

How to enter or adjust time on an elapsed timesheet for multiple work orders:

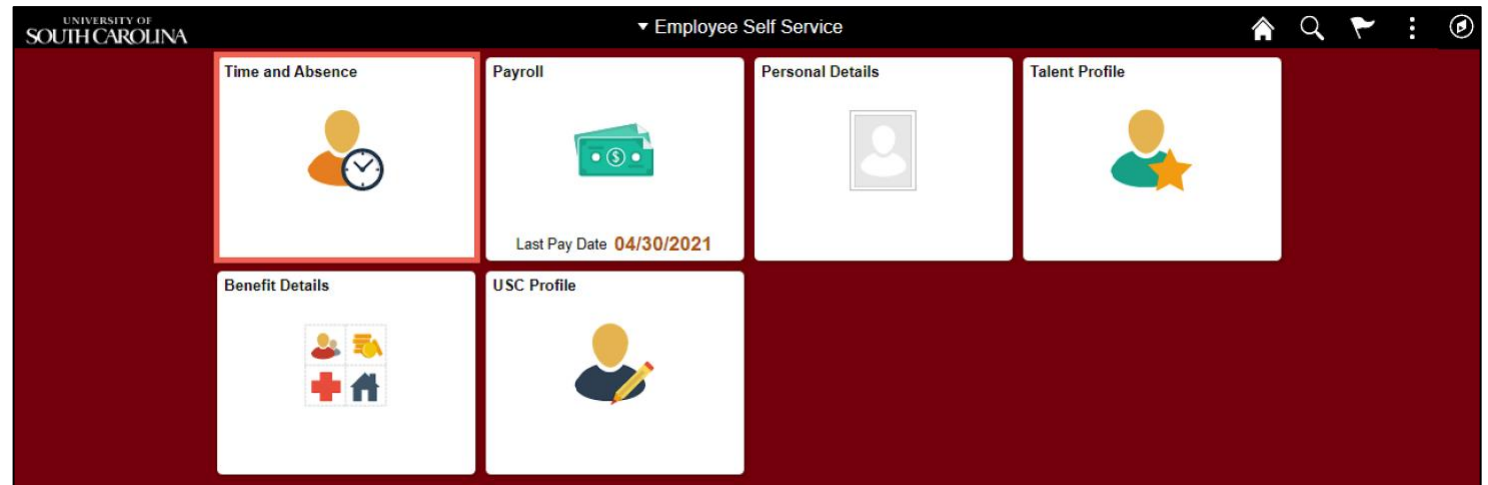
This job aid outlines how an employee will enter or adjust time on an elapsed timesheet with multiple work orders.

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

Processing Steps

Screenshots

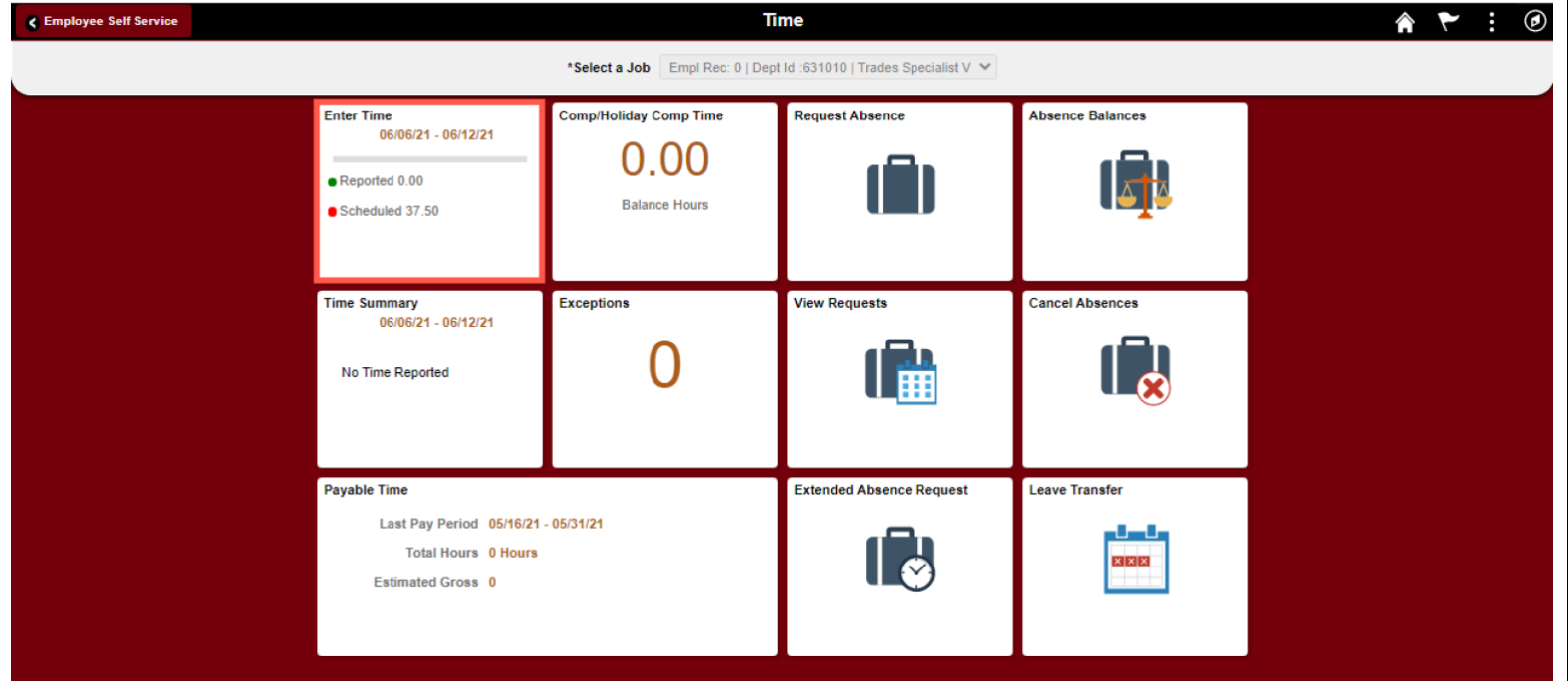
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.



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Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

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



The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this, a dropdown menu shows the selected job: '*Select a Job | Empl Rec: 0 | Dept Id: 631010 | Trades Specialist V'. The main content area features a grid of tiles:

- Enter Time (06/06/21 - 06/12/21):** A tile with a progress bar showing 'Reported 0.00' (green) and 'Scheduled 37.50' (red). This tile is highlighted with a red border.
- Comp/Holiday Comp Time:** Shows a balance of 0.00 hours.
- Request Absence:** Represented by a briefcase icon.
- Absence Balances:** Represented by a briefcase and scales icon.
- Time Summary (06/06/21 - 06/12/21):** Shows 'No Time Reported'.
- Exceptions:** Shows a balance of 0.
- View Requests:** Represented by a briefcase and calendar icon.
- Cancel Absences:** Represented by a briefcase and a red 'X' icon.
- Payable Time:** Shows 'Last Pay Period 05/16/21 - 05/31/21', 'Total Hours 0 Hours', and 'Estimated Gross 0'.
- Extended Absence Request:** Represented by a briefcase and clock icon.
- Leave Transfer:** Represented by a calendar icon with a red 'X'.

Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

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

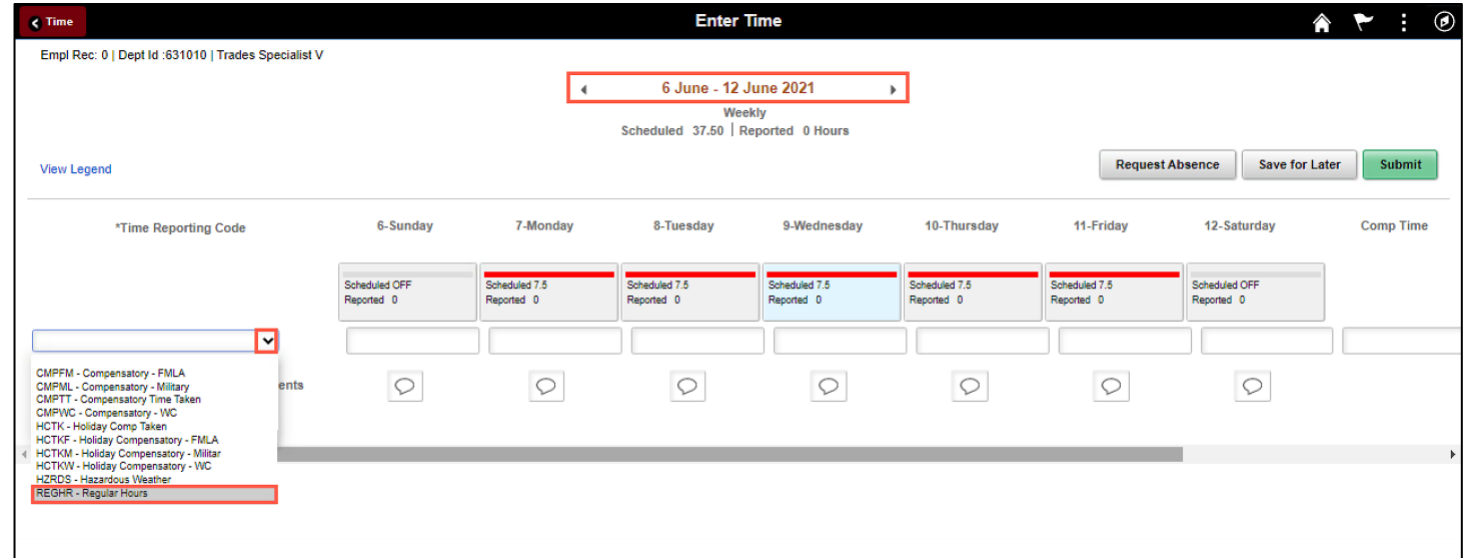
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 4/Work Order Line #1: Click the **Time Reporting Code** drop-down arrow.

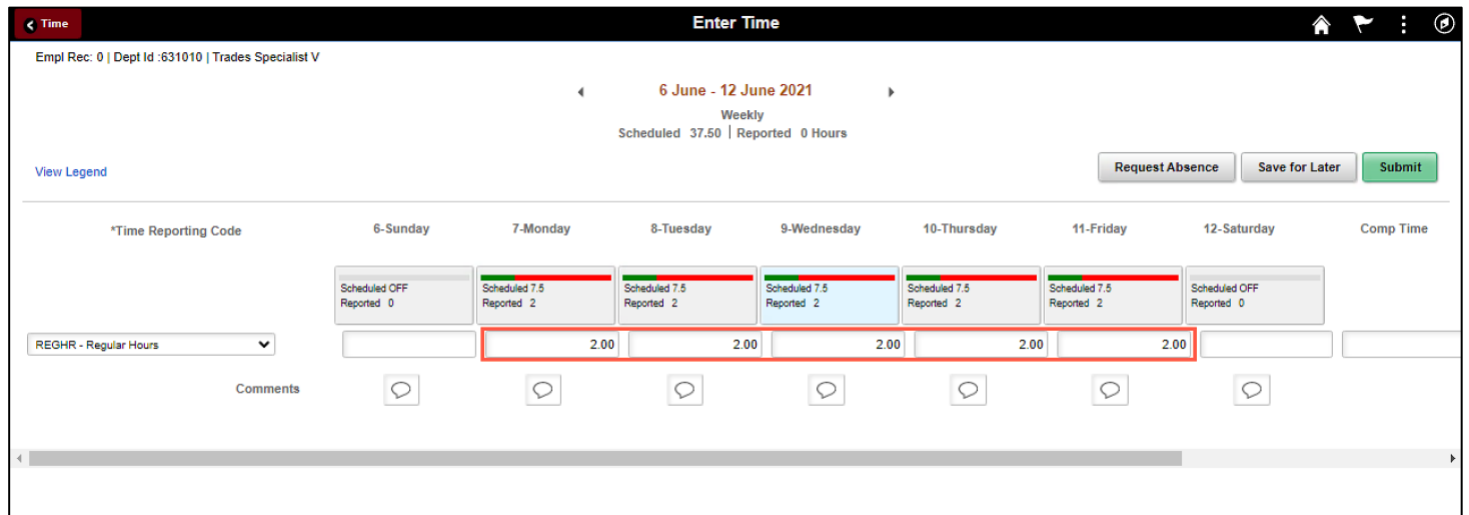
Step 5: Select **REGHR – Regular Hours**.

Step 6: Click in the **Time Entry** field and enter hours worked for each day.



Enter Time
Empl Rec: 0 | Dept Id :631010 | Trades Specialist V
6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours
Request Absence Save for Later Submit
View Legend

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
REGHR - Regular Hours								



Enter Time
Empl Rec: 0 | Dept Id :631010 | Trades Specialist V
6 June - 12 June 2021
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Request Absence Save for Later Submit
View Legend

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		

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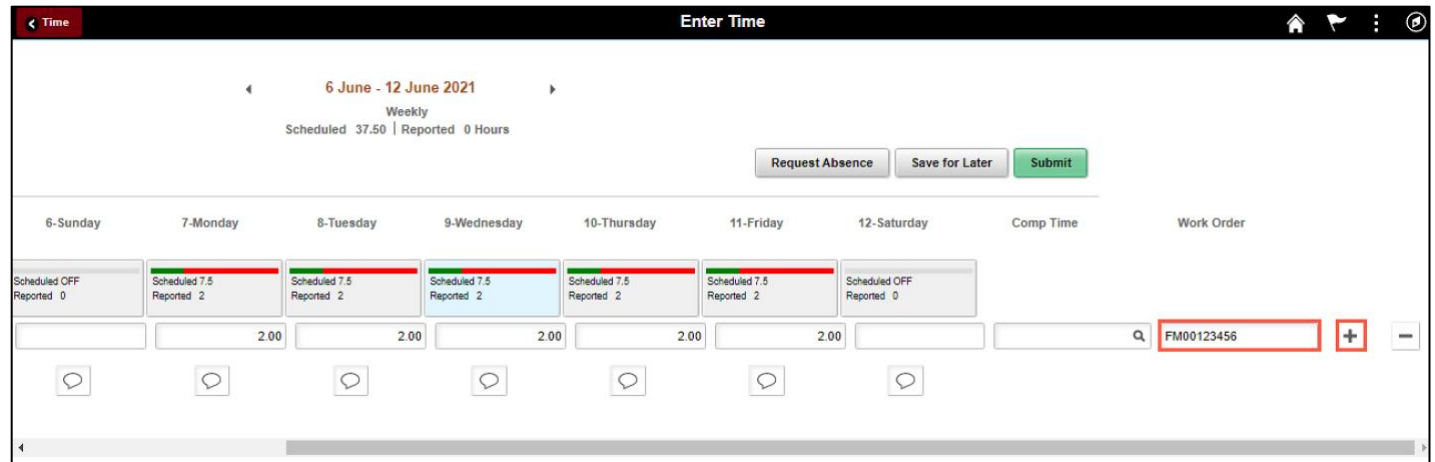
Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

Step 7: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the first line.

Step 8: Click the **+** (plus) button to add an additional line for the second work order you worked that week.

Step 9/Work Order Line #2: Scroll back to the left to enter time worked for the second work order. Click the **Time Reporting Code** drop-down arrow.

Step 10: Select **REGHR – Regular Hours**.

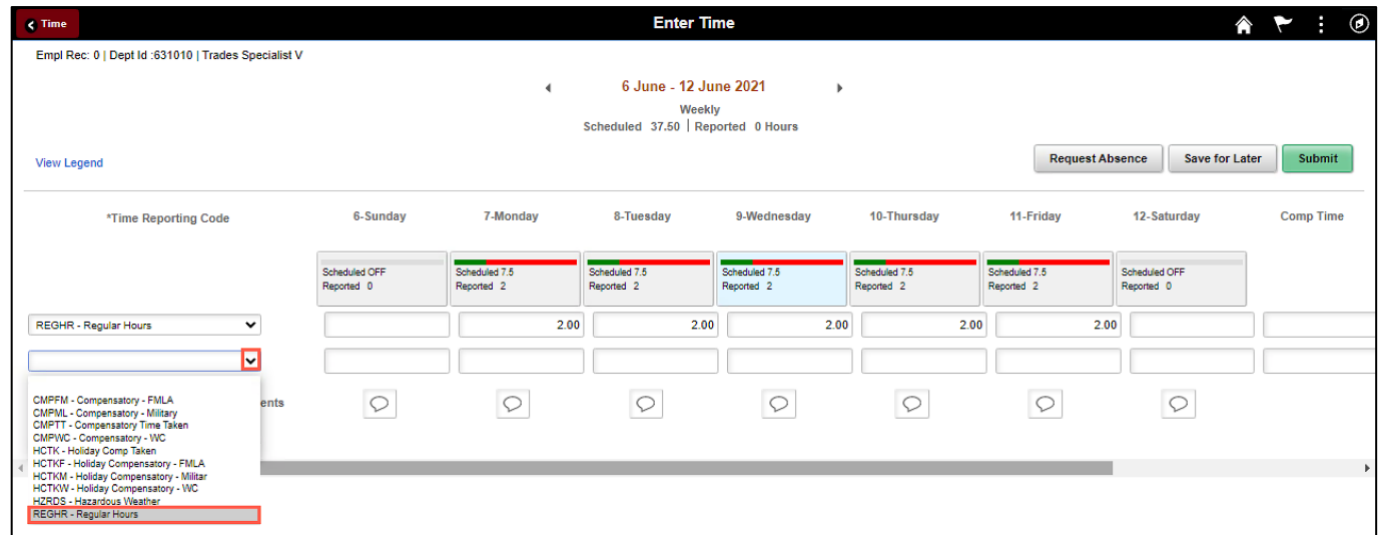


Enter Time

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported 0		
	2.00	2.00	2.00	2.00	2.00			FM00123456 +



Enter Time

Empl Rec: 0 | Dept Id: 631010 | Trades Specialist V

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

View Legend

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled 7.5 Reported 2	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		

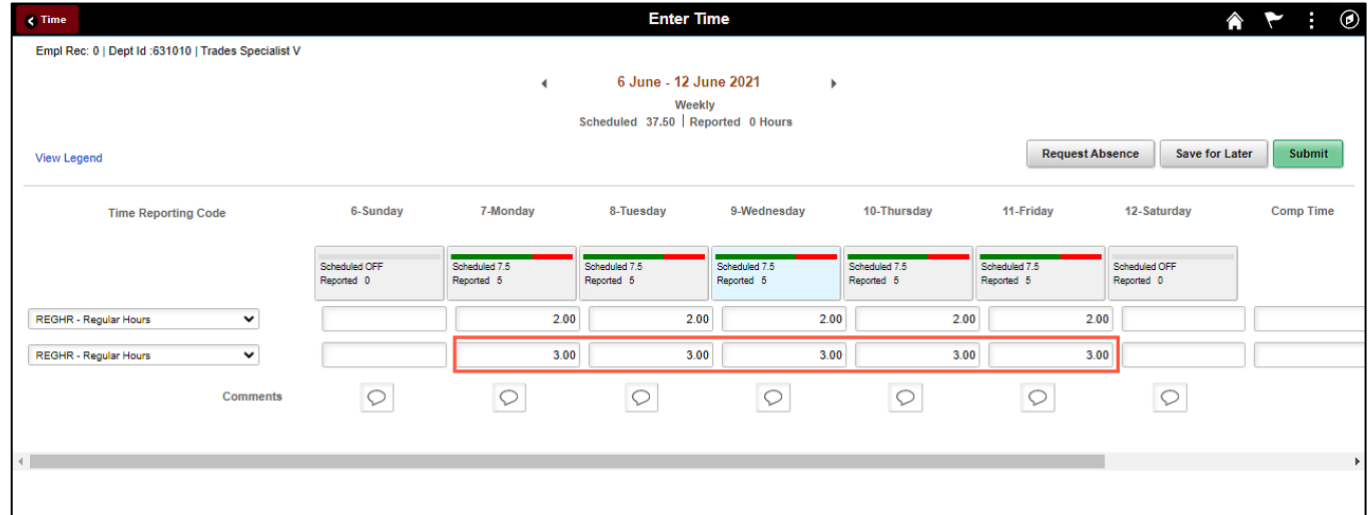
REGHR - Regular Hours

- CMPFM - Compensatory - FMLA
- CMPML - Compensatory - Military
- CMPPTT - Compensatory Time Taken
- CMPFVC - Compensatory - VWC
- HCTKF - Holiday Comp Taken
- HCTKF - Holiday Compensatory - FMLA
- HCTKM - Holiday Compensatory - Militar
- HCTKW - Holiday Compensatory - VWC
- HZRDS - Hazardous Weather
- REGHR - Regular Hours

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Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

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



Empl Rec: 0 | Dept Id : 631010 | Trades Specialist V

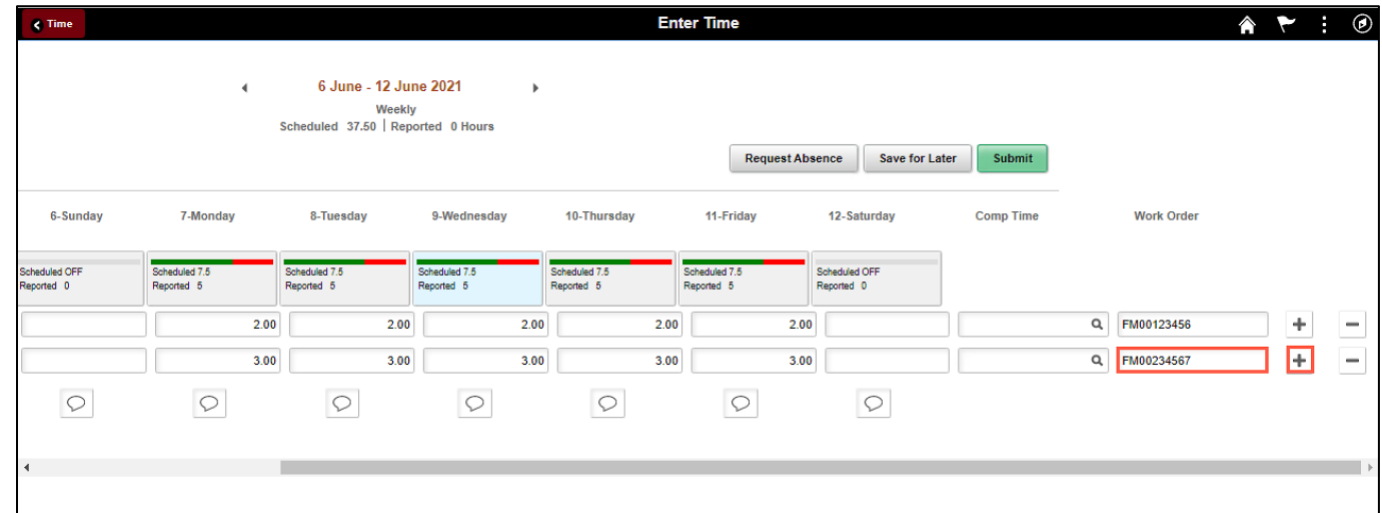
6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

View Legend Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
Comments								

Step 12: Scroll over to the right, click in the **Work Order** field and enter the order number that corresponds with the hours worked for the second line.

Step 13: Click the **+** (plus) button to add an additional line for the third work order you worked that week.



Empl Rec: 0 | Dept Id : 631010 | Trades Specialist V

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0		
	2.00	2.00	2.00	2.00	2.00			FM00123456
	3.00	3.00	3.00	3.00	3.00			FM00234567
Comments								

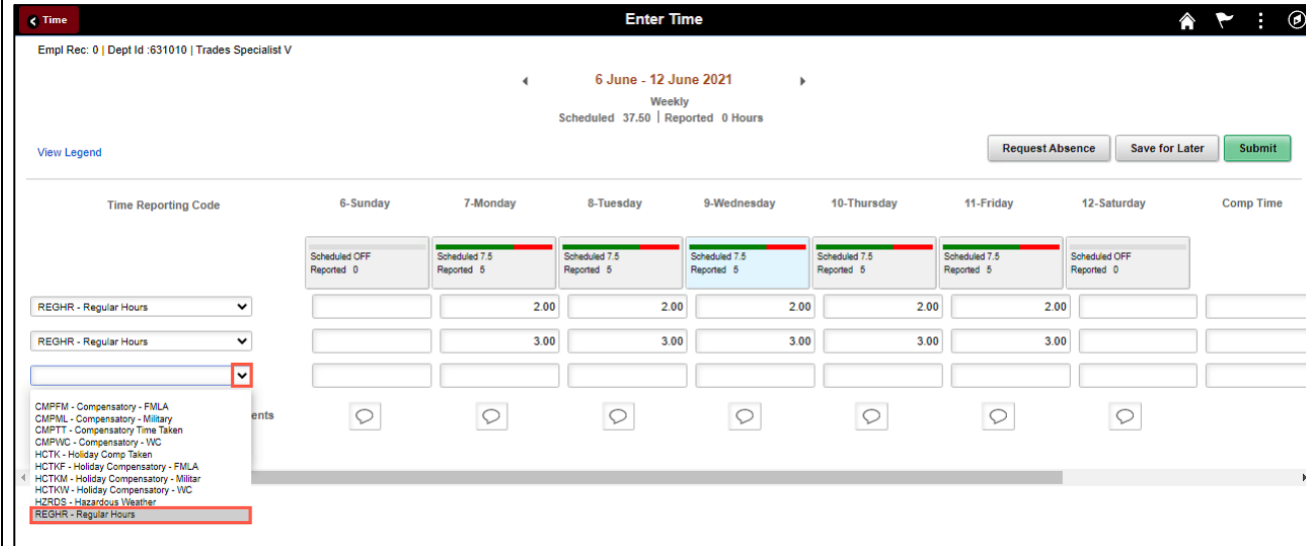
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Enter or Adjust Time on an Elapsed Timesheet for Multiple Work Orders

Step 14/Work Order Line #3: Scroll back to the left to enter time worked for the third work order. Click the **Time Reporting Code** drop-down arrow.

Step 15: Select **REGHR – Regular Hours**.

Step 16: Click in the **Time Entry** field and enter hours worked for each day.

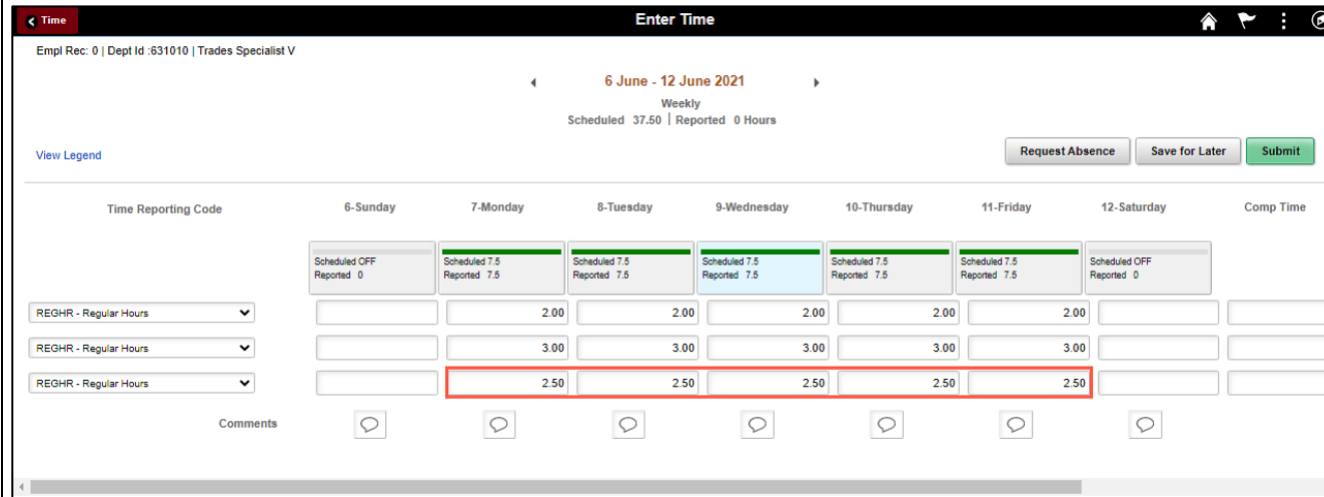


Enter Time
Empl Rec: 0 | Dept Id :631010 | Trades Specialist V
6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled 7.5 Reported 5	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours								
Comments								

REGHR - Regular Hours
 REGHR - Regular Hours
 REGHR - Regular Hours
 Comments



Enter Time
Empl Rec: 0 | Dept Id :631010 | Trades Specialist V
6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

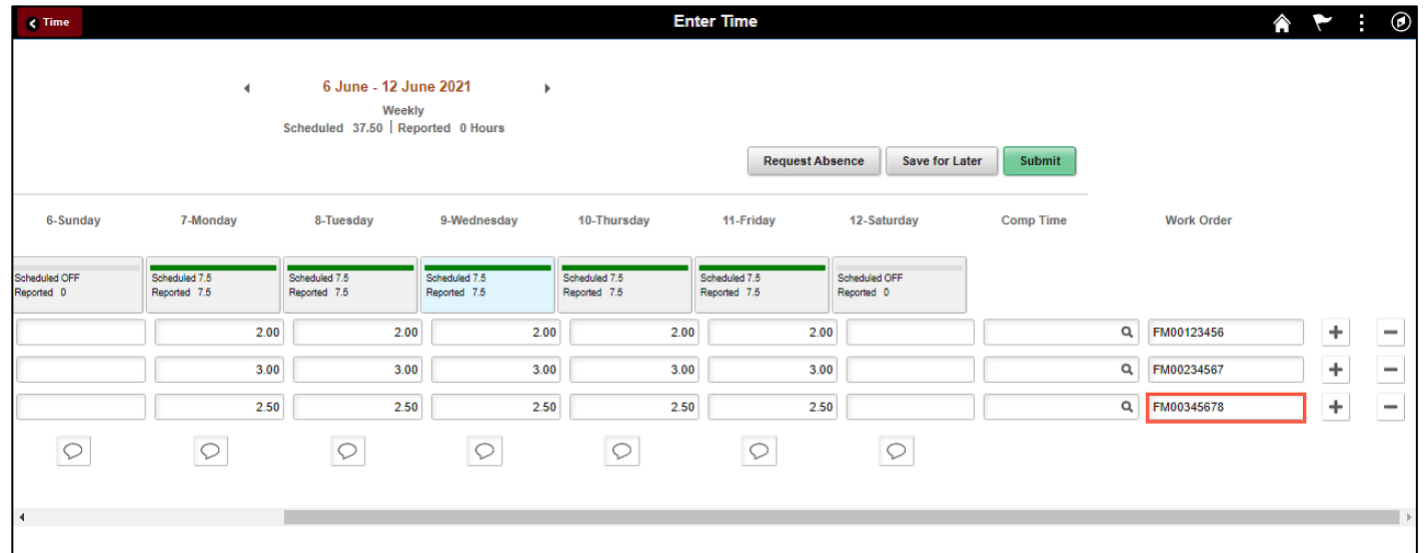
Request Absence Save for Later Submit

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		
Comments								

REGHR - Regular Hours
 REGHR - Regular Hours
 REGHR - Regular Hours
 Comments

Step 17: Scroll over to the right, click in the **Work Order** field, and enter the order number that corresponds with the hours worked for the third line.

Note: If you need to enter hours for additional work orders, follow steps 13 through 17.



Enter Time

6 June - 12 June 2021
Weekly
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
	2.00	2.00	2.00	2.00	2.00	2.00		FM00123456 + -
	3.00	3.00	3.00	3.00	3.00	3.00		FM00234567 + -
	2.50	2.50	2.50	2.50	2.50	2.50		FM00345678 + -

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

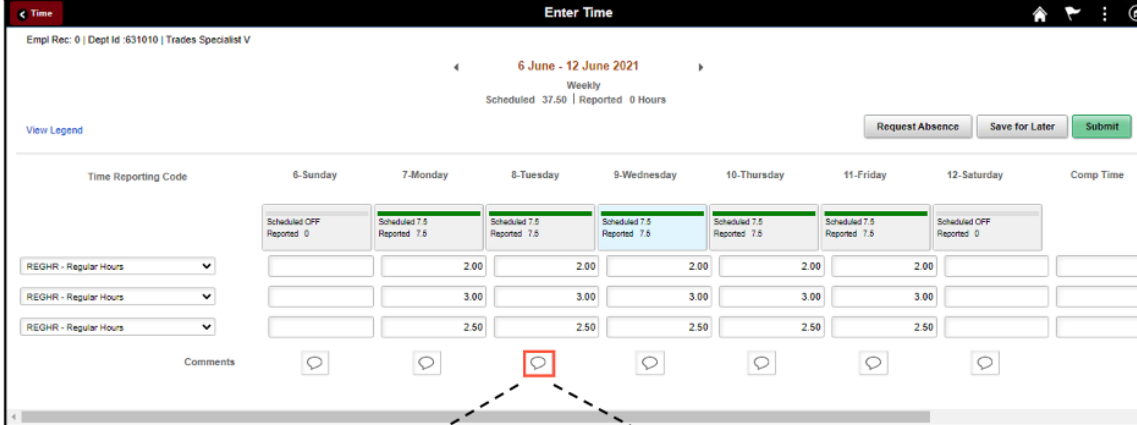
Step 18: Click the **Comments** button.

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

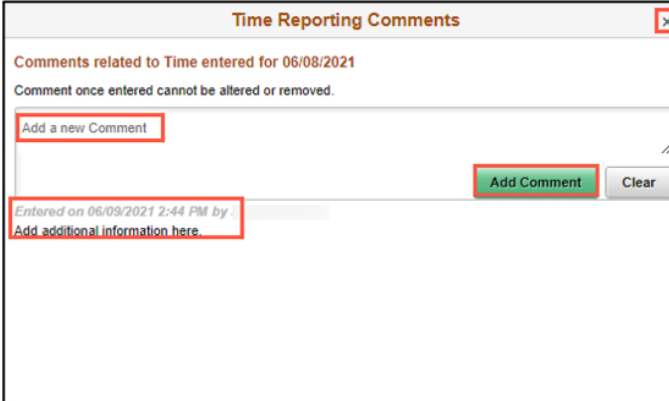
Step 19: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 20: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 21: Click the **X** to close the Time Reporting Comments page.



Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		
Comments								



Time Reporting Comments

Comments related to Time entered for 06/08/2021

Comment once entered cannot be altered or removed.

Add a new Comment

Entered on 06/09/2021 2:44 PM by [User Name]

Add additional information here

Add Comment Clear

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

< Time
Enter Time
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Empl Rec: 0 | Dept Id :631010 | Trades Specialist V

6 June - 12 June 2021
 Weekly
 Scheduled 37.50 | Reported 0 Hours

Request Absence
Save for Later
Submit

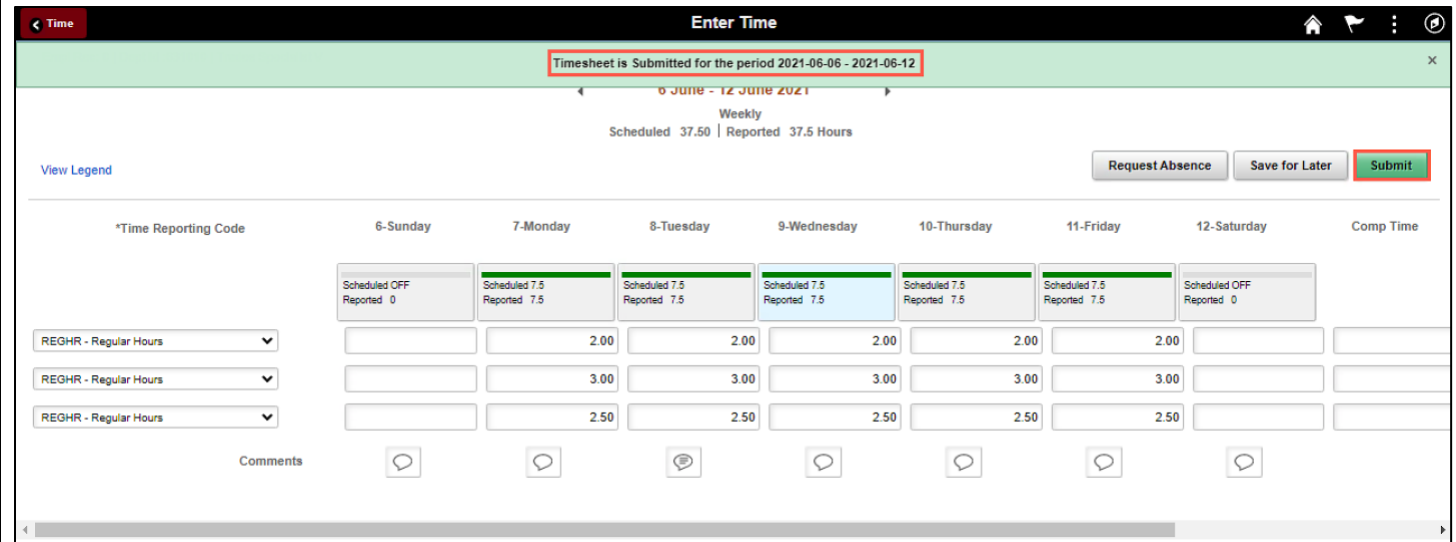
View Legend

Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time	Work Order
	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	FM00123456
REGHR - Regular Hours	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	FM00234567
REGHR - Regular Hours	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	FM00345678
Comments	🗨️	🗨️	🗨️	🗨️	🗨️	🗨️	🗨️	🗨️	🗨️

Step 22: The timesheet is complete. 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.

When submitted, the summary at the top of the page will show the **Scheduled** total and **Reported** total for the week in view.



Enter Time

Timesheet is Submitted for the period 2021-06-06 - 2021-06-12

6 JUNE - 12 JUNE 2021





Weekly
Scheduled 37.50 | Reported 37.5 Hours

Request Absence Save for Later **Submit**

*Time Reporting Code	6-Sunday	7-Monday	8-Tuesday	9-Wednesday	10-Thursday	11-Friday	12-Saturday	Comp Time
Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
REGHR - Regular Hours		2.00	2.00	2.00	2.00	2.00		
REGHR - Regular Hours		3.00	3.00	3.00	3.00	3.00		
REGHR - Regular Hours		2.50	2.50	2.50	2.50	2.50		
Comments								

Step 23: When submitted, the **Pending Approvals** icon appears for the days' time is entered indicating the timesheet is waiting for approval. 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 enter or adjust time on an elapsed timesheet for multiple work orders.

