

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

**How to enter time on a timesheet for a salary non-exempt employee:**

This job aid outlines how a manager will enter 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.

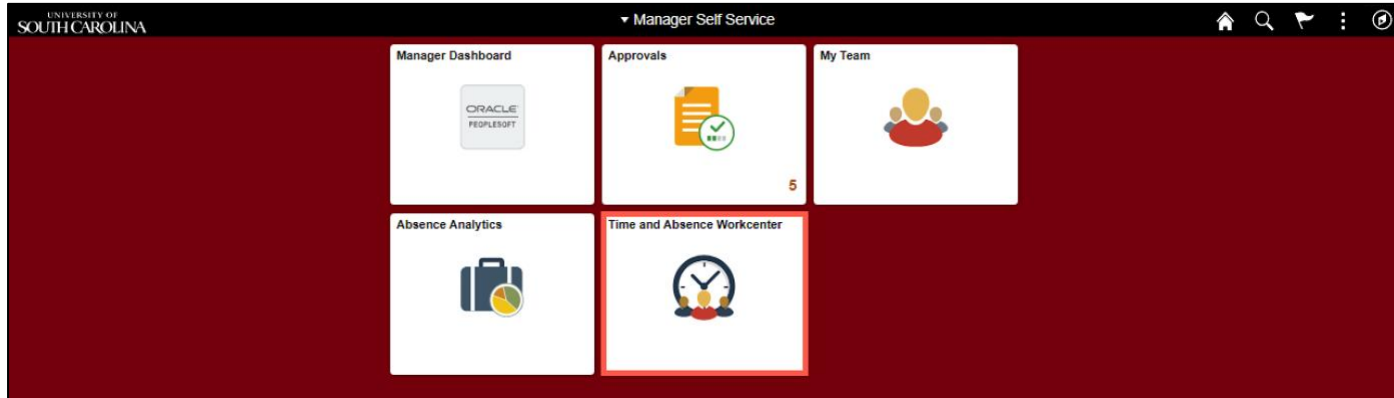
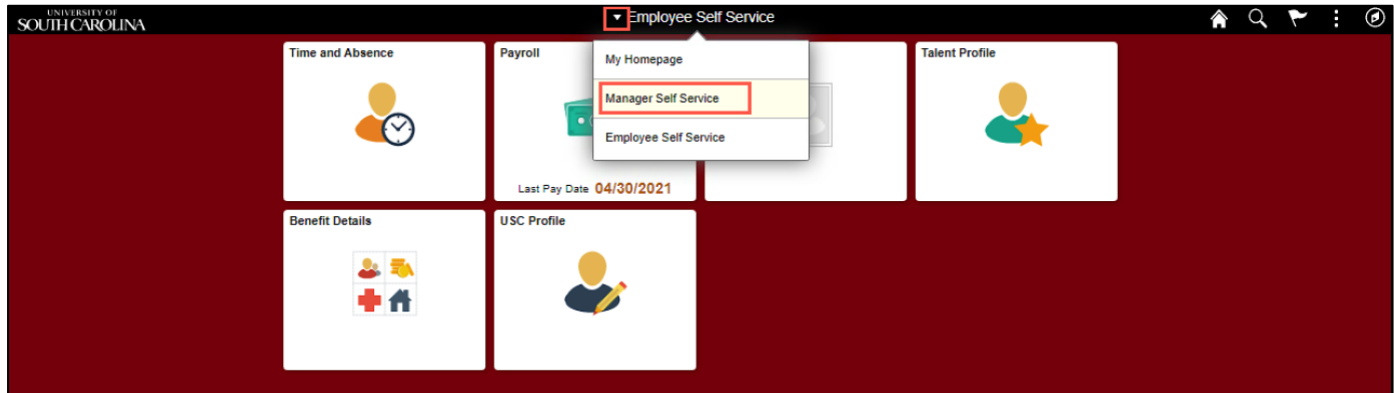
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**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.

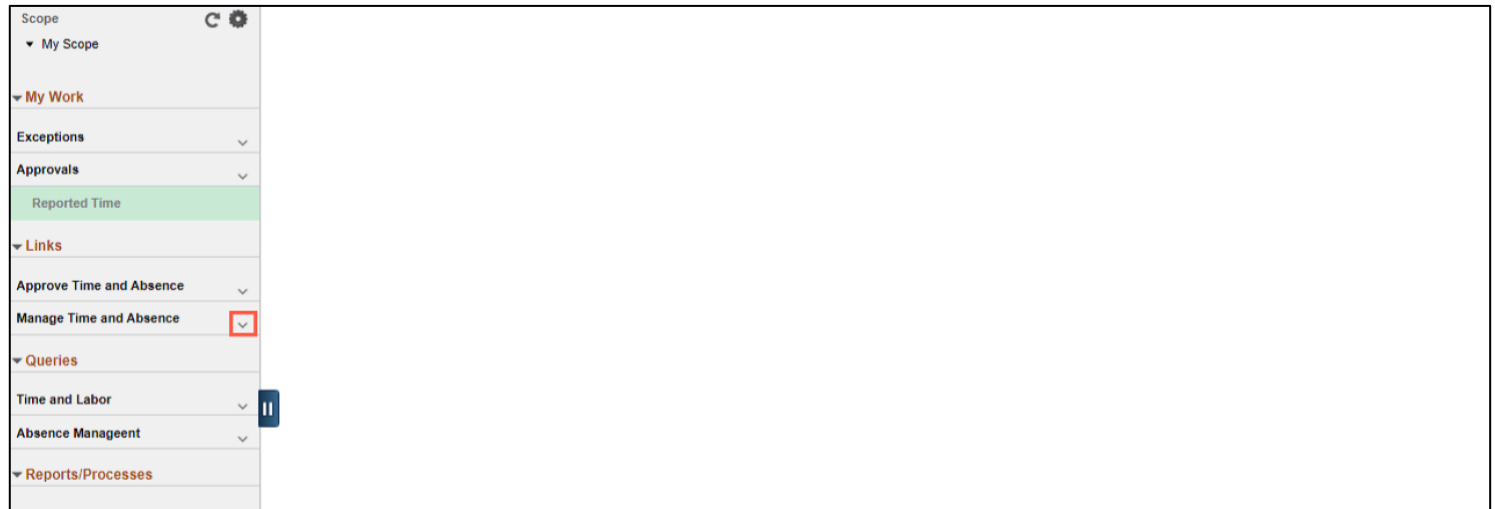
**Screenshots**



**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.

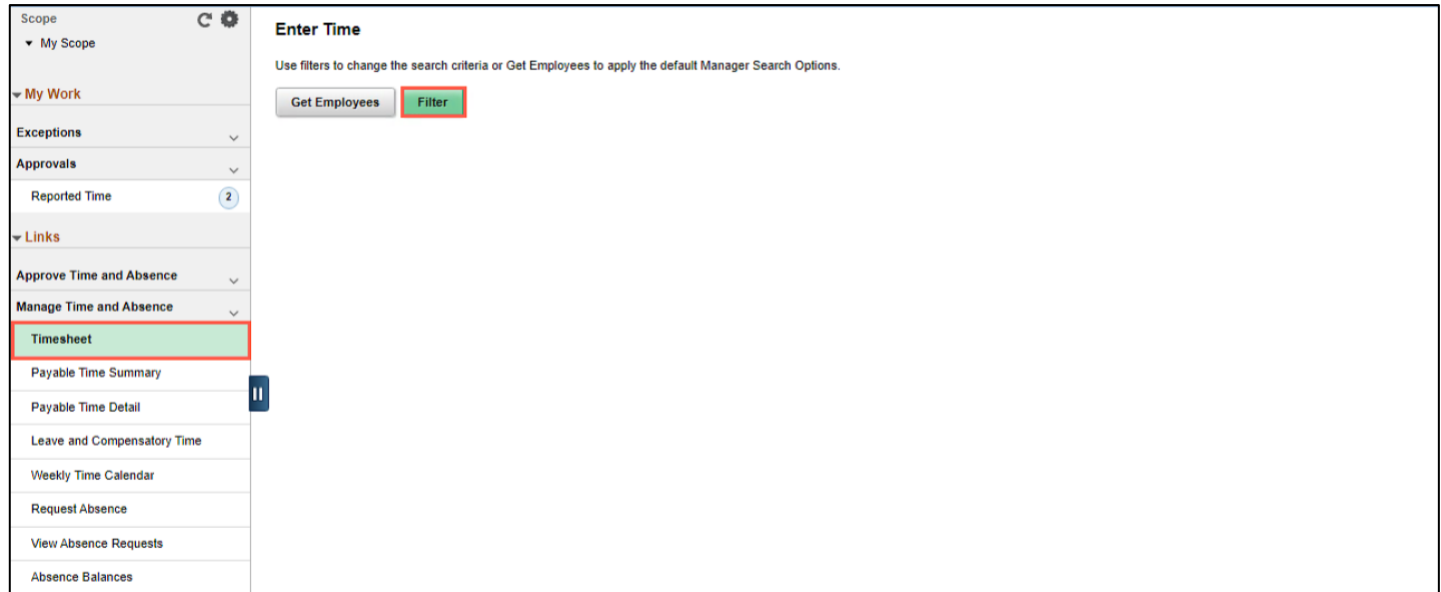
**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



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**Step 4:** Click the **Timesheet** option from the list.

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

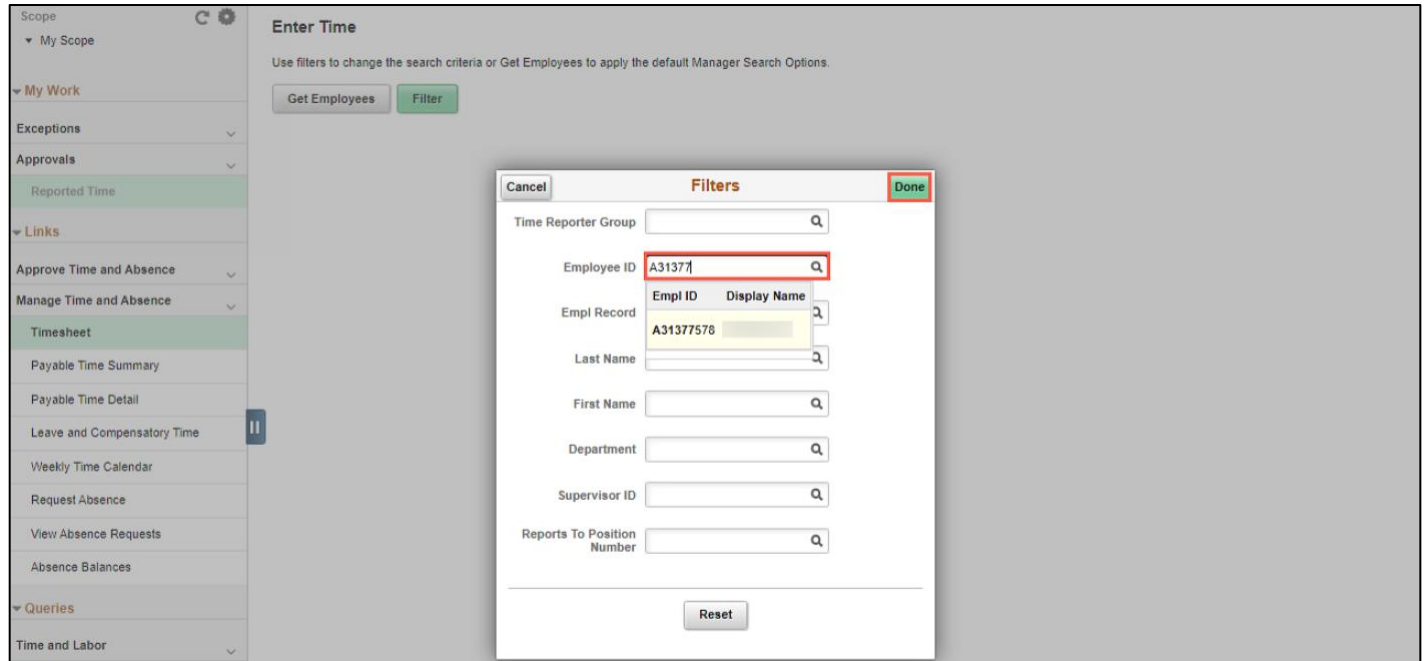


The screenshot displays the 'Enter Time' interface. On the left, a navigation menu lists various options: Scope, My Scope, My Work, Exceptions, Approvals, Reported Time (with a '2' notification), Links, Approve Time and Absence, Manage Time and Absence, **Timesheet** (highlighted with a red box), Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, and Absence Balances. The main content area is titled 'Enter Time' 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).

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**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.



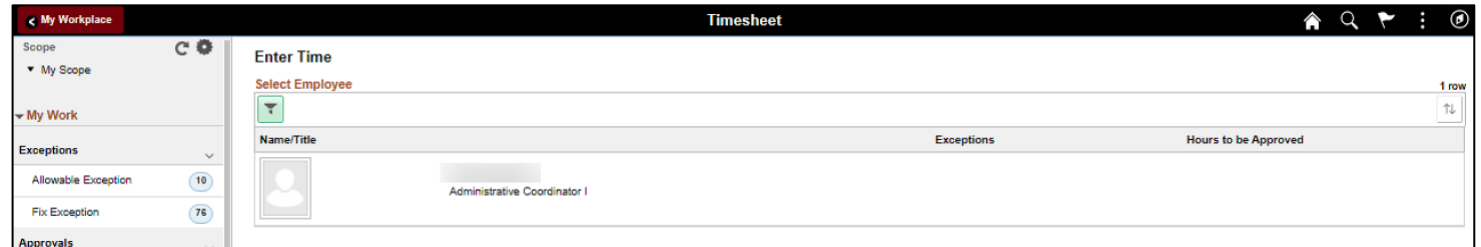
The screenshot shows the 'Enter Time' interface with a search filter dialog box open. The dialog box has a 'Cancel' button on the top left, a 'Done' button on the top right, and a 'Reset' button at the bottom. The search criteria are as follows:


- Time Reporter Group: [Empty]
- Employee ID: A31377 (highlighted with a red box)
- Empl Record: A31377578 (highlighted with a yellow box)
- Last Name: [Empty]
- First Name: [Empty]
- Department: [Empty]
- Supervisor ID: [Empty]
- Reports To Position Number: [Empty]

The background interface shows a sidebar with various navigation options, including 'My Work', 'Exceptions', 'Approvals', 'Links', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', 'Queries', and 'Time and Labor'. The main area contains the 'Enter Time' header and a 'Filter' dialog box.

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**Step 8:** Click the **Employee Name/Title** line to view the Enter Time page.



Name/Title	Exceptions	Hours to be Approved
 Administrative Coordinator I		

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In this scenario the salary non-exempt forgot to enter and/or submit their timesheet for the week of 5/2/2021 – 5/8/2021. As the manager, you can enter time on behalf of employees in your area. You can go back to enter or adjust timesheets 60 days prior to the current day on behalf of an employee.

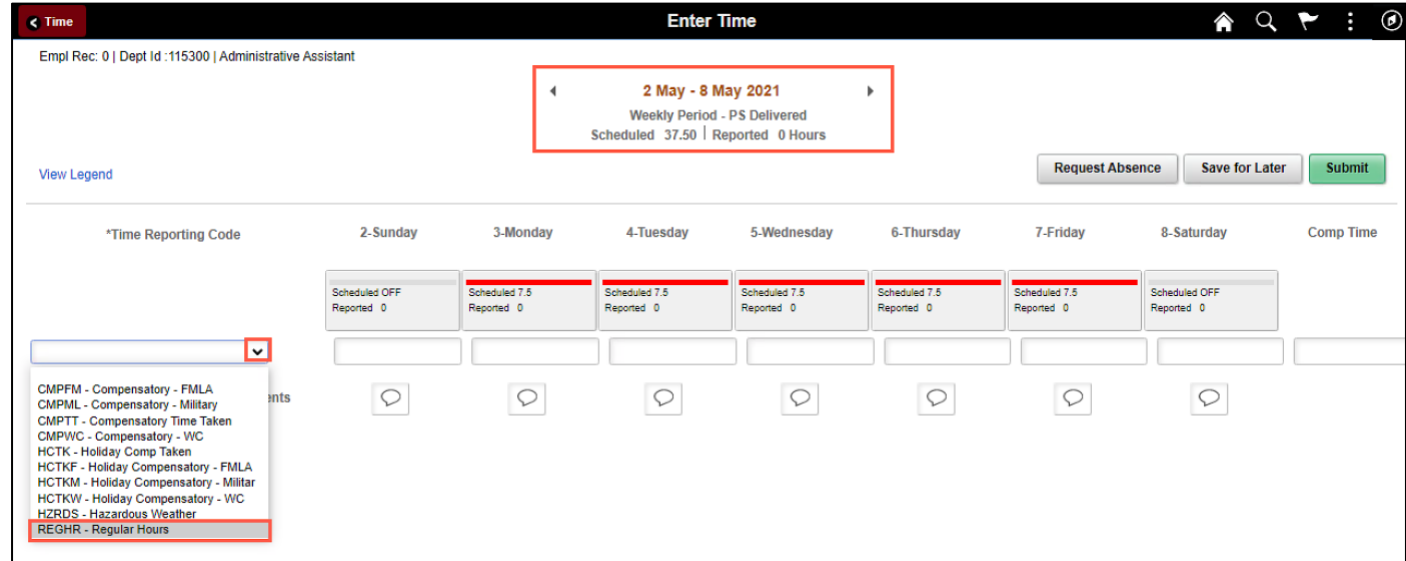
**Step 9:** Be sure to select the correct timesheet for the work week. Use the **Arrows** to navigate to the appropriate timesheet.

**Note:** If an Absence has been requested, it will appear on the timesheet as a view only row and is not editable on the timesheet. To add another Time Reporting Code row, scroll to the right and click the plus + button.

Begin by selecting the appropriate **Time Reporting Code (TRC)**. You can only have one TRC per line.

**Step 10:** Click the **Time Reporting Code** drop-down arrow.

**Step 11:** Select **REGHR – Regular Hours**.

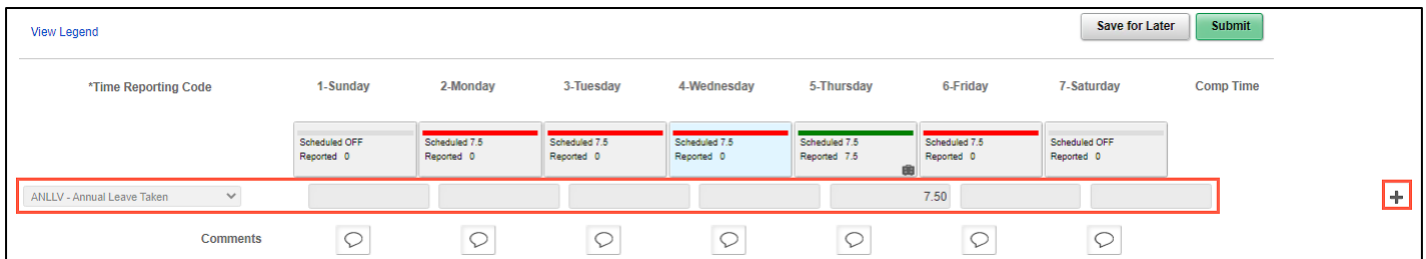


**Enter Time**  
Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

2 May - 8 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

*Time Reporting Code	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-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	
View Legend *Time Reporting Code [Dropdown Arrow] Comments								
CMPFM - Compensatory - FMLA CMPML - Compensatory - Military CMPPT - Compensatory Time Taken CMPWC - Compensatory - WC HCTK - Holiday Comp Taken HCTKF - Holiday Compensatory - FMLA HCTKM - Holiday Compensatory - Militar HCTKW - Holiday Compensatory - WC HZRDS - Hazardous Weather <b>REGHR - Regular Hours</b>								



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

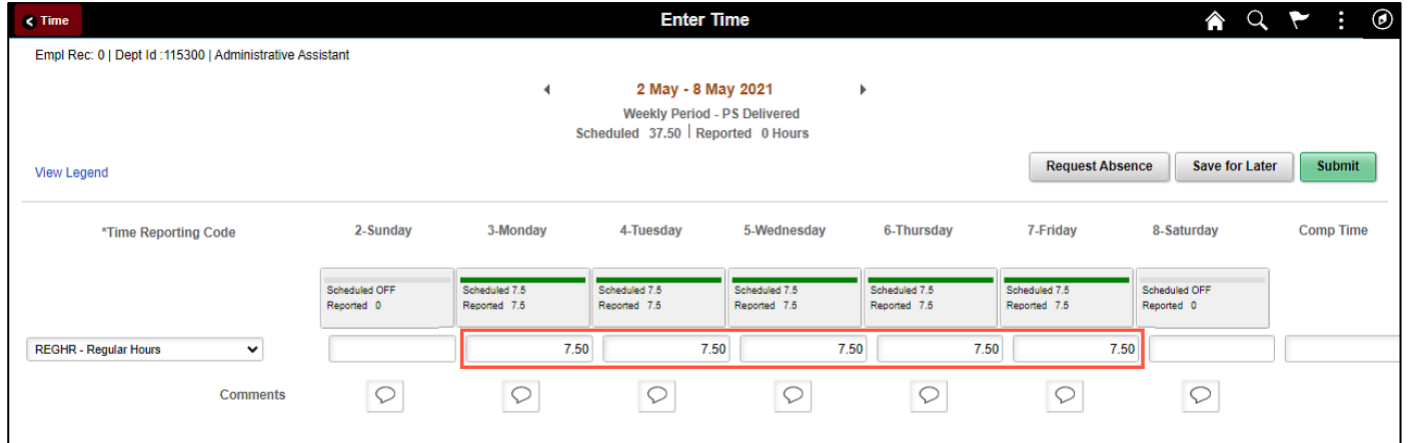
1 May - 7 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

Request Absence Save for Later Submit

*Time Reporting Code	1-Sunday	2-Monday	3-Tuesday	4-Wednesday	5-Thursday	6-Friday	7-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 7.5	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0		
View Legend *Time Reporting Code [Dropdown Arrow] Comments								
ANLLV - Annual Leave Taken [Dropdown Arrow] Comments					7.50			

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**Step 12:** Click in the **Time Entry** field and enter hours worked for each day.



Time < Enter Time

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

2 May - 8 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 0 Hours

[View Legend](#) Request Absence Save for Later Submit

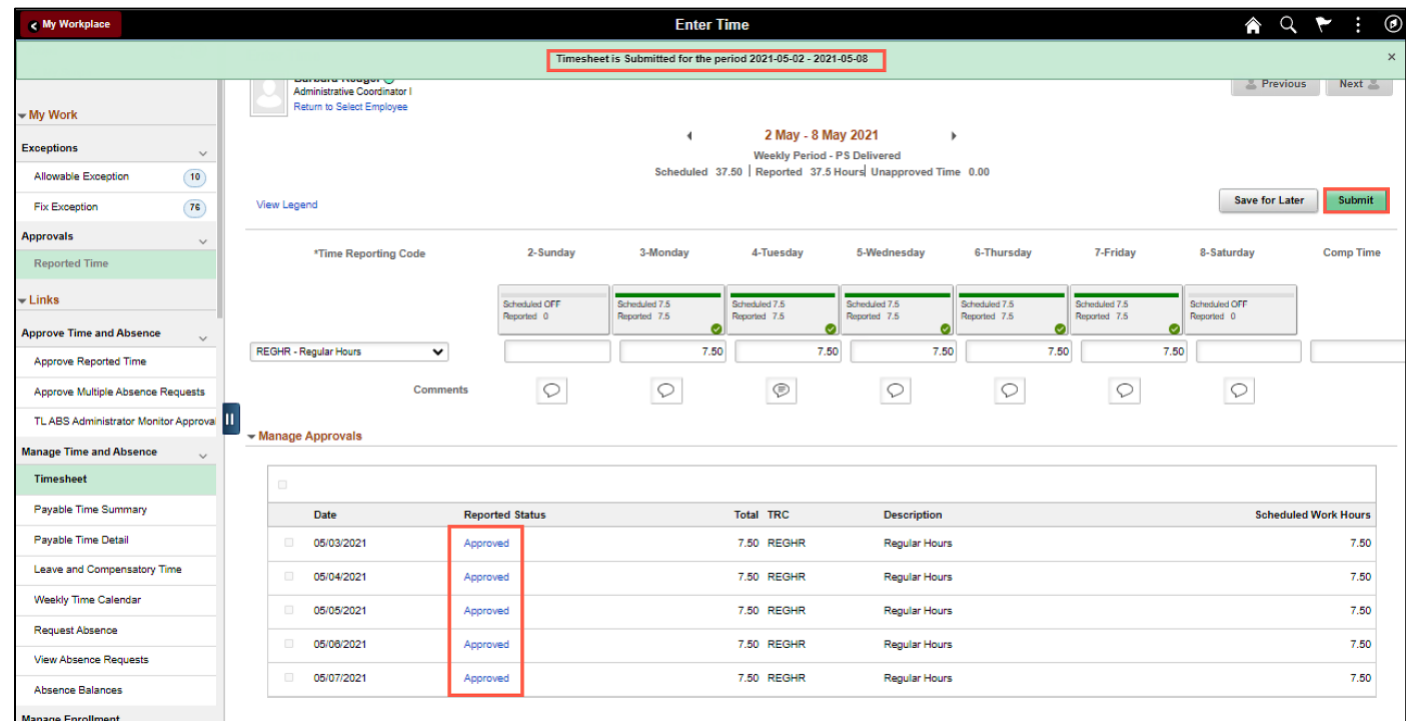
*Time Reporting Code	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported 0	
		7.50	7.50	7.50	7.50	7.50		
Comments								

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**Step 17:** The timesheet is complete. Click the **Submit** button.

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 the employee.

When a timesheet is entered by a manager on behalf of an employee, additional approval is not required.



**Enter Time**

Timesheet is Submitted for the period 2021-05-02 - 2021-05-08

Administrative Coordinator I  
Return to Select Employee

2 May - 8 May 2021  
Weekly Period - PS Delivered  
Scheduled 37.50 | Reported 37.5 Hours | Unapproved Time 0.00

Save for Later **Submit**

*Time Reporting Code	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-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	7.50	7.50	7.50	7.50	7.50	7.50		

Comments

Manage Approvals





Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/03/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/04/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/05/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/06/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/07/2021	Approved	7.50	REGHR	Regular Hours	7.50



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**Step 18:** When submitted, the **Approved** icon appears for the days' time is entered indicating the timesheet is approved. 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 time on a timesheet on behalf of a salary non-exempt employee.

**Legend** ✕

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

My Workplace
Enter Time

Administrative Coordinator | [Return to Select Employee](#)

2 May - 8 May 2021

Weekly Period - PS Delivered

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

Previous

Next

[View Legend](#)

\*Time Reporting Code

REGHR - Regular Hours

2-Sunday

3-Monday

4-Tuesday

5-Wednesday

6-Thursday

7-Friday

8-Saturday

Comp Time

Date	Reported Status	Total	TRC	Description	Scheduled Work Hours
05/03/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/04/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/05/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/06/2021	Approved	7.50	REGHR	Regular Hours	7.50
05/07/2021	Approved	7.50	REGHR	Regular Hours	7.50