

## Creating or Changing Reported Time as a Supervisor or Approver:

Navigation: Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

Enter the search criteria most useful and click 'Get Employees' the employee/s will populate in a list below.

Search criteria: Time Reporter Group, Employee ID, Last Name or a combination,

Favorites | Main Menu > Manager Self Service > Time Management > Report Time > Timesheet

### Report Time

#### Timesheet Summary

Employee Selection Criteria

Description	Value
Time Reporter Group	<input type="text"/>
Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
Department	<input type="text"/>

Clear Selection Criteria   Save Selection Criteria   Get Employees

Select Employee to adjust reported time by clicking on the name hyperlink: This will bring up the employees timesheet for the current pay period.

Review the dates to ensure time being added is for current pay period. Initial timesheet will be blank.

\*View By: Calendar Period   Reported Hours: 0.00   Previous Period   Next Period  
\*Date: 10/19/2014   Scheduled Hours: 0.00

From Sunday 10/19/2014 to Saturday 11/01/2014

Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26	Mon 10/27	Tue 10/28	Wed 10/29	Thu 10/30	Fri 10/31	Sat 11/1	Total Hours	Time Reporting Code

Submit   Timesheet Change Notification

Reported Time Status

Date	Reported Status	Total	TRC	Description	Comments
		0.000000			

Enter hours on timesheet, select time reporting code, accounting data, shift codes, etc. if applicable.

When timesheet has been updated correctly use the Submit button to commit the codes to the system. Message pop up will display with terms and conditions. Select Yes if hours are accurate are reported

Message

Please read the message below and click Yes to confirm agreement (20400,3)

We the undersigned do hereby certify under the pains and penalties of perjury that the reported information is accurate to the best of our knowledge and that all requests for services and expenses were incurred while performing work for the state of Vermont. The time reported herein is complete for this pay period and in accordance with state policy.

Yes   No

Submit confirmation will then pop up with detail on the time period submitted. Click Ok

**Timesheet**  
**Submit Confirmation**

The Submit was successful.

Time for the Time Period of 2014-10-19 to 2014-11-01 is submitted

Once hours have been submitted the hours are reported on the timesheet will show up. Enter a comment (See Entering Comment on a Timesheet Instructions if needed) as to why employee did not enter time themselves, and notify the employee of changes made to the timesheet.

Notification to the employee can be done in several ways. To use the system notification use Timesheet Change Notification button. See Timesheet Change Notification Instructions if required.

From Sunday 10/19/2014 to Saturday 11/01/2014

Sun 10/19	Mon 10/20	Tue 10/21	Wed 10/22	Thu 10/23	Fri 10/24	Sat 10/25	Sun 10/26
	8.00	8.00	8.00	8.00	8.00		

▼ Reported Time Status

Date	Reported Status	Total	TRC	Description	Comments
10/20/2014	Needs Approval	8.00	WORK	Hours Worked	
10/21/2014	Needs Approval	8.00	WORK	Hours Worked	
10/22/2014	Needs Approval	8.00	WORK	Hours Worked	

Reported Hours are ready for approval. See Approving Reported Time desk guide