

**University of South Carolina
Time and Labor – MSS
Adjust Time on a Timesheet on Behalf of
Salary Non-Exempt Employee**

How to adjust time on a timesheet on behalf of a salary non-exempt employee:

This job aid outlines how a manager can adjust 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.

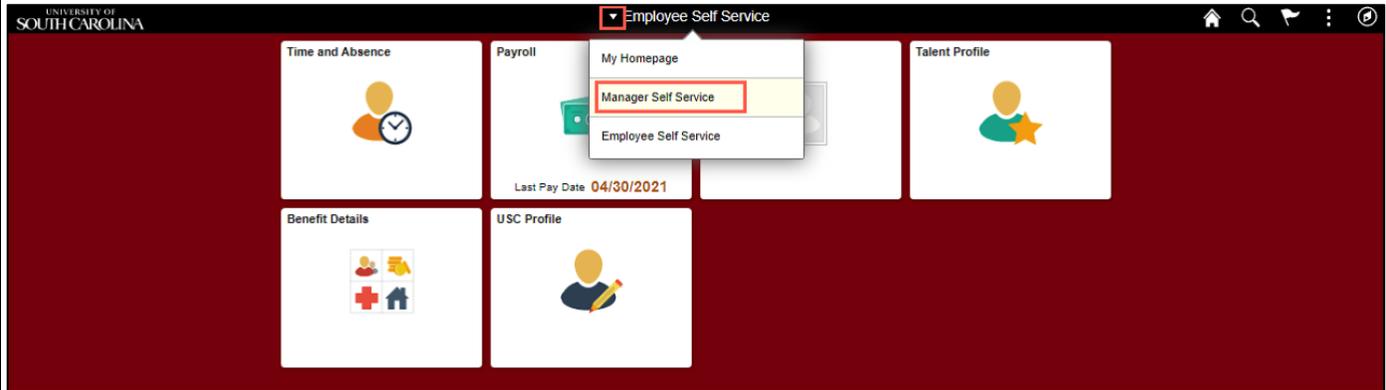
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

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

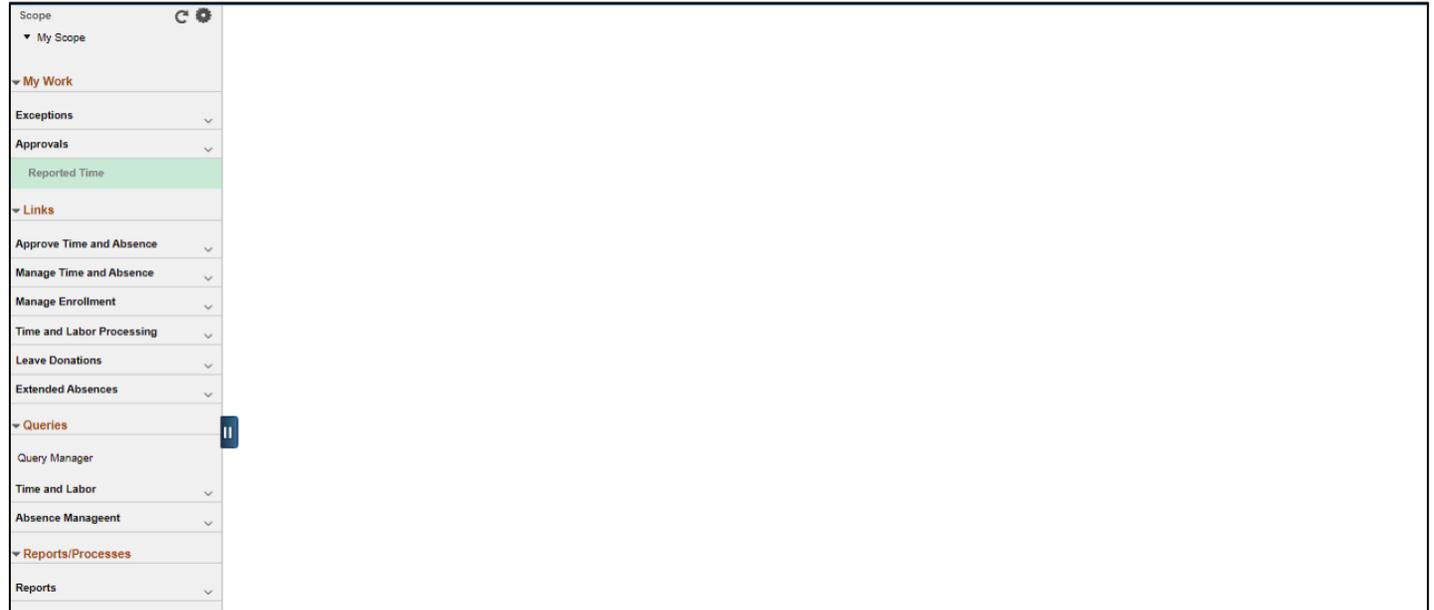


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

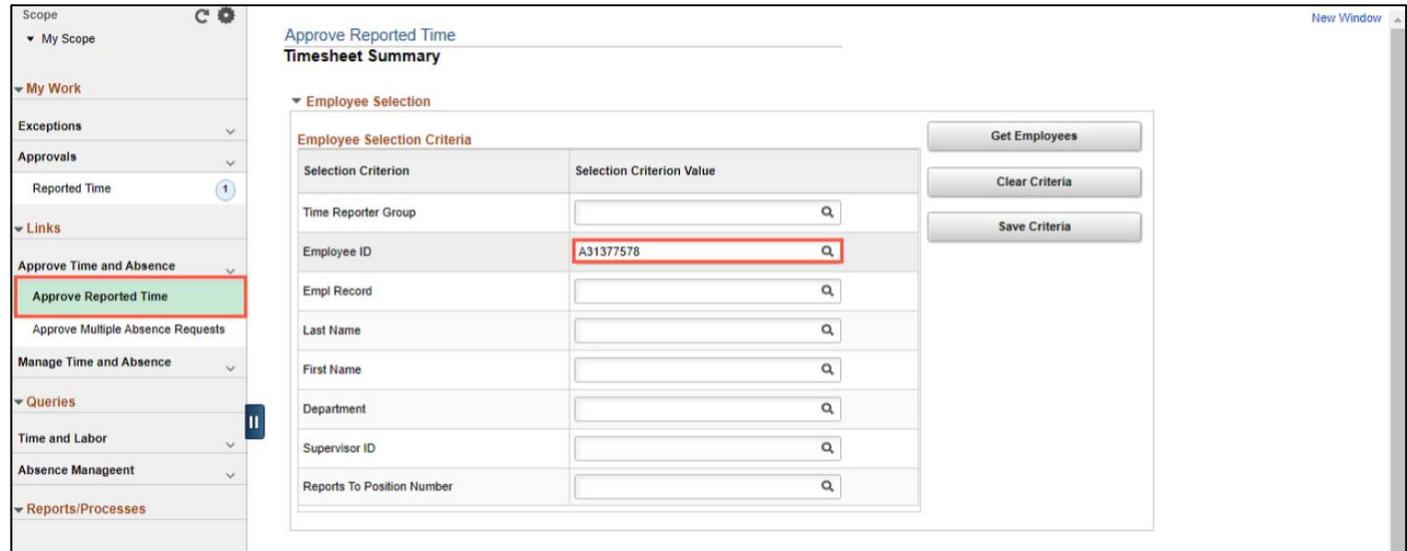
Step 3: Click the **Approve Time and Absence** drop-down arrow.



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Step 4: Click the **Approve Reported Time** option from the list.

Step 5: To edit time for a specific employee, begin by clicking the **Employee ID** field and enter the employee's **USCID**.

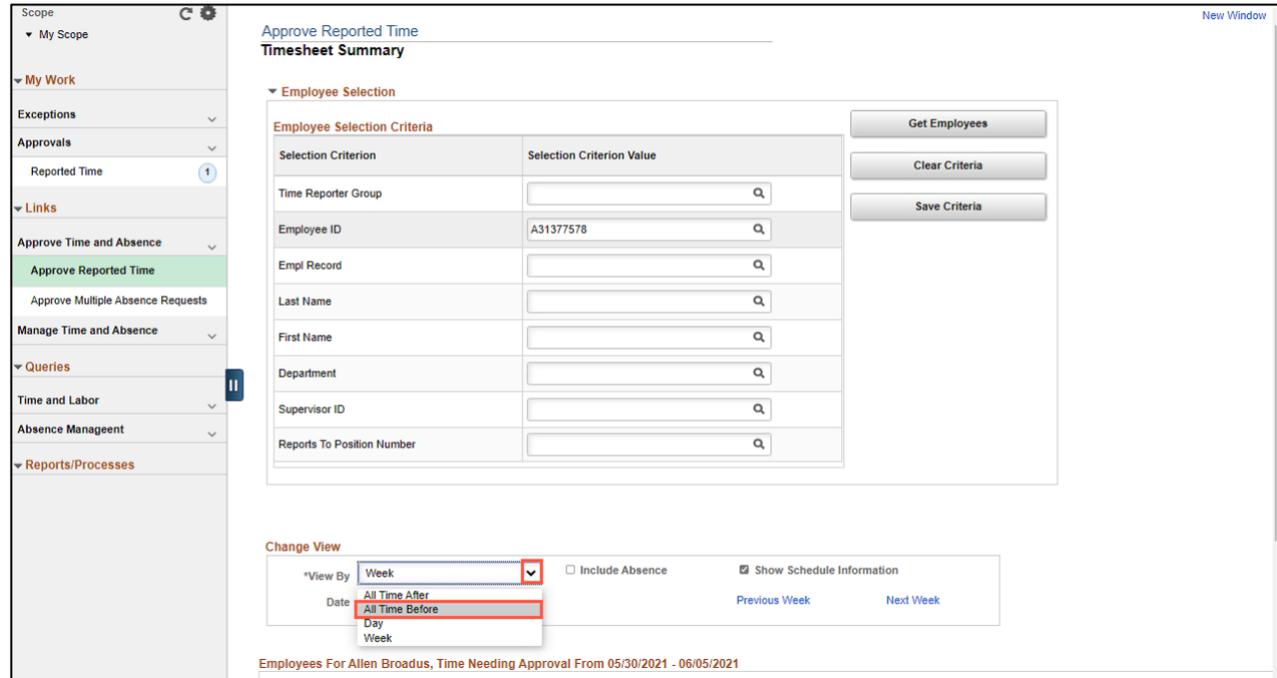


The screenshot shows the 'Approve Reported Time' interface. On the left is a navigation menu with the following items: My Scope, My Work, Exceptions, Approvals, Reported Time (with a notification icon), Links, Approve Time and Absence (with 'Approve Reported Time' highlighted in green), Approve Multiple Absence Requests, Manage Time and Absence, Queries, Time and Labor, Absence Management, and Reports/Processes. The main content area is titled 'Approve Reported Time Timesheet Summary' and contains an 'Employee Selection' section. This section includes a table for 'Employee Selection Criteria' and three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'.

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	A31377578
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

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Step 6: To view all timesheets before the current date, click the **View By** drop-down arrow and select **All Time Before** from the list.



Approve Reported Time
Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	A31377578
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Buttons: Get Employees, Clear Criteria, Save Criteria

Change View

*View By: **Week** (dropdown menu open showing: All Time After, **All Time Before**, Day, Week)

Date: Include Absence Show Schedule Information

Previous Week Next Week

Employees For Allen Broadus, Time Needing Approval From 05/30/2021 - 06/05/2021

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Step 7: Click the **Employee's Last Name** link to view the Timesheet page.

Scope ⌵ ⚙️

- ▼ My Scope
- ▼ My Work
- Exceptions ⌵
- Approvals ⌵
- Reported Time 1
- ▼ Links
- Approve Time and Absence ⌵
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence ⌵
- ▼ Queries
- Time and Labor ⌵
- Absence Management ⌵
- ▼ Reports/Processes

Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>

Change View

*View By: All Time Before Include Absence Show Schedule Information

Date: 06/04/2021 📅 ↻

Employees For Allen Broadus, Time Needing Approval Before 06/04/2021

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Time Summary
Demographics
⌵

Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	[Redacted]	Bobbie	A31377578	0	40.00

Approval ?

Select All
Deselect All
Approve
Deny
Push Back

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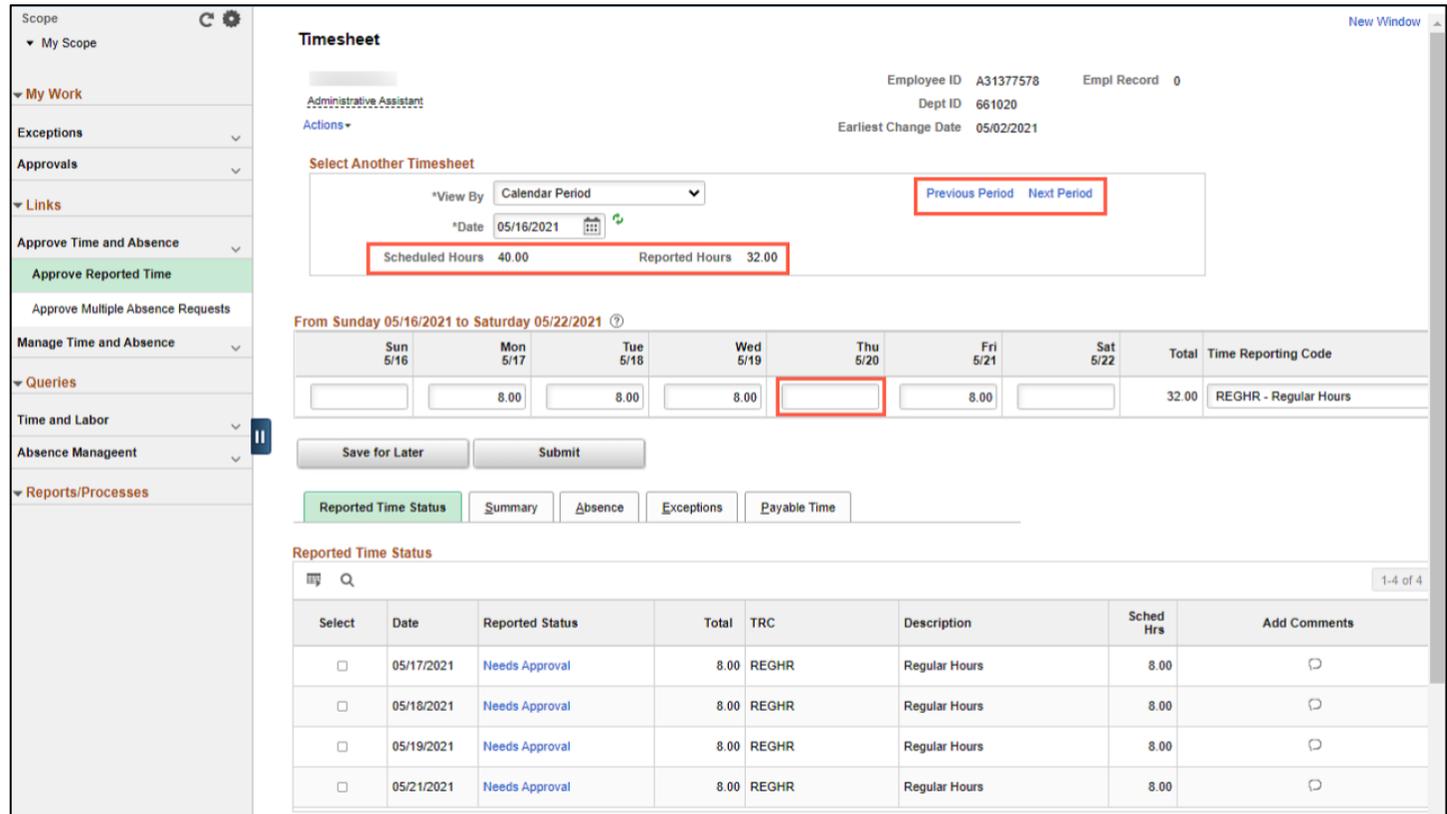
You can go back and adjust timesheets 60 days prior to the current day on behalf of an employee.

In this scenario the salary non-exempt employee forgot to enter time worked on 5/20/21. As the manager, you can update the hours accordingly.

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

Step 9: Notice the Scheduled Hours do not match the Reported Hours, indicating the timesheet may require an adjustment.

Step 10: The timesheet is missing hours for Thursday. You are not aware the employee was off that day, so the hours need to be added.



Timesheet

Employee ID A31377578 Empl Record 0
Dept ID 661020
Earliest Change Date 05/02/2021

Select Another Timesheet

*View By: Calendar Period [Previous Period](#) [Next Period](#)

*Date: 05/16/2021

Scheduled Hours 40.00 Reported Hours 32.00

From Sunday 05/16/2021 to Saturday 05/22/2021

Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Total	Time Reporting Code
	8.00	8.00	8.00		8.00		32.00	REGHR - Regular Hours

Buttons: Save for Later, Submit

Tabs: **Reported Time Status**, Summary, Absence, Exceptions, Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	05/17/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/18/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/19/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/21/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	

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Step 11: Click in the **Time Entry** field and enter hours worked on the missing day.

Step 12: Click the **Submit** button to submit the adjusted timesheet.

Scope ⌂ ⚙

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- ▼ Links
- Approve Time and Absence
- Approve Reported Time
- Approve Multiple Absence Requests
- Manage Time and Absence
- ▼ Queries
- Time and Labor
- Absence Management
- ▼ Reports/Processes

Timesheet

Administrative Assistant
Actions

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 05/16/2021 📅

Scheduled Hours 40.00 Reported Hours 32.00

Employee ID A31377578 Empl Record 0

Dept ID 661020

Earliest Change Date 05/02/2021

From Sunday 05/16/2021 to Saturday 05/22/2021 ?

Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Total	Time Reporting Code
	8.00	8.00	8.00	8	8.00		32.00	REGHR - Regular Hours

Save for Later
Submit

Reported Time Status
Summary
Absence
Exceptions
Payable Time

Reported Time Status

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Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	05/17/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨
<input type="checkbox"/>	05/18/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨
<input type="checkbox"/>	05/19/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨
<input type="checkbox"/>	05/21/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	🗨

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Step 13: This page confirms the successful submission of the adjustment, click the **OK** button to return to the Timesheet page.



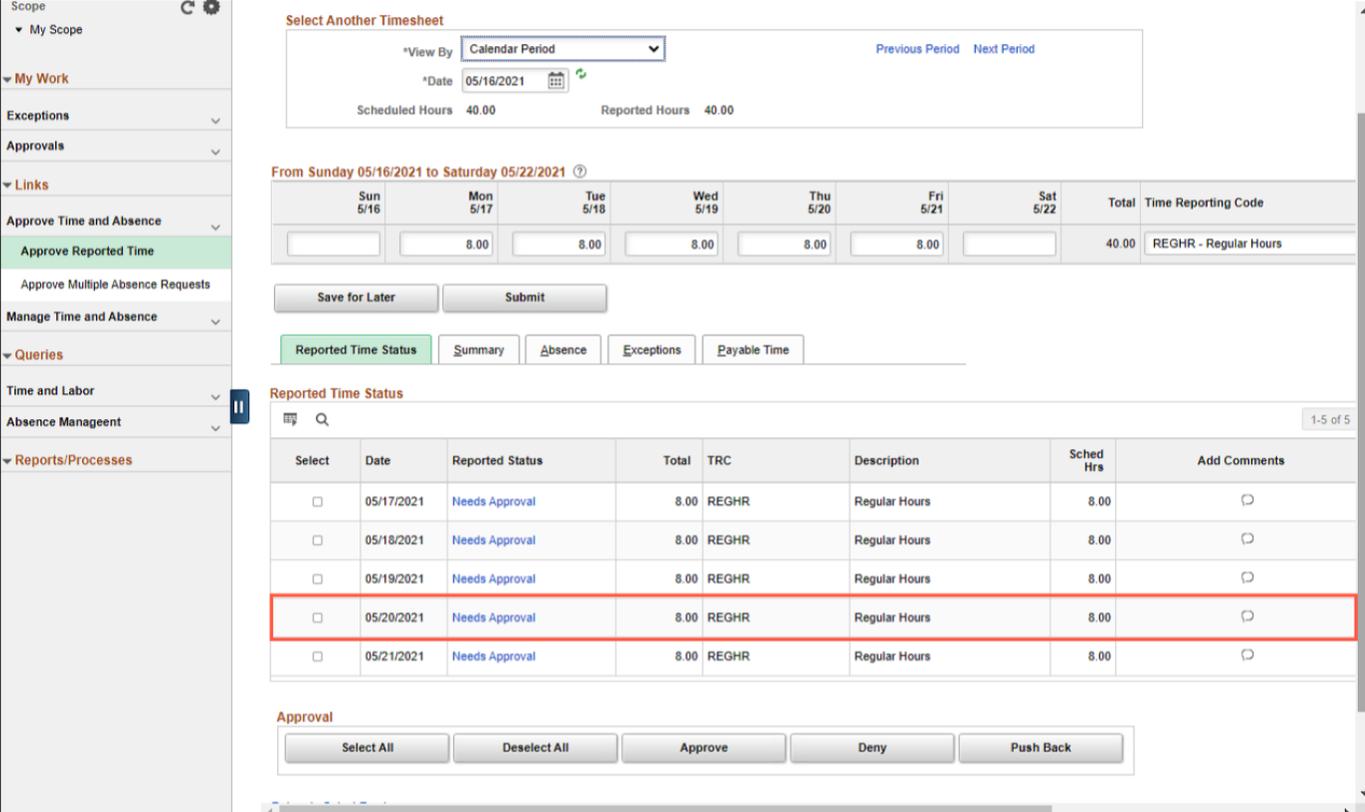
The screenshot displays a web application interface. On the left is a vertical navigation menu with categories: 'Scope' (containing 'My Scope'), 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence' (with sub-items 'Approve Reported Time' and 'Approve Multiple Absence Requests'), 'Manage Time and Absence', 'Queries', 'Time and Labor', 'Absence Management', and 'Reports/Processes'. The main content area features a green header bar with 'Saving Page' and a close icon. Below this is a 'Submit Confirmation' section with a green checkmark icon and the text: 'The Submit was successful. Time for the Time Period of 2021-05-16 to 2021-05-22 is submitted'. A red rectangular box highlights an 'OK' button located below the confirmation message.

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Step 14: The adjustment is now ready for approval.

To learn how to approve timesheets, please view the job aid titled **Approve a Timesheet**.

You successfully learned how to adjust a timesheet on behalf of a salary non-exempt employee.



Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 05/16/2021

Scheduled Hours: 40.00 Reported Hours: 40.00

From Sunday 05/16/2021 to Saturday 05/22/2021

Sun 5/16	Mon 5/17	Tue 5/18	Wed 5/19	Thu 5/20	Fri 5/21	Sat 5/22	Total	Time Reporting Code
	8.00	8.00	8.00	8.00	8.00		40.00	REGHR - Regular Hours

Buttons: Save for Later, Submit

Reported Time Status: Summary, Absence, Exceptions, Payable Time

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Add Comments
<input type="checkbox"/>	05/17/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/18/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/19/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/20/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	
<input type="checkbox"/>	05/21/2021	Needs Approval	8.00	REGHR	Regular Hours	8.00	

Approval: Select All, Deselect All, Approve, Deny, Push Back