

**University of South Carolina**  
**Time and Labor - ESS**  
**Edit a Submitted Timesheet – Salary Non-Exempt**

**How to edit a submitted timesheet for a salary non-exempt employee:**

This job aid outlines how a salary non-exempt employee can edit a timesheet that has already been submitted and approved by the Manager or TL/ABS Approver.

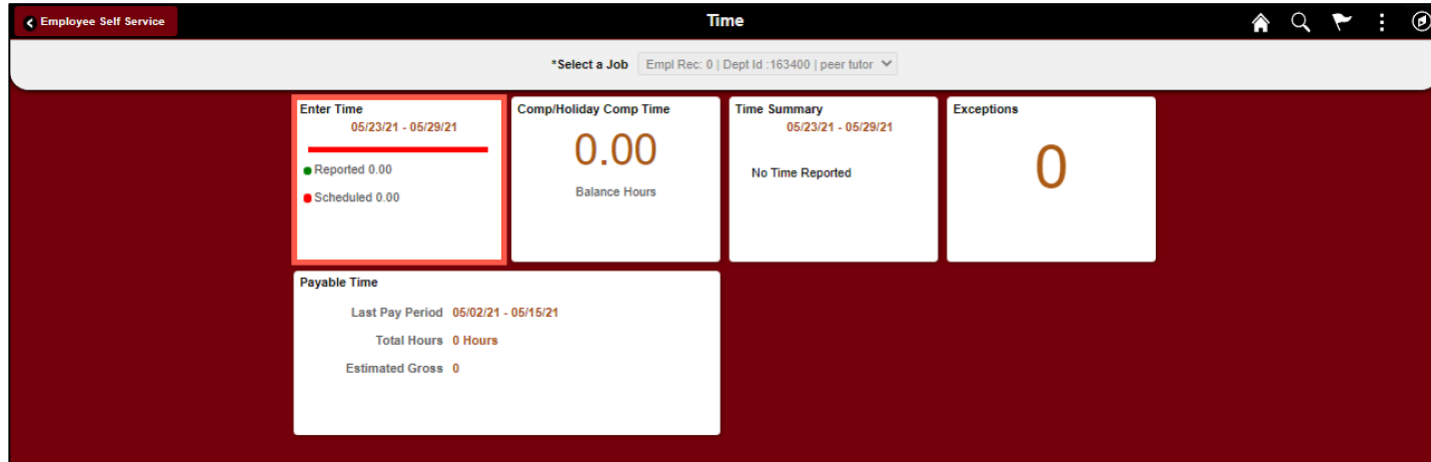
**Navigation:** Employee Self Service > Time and Absence > Enter Time

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.

**Step 2:** Click the **Enter Time** tile, to enter time on a timesheet.

**Screenshots**



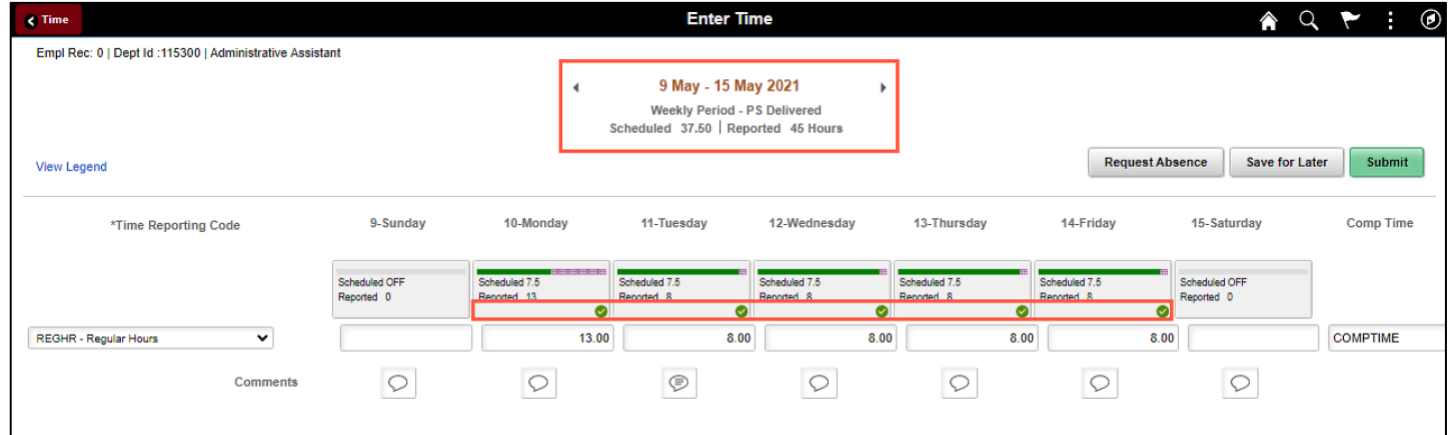
## University of South Carolina Time and Labor - ESS Edit a Submitted Timesheet – Salary Non-Exempt

**Step 3:** Be sure to select the correct timesheet for the work week you would like to edit. Use the **Arrows** to navigate to the appropriate timesheet.

Notice the time for that week has been approved as indicated by the



**Step 4:** To edit the time, click in the **Time Entry** field for the day(s) you would like to change and enter the corrected hours.

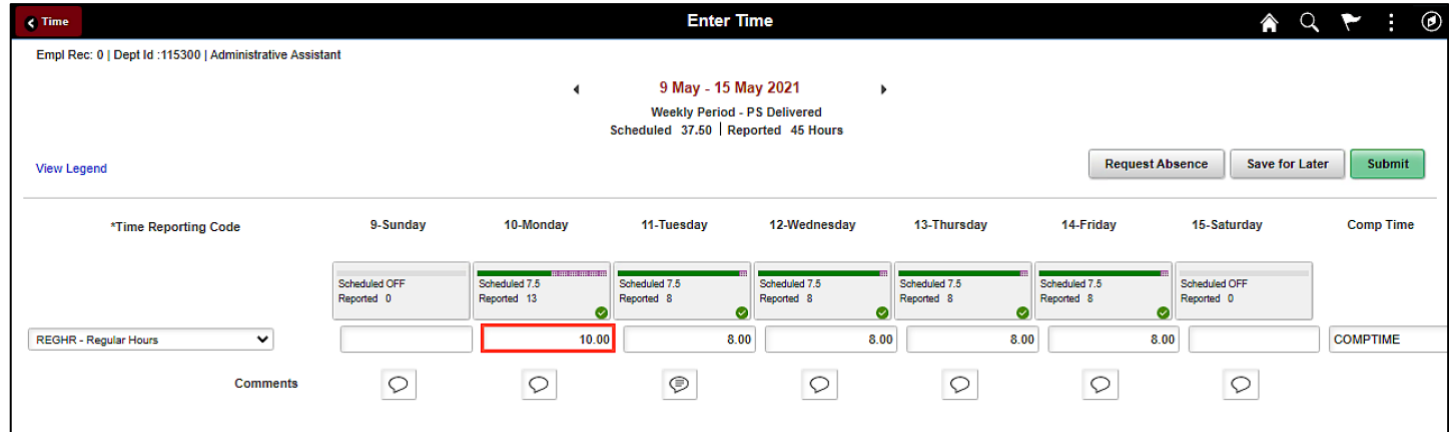


**Enter Time**  
Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

9 May - 15 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 45 Hours

Request Absence Save for Later Submit

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours		13.00	8.00	8.00	8.00	8.00		
Comments								



**Enter Time**  
Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

9 May - 15 May 2021  
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Request Absence Save for Later Submit

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 13	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	COMPTIME
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		
Comments								

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You can enter comments about the edited time entries if you feel additional information is needed.

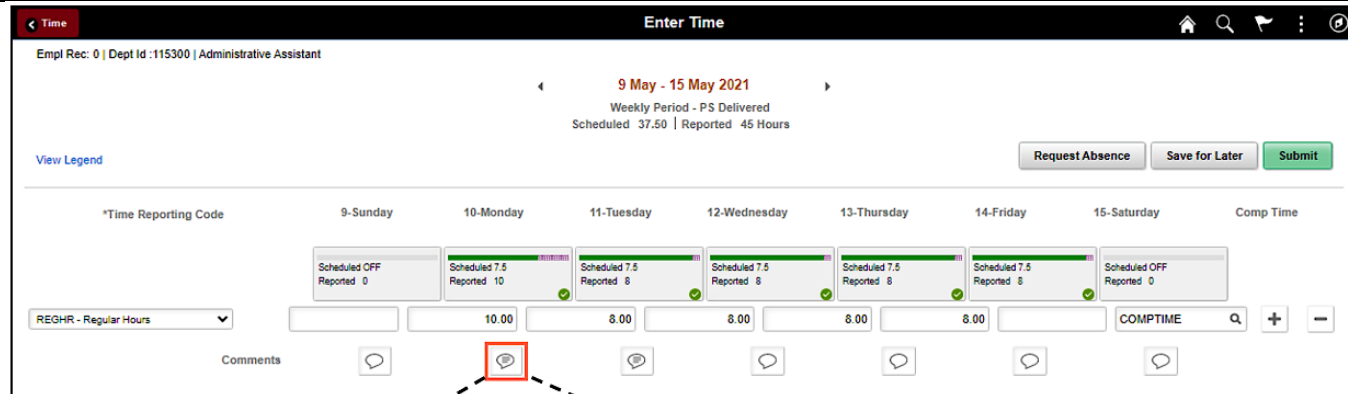
**Step 5:** Click the **Comments** button.

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

**Step 6:** Click in the **Comment** field and enter a comment applicable to the time entered.

**Step 7:** Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

**Step 8:** Click the **X** to close the Time Reporting Comments page.



**Enter Time**

Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant

9 May - 15 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 45 Hours

View Legend Request Absence Save for Later Submit

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		COMPTIME
Comments		<span style="border: 1px solid red; padding: 2px;">🗨️</span>						



**Time Reporting Comments** ✕

Comments related to Time entered for 05/10/2021

Comment once entered cannot be altered or removed.

Add a new Comment

Add Comment Clear

Entered on 05/26/2021 3:31 PM by Barbara Reager  
Add additional information here.

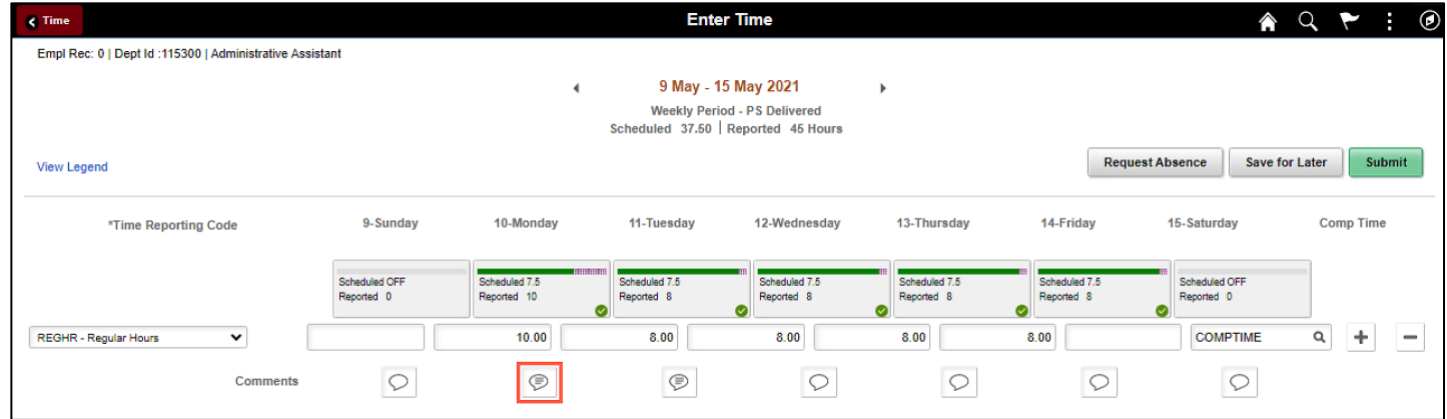
## University of South Carolina Time and Labor - ESS Edit a Submitted Timesheet – Salary Non-Exempt

Notice when a comment has been added to a specific time entry, squiggles appear in the comment bubble.

**Step 9:** The edits have been made to the timesheet. Click the **Submit** button to submit the timesheet for approval.

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.

The summary at the top of the page will show the **Reported** total based on the edits made for the week in view.

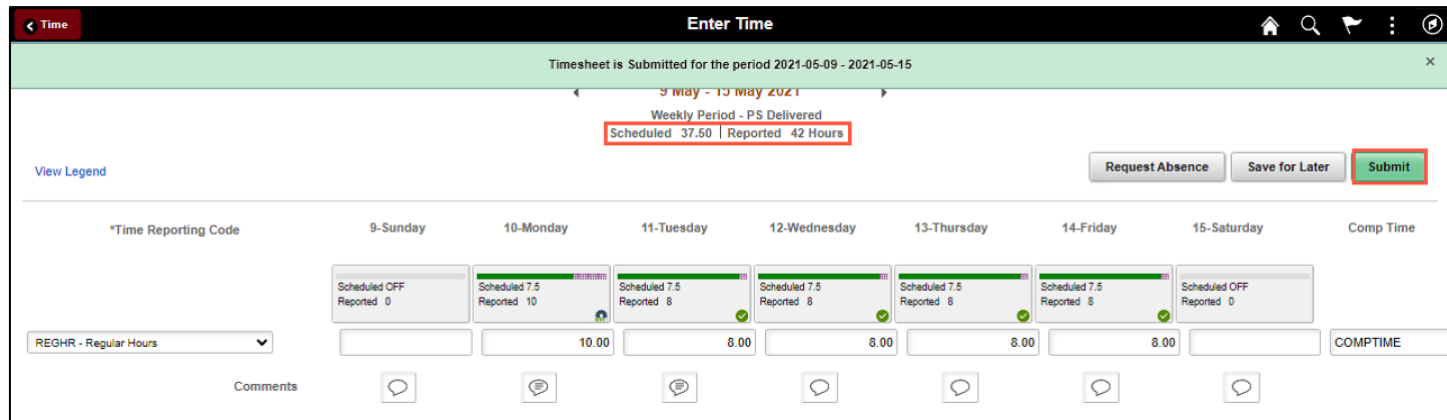


**Enter Time**  
Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

**9 May - 15 May 2021**  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 45 Hours

Request Absence Save for Later **Submit**

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		COMPTIME
Comments								



**Enter Time**

Timesheet is Submitted for the period 2021-05-09 - 2021-05-15

**9 May - 15 May 2021**  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 42 Hours





Request Absence Save for Later **Submit**

*Time Reporting Code	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		COMPTIME
Comments								

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






**Step 10:** When submitted, the Pending Approvals icon will appear for the day(s) that were edited. 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 edit a submitted timesheet as a salary non-exempt employee.

**Legend** ✕

-  Time Details
-  Saved
-  Approved
-  Pending Approvals
-  Denied
-  Pushed Back
-  Exception
-  Absence
-  Reported
-  Reported Under Schedule

← Time
Enter Time
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Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant

**9 May - 15 May 2021**

Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 42 Hours

Request Absence
Save for Later
Submit

\*Time Reporting Code
9-Sunday
10-Monday
11-Tuesday
12-Wednesday
13-Thursday
14-Friday
15-Saturday
Comp Time

	9-Sunday	10-Monday	11-Tuesday	12-Wednesday	13-Thursday	14-Friday	15-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 10	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled 7.5 Reported 8	Scheduled OFF Reported 0	
REGHR - Regular Hours		10.00	8.00	8.00	8.00	8.00		COMPTIME
Comments	