

How to view weekly time summary for an employee:

This job aid outlines how a TL/ABS Approver can view a weekly time summary for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

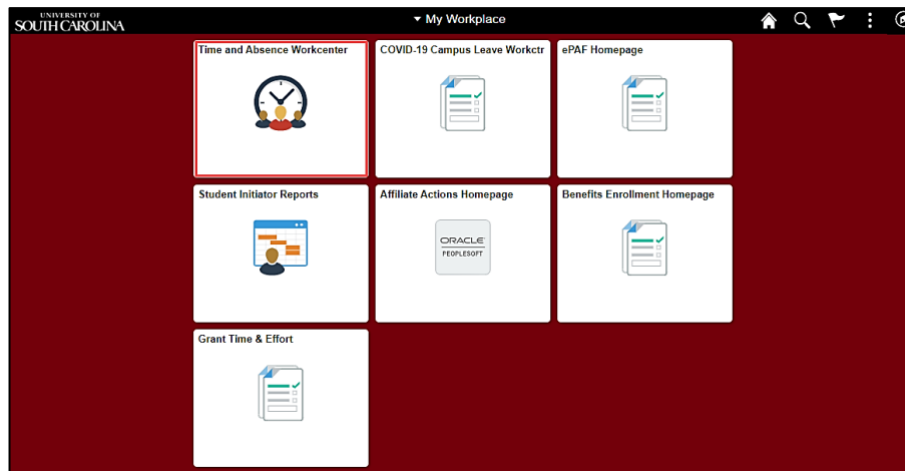
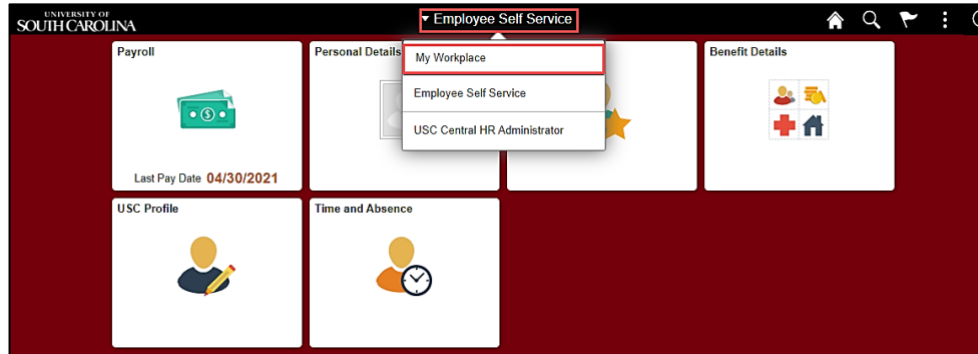
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **My Workplace** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots

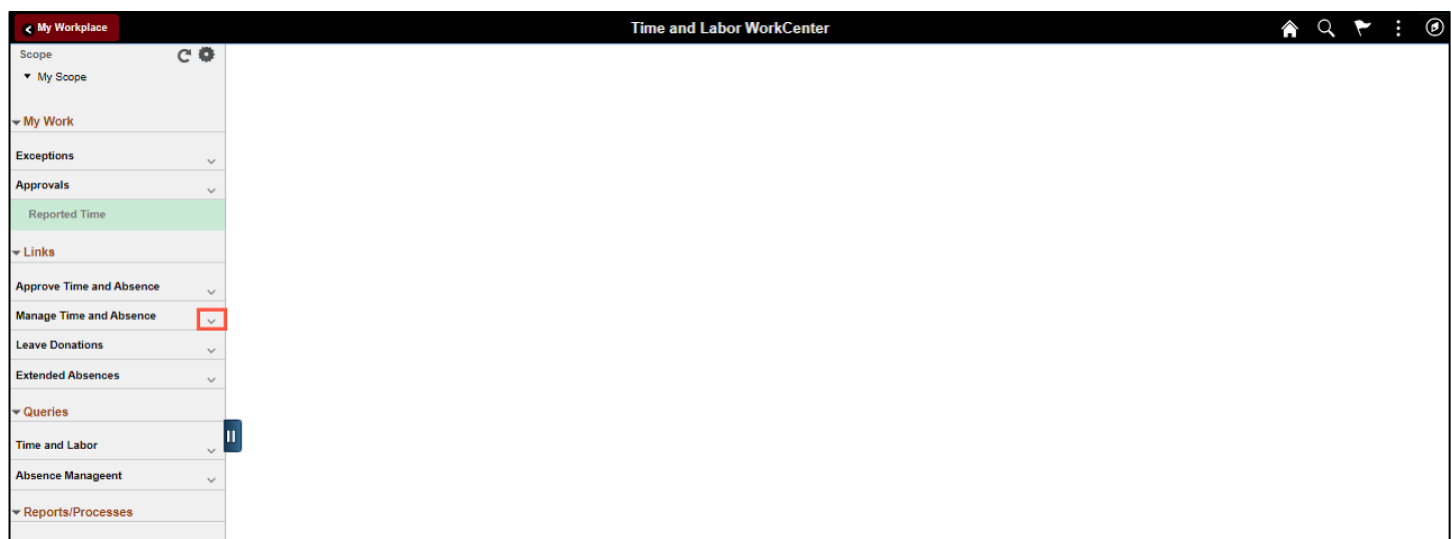


Time and Absence Work center

provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

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

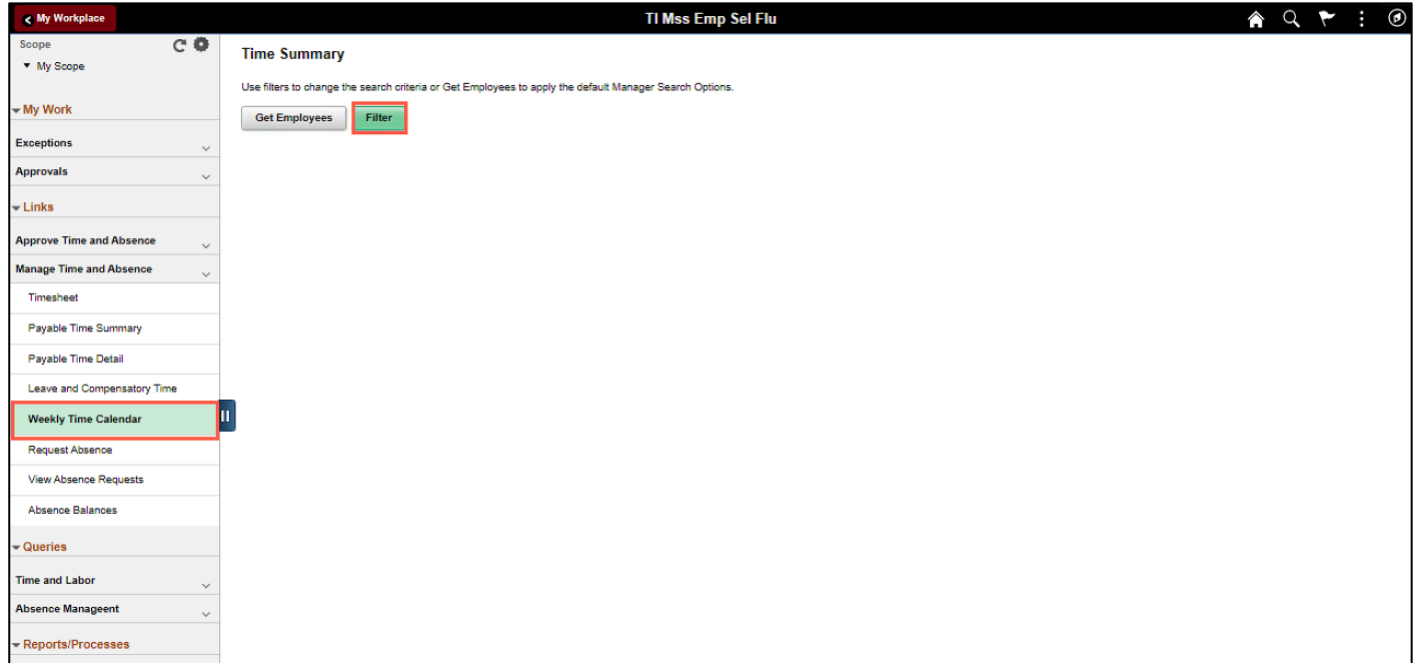
Step 3: Click the **Manage Time and Absence** drop-down arrow.



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Step 4: Click the **View Weekly Time Calendar** option from the list.

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



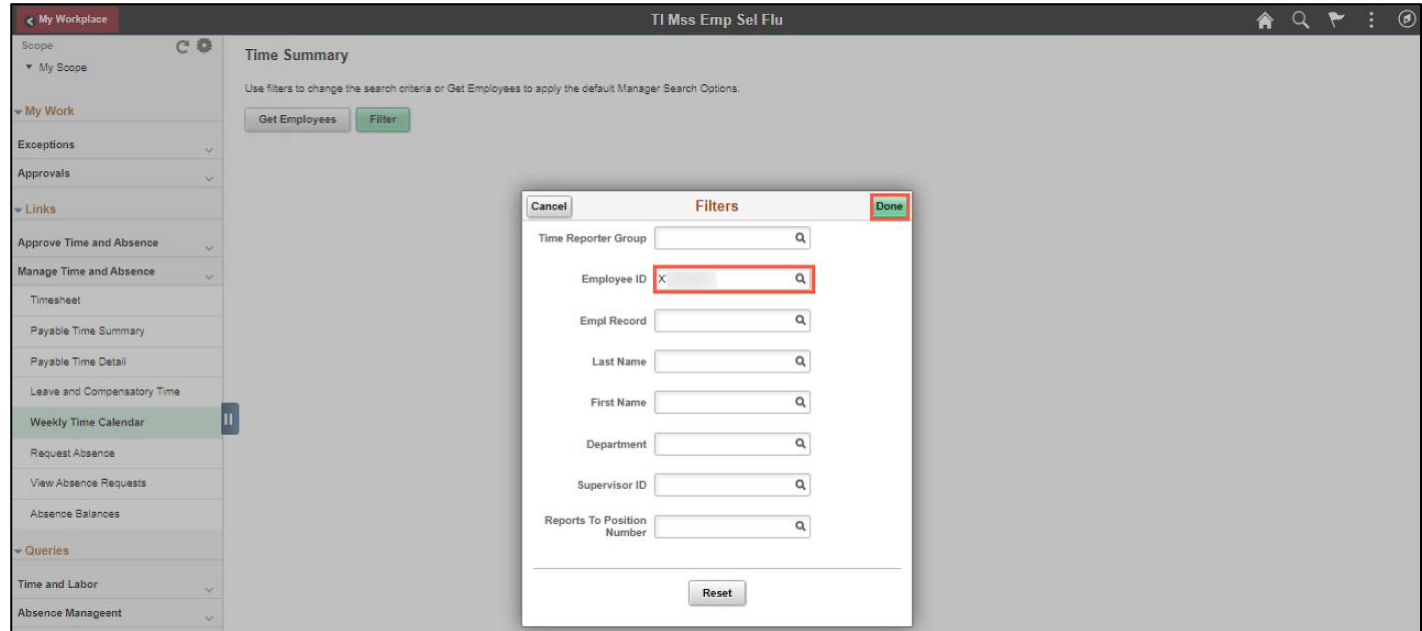
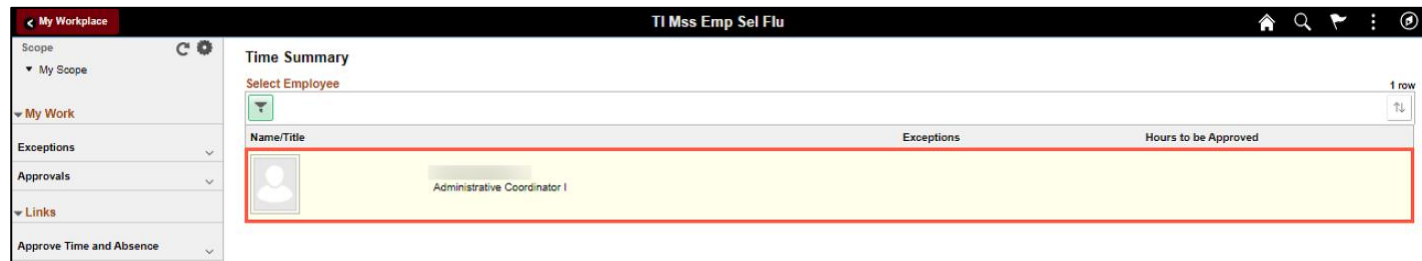
The screenshot displays the 'My Workplace' interface for 'TI Mss Emp Sel Flu'. The left sidebar contains a navigation menu with the following items: My Scope, My Work, Exceptions, Approvals, Links, Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, **Weekly Time Calendar** (highlighted in green), Request Absence, View Absence Requests, Absence Balances, Queries, Time and Labor, Absence Management, and Reports/Processes. The main content area is titled 'Time Summary' 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 in red).


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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.

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

Name/Title	Exceptions	Hours to be Approved
 Administrative Coordinator I		

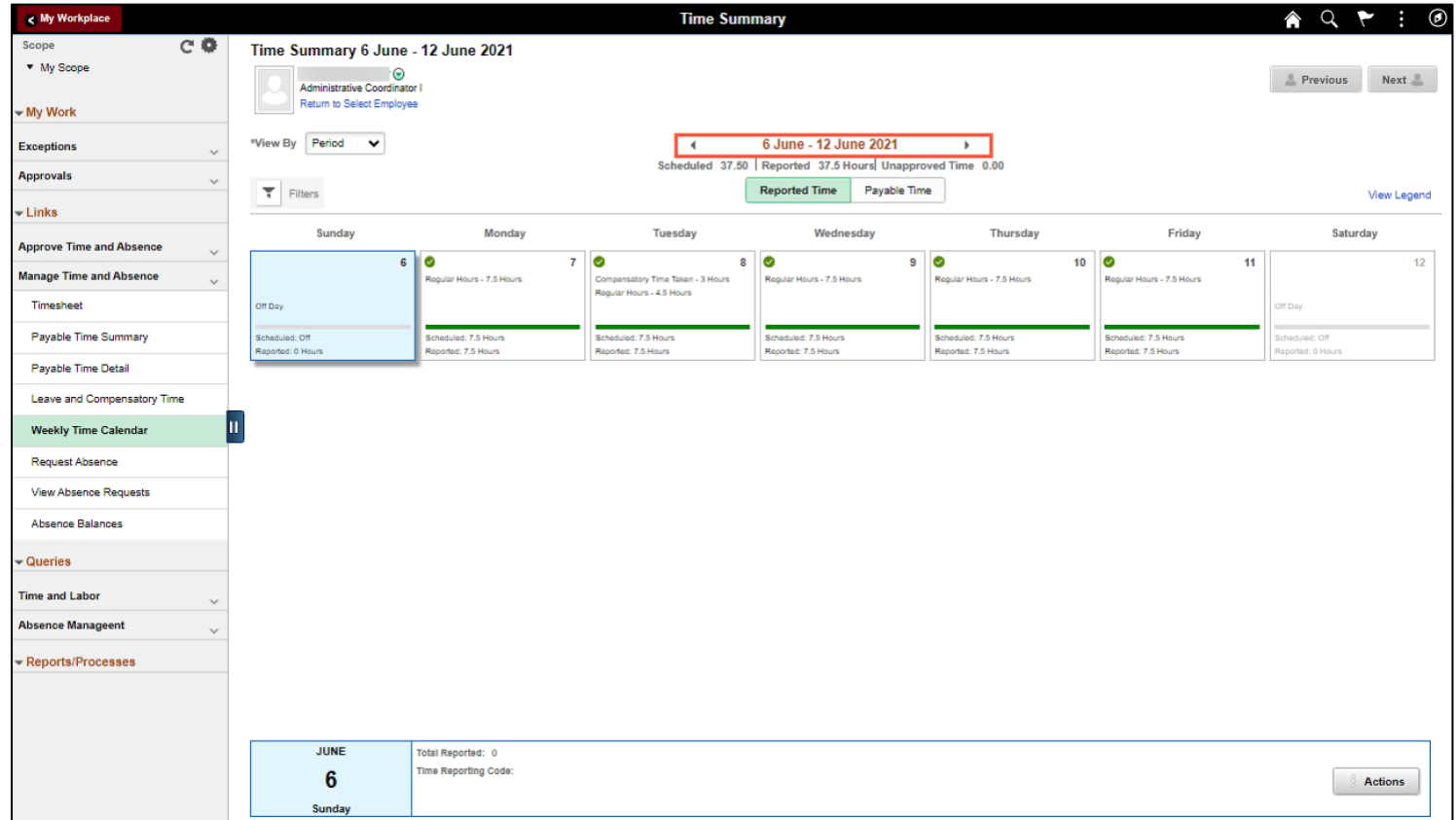
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This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries for an employee.

The default view on this page is the current week.

The current day is highlighted in blue.

Use the **Arrows** to navigate to the timesheet you would like to view.



The screenshot displays the 'Time Summary' interface for the period of 6 June - 12 June 2021. The interface includes a sidebar with navigation options, a main content area with a weekly calendar, and a summary table at the bottom.

Navigation Sidebar:

- My Workplace
- Scope
 - My Scope
- My Work
- Exceptions
- Approvals
- Links
 - Approve Time and Absence
 - Manage Time and Absence
 - Timesheet
 - Payable Time Summary
 - Payable Time Detail
 - Leave and Compensatory Time
 - Weekly Time Calendar** (highlighted)
 - Request Absence
 - View Absence Requests
 - Absence Balances
- Queries
- Time and Labor
- Absence Management
- Reports/Processes

Main Content Area:

Time Summary 6 June - 12 June 2021

Administrative Coordinator I
Return to Select Employee

View By: Period

6 June - 12 June 2021 (highlighted with a red box)

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

Reported Time | Payable Time

View Legend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 Off Day Scheduled: Off Reported: 0 Hours	7 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	8 Compensatory Time Taken - 3 Hours Regular Hours - 4.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	9 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	10 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	11 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	12 Off Day Scheduled: Off Reported: 0 Hours

Summary Table:





JUNE	Total Reported: 0
6	Time Reporting Code:
Sunday	

Actions

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Step 9: To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

In this view, you can see:

- all approved time indicated by 
- all time that is pending approval indicated by 
- days that are missing time entry
- days with reported time greater than scheduled indicated by 
- all requested absences and leave taken indicated by 

Time Summary 6 June - 12 June 2021

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

Day	Date	Scheduled	Reported	Status
Sunday	6 June	6	6	Approved
Monday	7 June	7	7	Approved
Tuesday	8 June	8	8	Pending Approval
Wednesday	9 June	9	9	Approved
Thursday	10 June	10	10	Approved
Friday	11 June	11	11	Approved
Saturday	12 June	12	0	Off Day

Time Summary 1 May - 31 May 2021

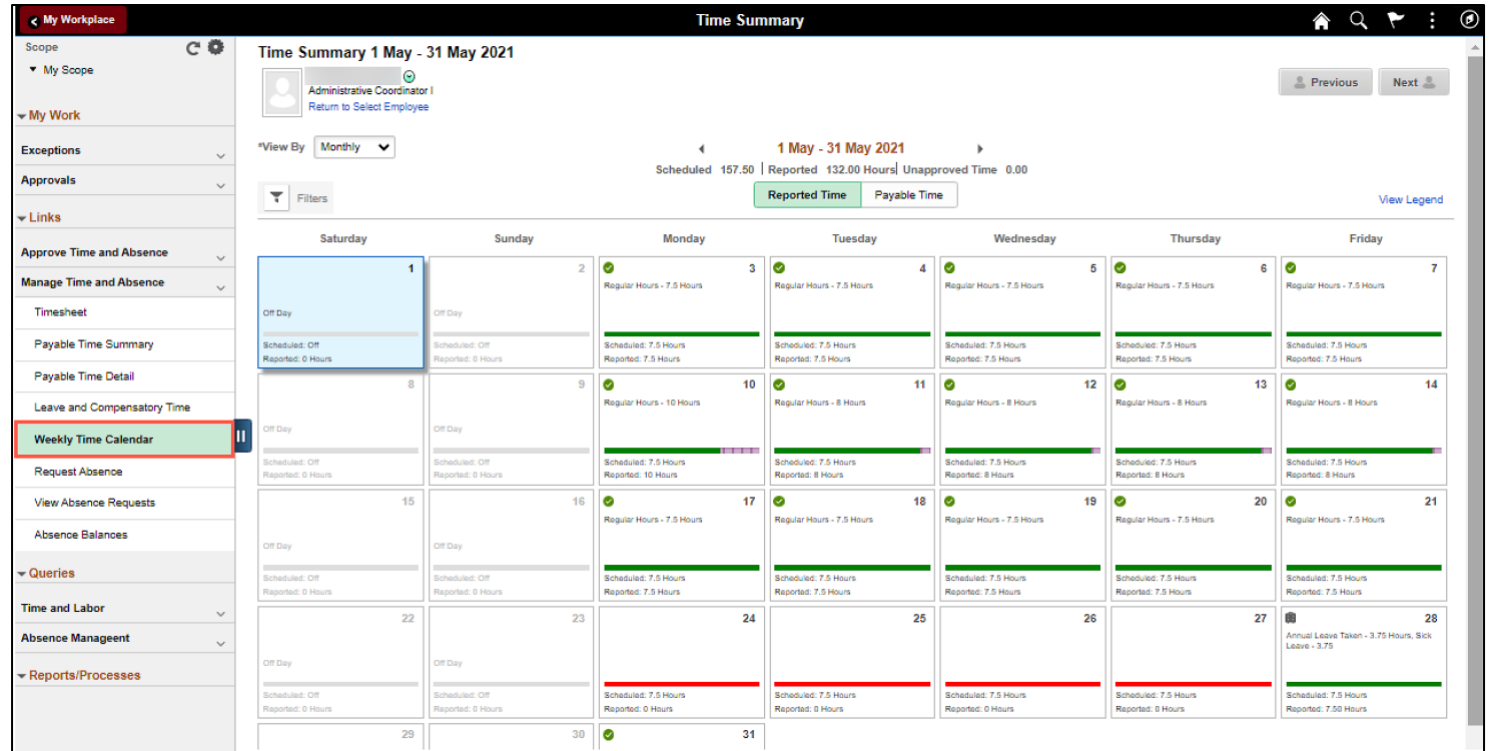
Scheduled: 157.50 | Reported: 132.00 Hours | Unapproved Time: 0.00

Day	Date	Scheduled	Reported	Status
Saturday	1 May	1	0	Off Day
Sunday	2 May	2	0	Off Day
Monday	3 May	3	3	Approved
Tuesday	4 May	4	4	Approved
Wednesday	5 May	5	5	Approved
Thursday	6 May	6	6	Approved
Friday	7 May	7	7	Approved
Saturday	8 May	8	0	Off Day
Sunday	9 May	9	0	Off Day
Monday	10 May	10	10	Approved
Tuesday	11 May	11	11	Approved
Wednesday	12 May	12	12	Approved
Thursday	13 May	13	13	Approved
Friday	14 May	14	14	Approved
Saturday	15 May	15	0	Off Day
Sunday	16 May	16	0	Off Day
Monday	17 May	17	17	Approved
Tuesday	18 May	18	18	Approved
Wednesday	19 May	19	19	Approved
Thursday	20 May	20	20	Approved
Friday	21 May	21	21	Approved
Saturday	22 May	22	0	Off Day
Sunday	23 May	23	0	Off Day
Monday	24 May	24	24	Approved
Tuesday	25 May	25	25	Approved
Wednesday	26 May	26	26	Approved
Thursday	27 May	27	27	Approved
Friday	28 May	28	28	Approved
Saturday	29 May	29	0	Off Day
Sunday	30 May	30	0	Off Day
Monday	31 May	31	31	Approved

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Step 10: Click the **View Weekly Time Calendar** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view a weekly time calendar for an employee.



Time Summary

Time Summary 1 May - 31 May 2021

Administrative Coordinator I
Return to Select Employee

*View By: Monthly

1 May - 31 May 2021

Scheduled: 157.50 | Reported: 132.00 Hours | Unapproved Time: 0.00

Reported Time Payable Time

View Legend

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1 Off Day Scheduled: Off Reported: 0 Hours	2 Off Day Scheduled: Off Reported: 0 Hours	3 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	4 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	5 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	6 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	7 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours
8 Off Day Scheduled: Off Reported: 0 Hours	9 Off Day Scheduled: Off Reported: 0 Hours	10 Regular Hours - 10 Hours Scheduled: 7.5 Hours Reported: 10 Hours	11 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours	12 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours	13 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours	14 Regular Hours - 8 Hours Scheduled: 7.5 Hours Reported: 8 Hours
15 Off Day Scheduled: Off Reported: 0 Hours	16 Off Day Scheduled: Off Reported: 0 Hours	17 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	18 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	19 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	20 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours	21 Regular Hours - 7.5 Hours Scheduled: 7.5 Hours Reported: 7.5 Hours
22 Off Day Scheduled: Off Reported: 0 Hours	23 Off Day Scheduled: Off Reported: 0 Hours	24 Regular Hours - 0 Hours Scheduled: 7.5 Hours Reported: 0 Hours	25 Regular Hours - 0 Hours Scheduled: 7.5 Hours Reported: 0 Hours	26 Regular Hours - 0 Hours Scheduled: 7.5 Hours Reported: 0 Hours	27 Regular Hours - 0 Hours Scheduled: 7.5 Hours Reported: 0 Hours	28 Annual Leave Taken - 3.75 Hours, Sick Leave - 3.75 Scheduled: 7.5 Hours Reported: 7.50 Hours
29	30	31				