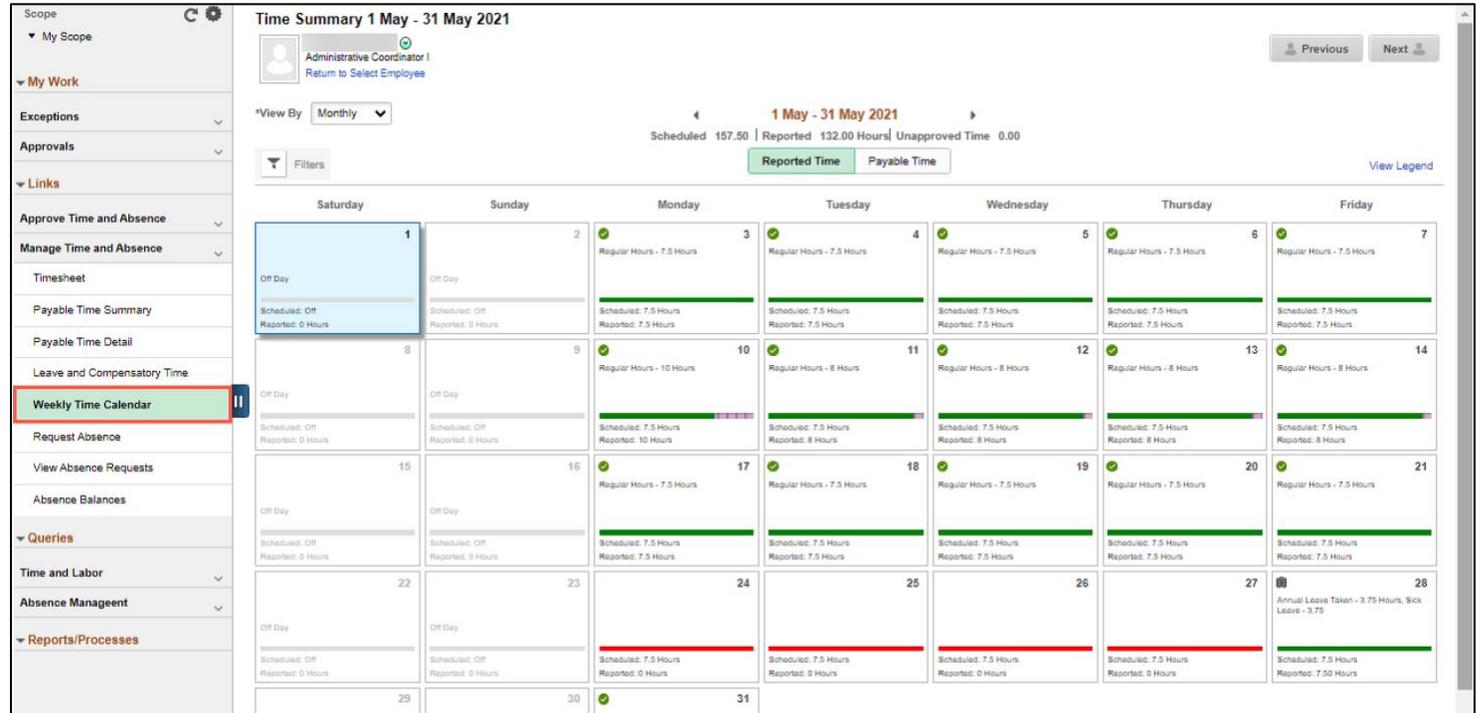
In this view, you can see:

- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry 
- days with reported time greater than scheduled indicated by 
- all requested absences and leave taken indicated by 



Step 10: Click the **View Weekly Time Calendar** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view a weekly time calendar for an employee.



Time Summary 1 May - 31 May 2021

Administrative Coordinator | Return to Select Employee

View By: Monthly

Scheduled: 157.50 | Reported: 132.00 Hours | Unapproved Time: 0.00

Reported Time | Payable Time

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1 Off Day Scheduled: 0H Reported: 0H	2 Off Day Scheduled: 0H Reported: 0H	3 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	4 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	5 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	6 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	7 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours
8 Off Day Scheduled: 0H Reported: 0H	9 Off Day Scheduled: 0H Reported: 0H	10 Regular Hours - 10 Hours Scheduled: 7.5 Hours Reported: 10 Hours	11 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours	12 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours	13 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours	14 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours
15 Off Day Scheduled: 0H Reported: 0H	16 Off Day Scheduled: 0H Reported: 0H	17 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	18 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	19 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	20 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	21 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours
22 Off Day Scheduled: 0H Reported: 0H	23 Off Day Scheduled: 0H Reported: 0H	24 Off Day Scheduled: 0H Reported: 0H	25 Off Day Scheduled: 0H Reported: 0H	26 Off Day Scheduled: 0H Reported: 0H	27 Off Day Scheduled: 0H Reported: 0H	28 Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75 Scheduled: 7.5 Hours Reported: 7.50 Hours
29 Off Day Scheduled: 0H Reported: 0H	30 Off Day Scheduled: 0H Reported: 0H	31 Off Day Scheduled: 0H Reported: 0H				