

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

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

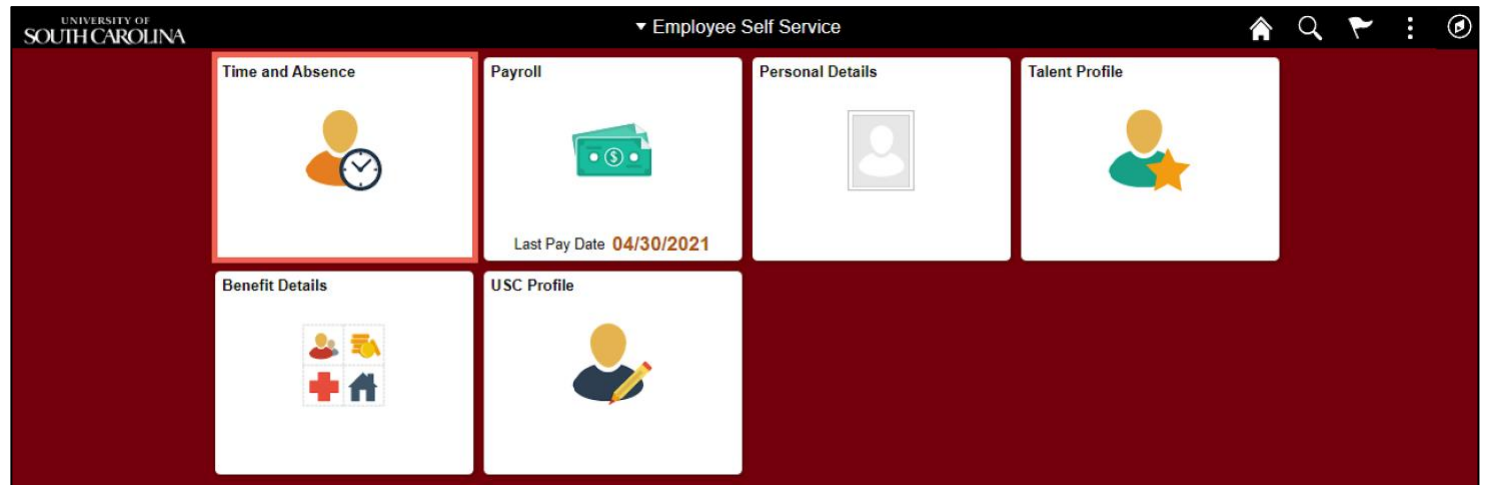
This job aid outlines how a salary non-exempt employee will enter time on a timesheet.

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

Processing Steps

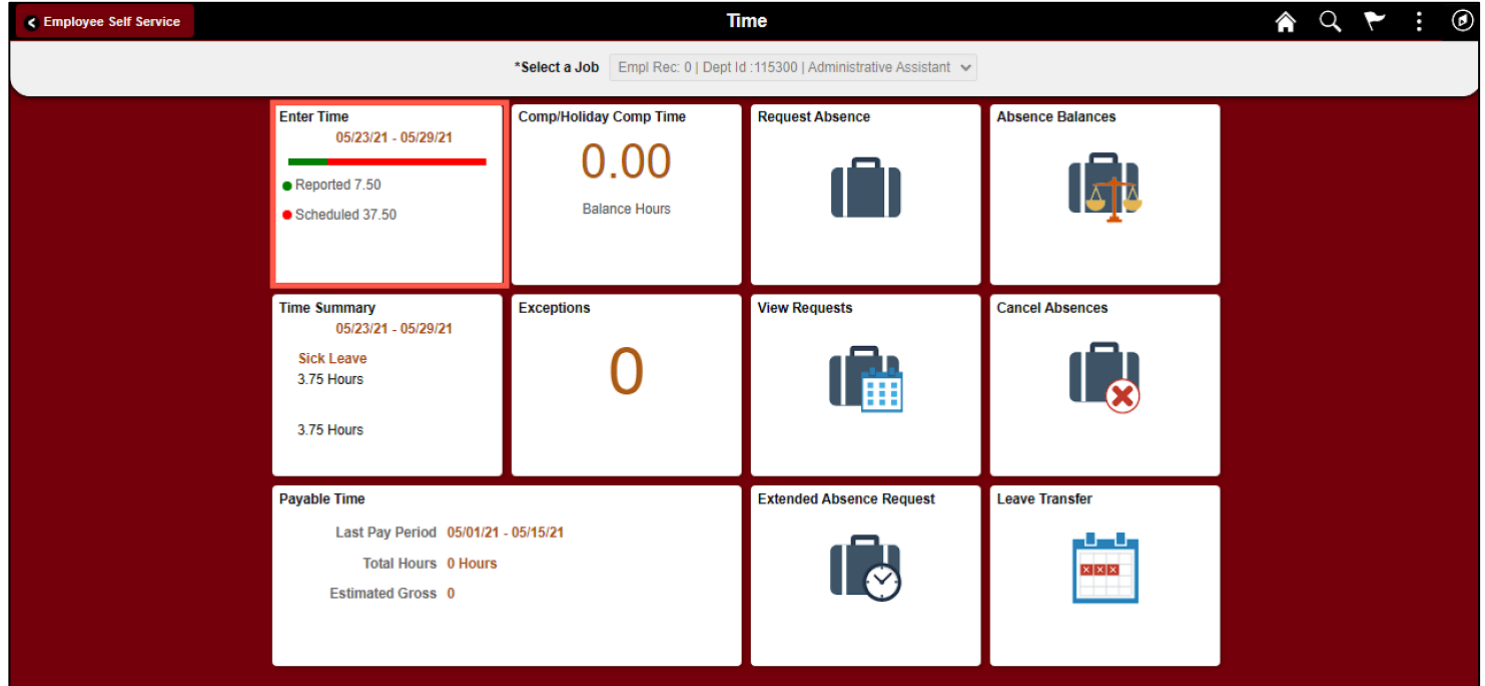
Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots









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



Employee Self Service | **Time** | *Select a Job | Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant

Enter Time 05/23/21 - 05/29/21 Reported 7.50 Scheduled 37.50	Comp/Holiday Comp Time 0.00 Balance Hours	Request Absence 	Absence Balances 
Time Summary 05/23/21 - 05/29/21 Sick Leave 3.75 Hours 3.75 Hours	Exceptions 0	View Requests 	Cancel Absences 
Payable Time Last Pay Period 05/01/21 - 05/15/21 Total Hours 0 Hours Estimated Gross 0		Extended Absence Request 	Leave Transfer 

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

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

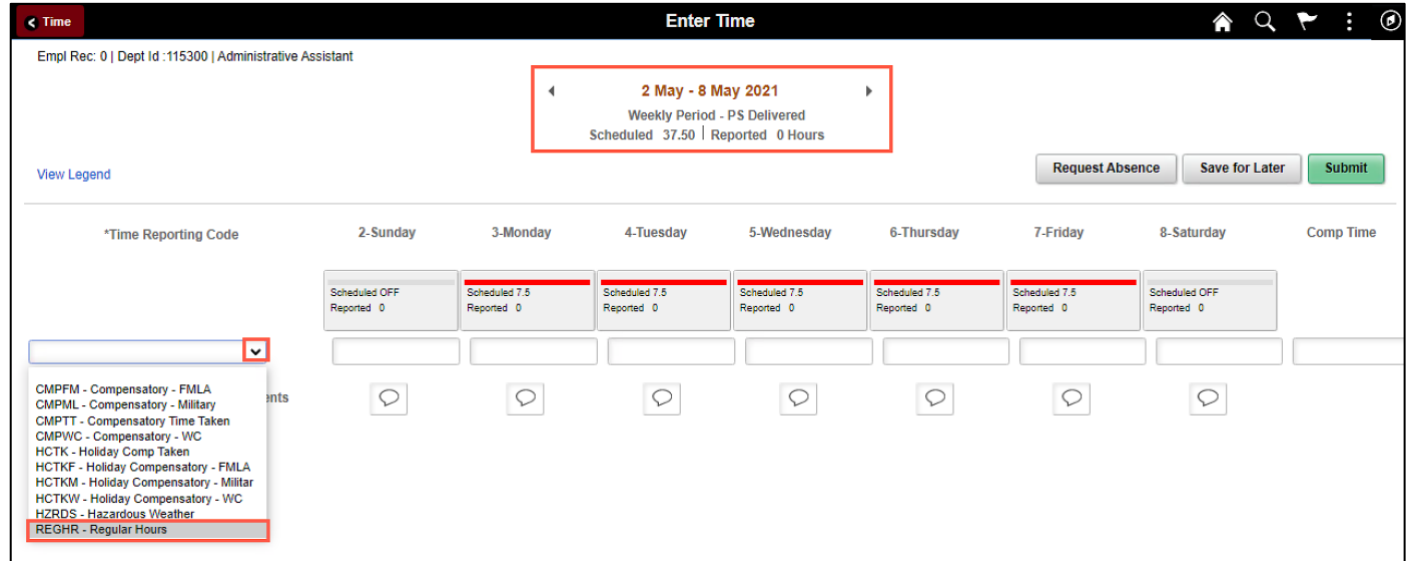
Begin by selecting the appropriate **Time Reporting Code (TRC)**.

You can only have one TRC per line.

Step 4: Click the **Time Reporting Code** drop-down arrow.

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

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.



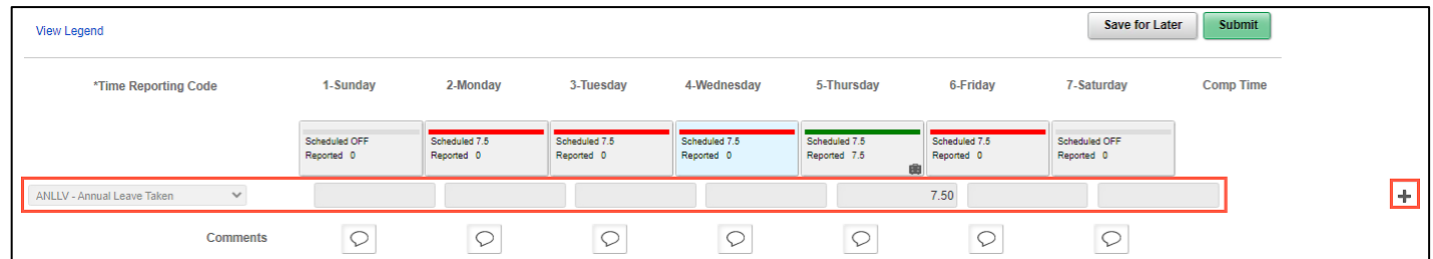
Enter Time
Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments



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 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0	
ANLLV - Annual Leave Taken	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.50	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments

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

< Time
Enter Time
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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

View Legend

*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	<input type="text"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text" value="7.50"/>	<input type="text"/>	<input type="text"/>
Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

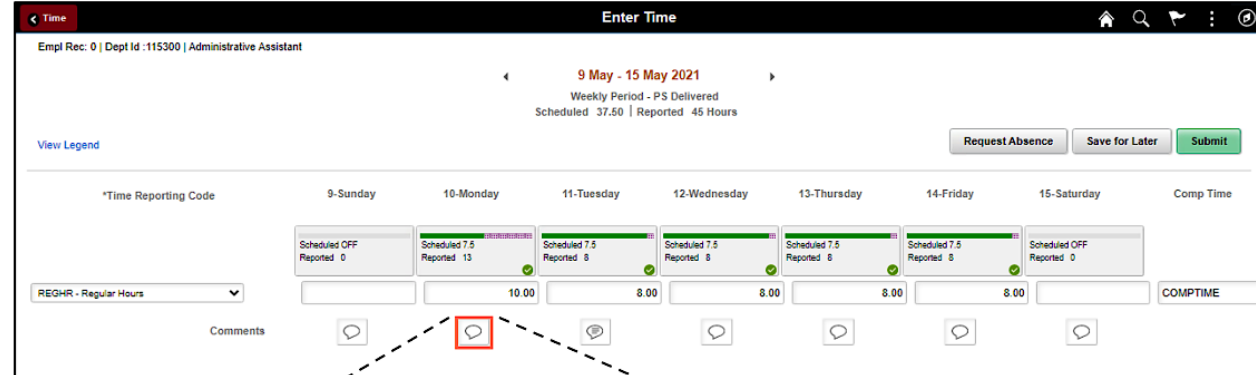
Step 7: Click the **Comments** button.

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

Step 8: Click in the **Comment** field and enter a comment applicable to the time entered.

Step 9: Click the **Add Comment** button. The comment is added, along with a timestamp and who entered the comment.

Step 10: Click the **X** to close the Time Reporting Comments page.



*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								



Time Reporting Comments ✕

Comments related to Time entered for 05/10/2021

Comment once entered cannot be altered or removed.

Add a new Comment

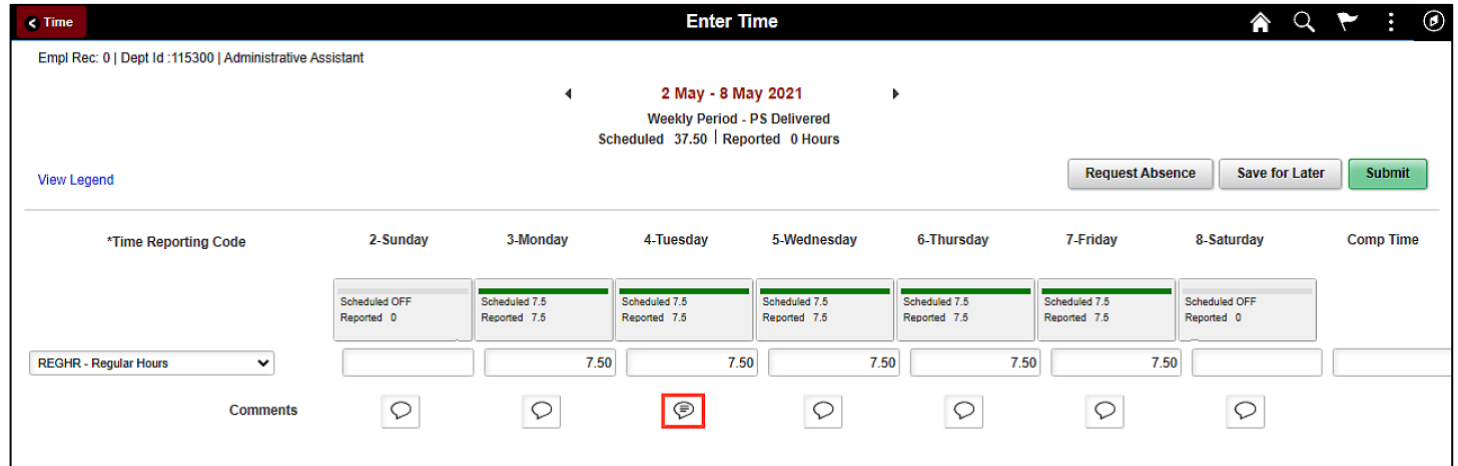
Add Comment Clear

Entered on 05/26/2021 3:31 PM by [user]

Add additional information here.

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

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

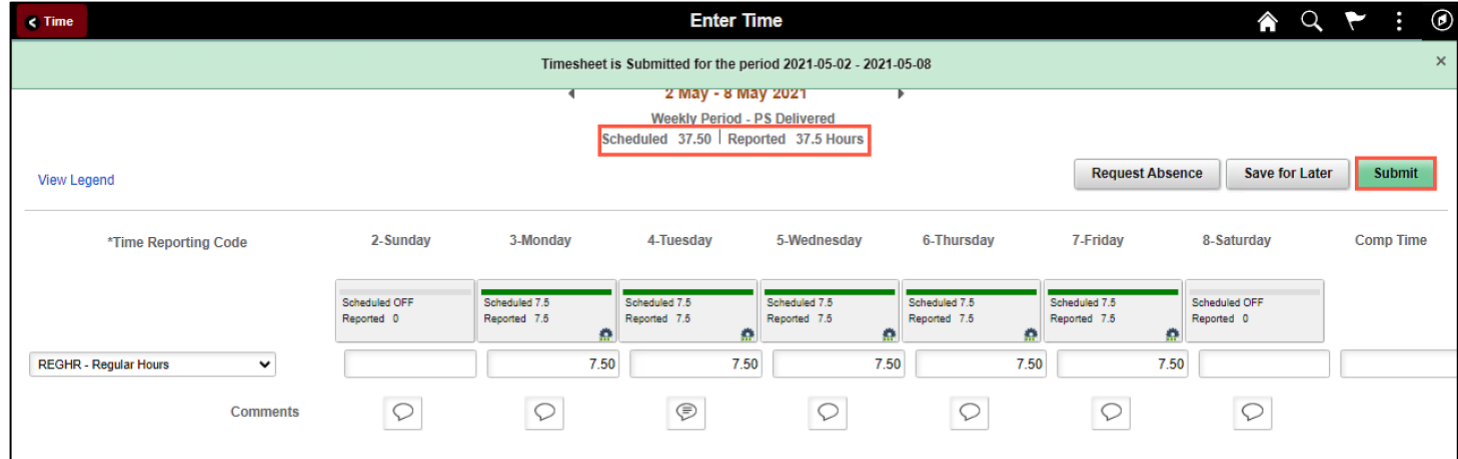


*Time Reporting Code	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-Saturday	Comp Time
REGHR - Regular Hours	Scheduled OFF Reported 0	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled 7.5 Reported 7.5	Scheduled OFF Reported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

Step 11: 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.







*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 12: 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.

Note: You can go back to enter or adjust timesheets 30 days prior to the current day.

You successfully learned how to enter time on a timesheet as a salary non-exempt employee.

