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 the search fields. Search criteria: Time Reporter Group, Employee ID, Last Name or a combination.

Timesheet

Report Time
Timesheet Summary

⌄ **Employee Selection**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value	
Time Reporter Group		🔍
Employee ID		🔍
Empl Record		🔍
Last Name		🔍
Department		🔍
Workgroup		🔍

Get Employees

Clear Criteria

Save Criteria

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

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

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

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

Reported Time

Saving Page

Approve Confirmation

✔ Selected transactions were successfully approved.

OK

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 04/07/2024 to Saturday 04/20/2024

	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Sun 4/14	Mon 4/15	
		1.00			3.00					
		9.00	10.00		7.00	10.00			10.00	10.

Timesheet Change Notification

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

1-10 of 10

Select	Date	Reported Status	Total	TRC	Description	Review Comments
☐	04/08/2024	Needs Approval	1.00	ANNL	Annual/Vacation Leave	💬
☐	04/08/2024	Needs Approval	9.00	WORK	Hours Worked	💬
☐	04/09/2024	Needs Approval	10.00	WORK	Hours Worked	💬

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