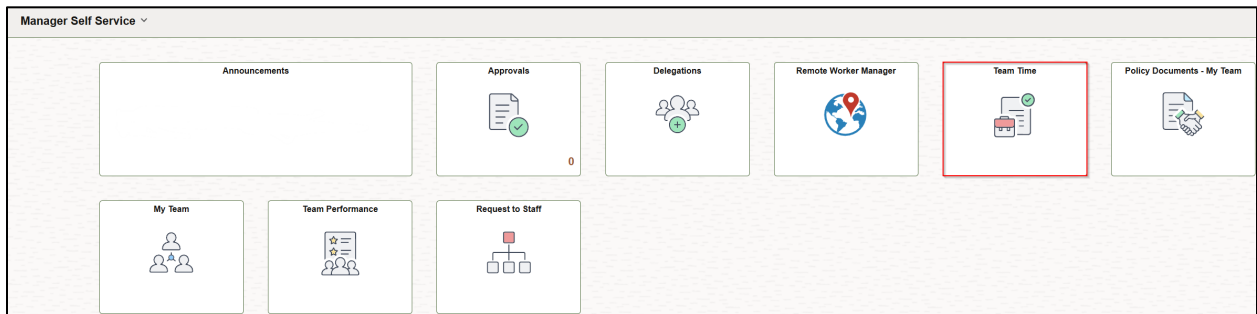




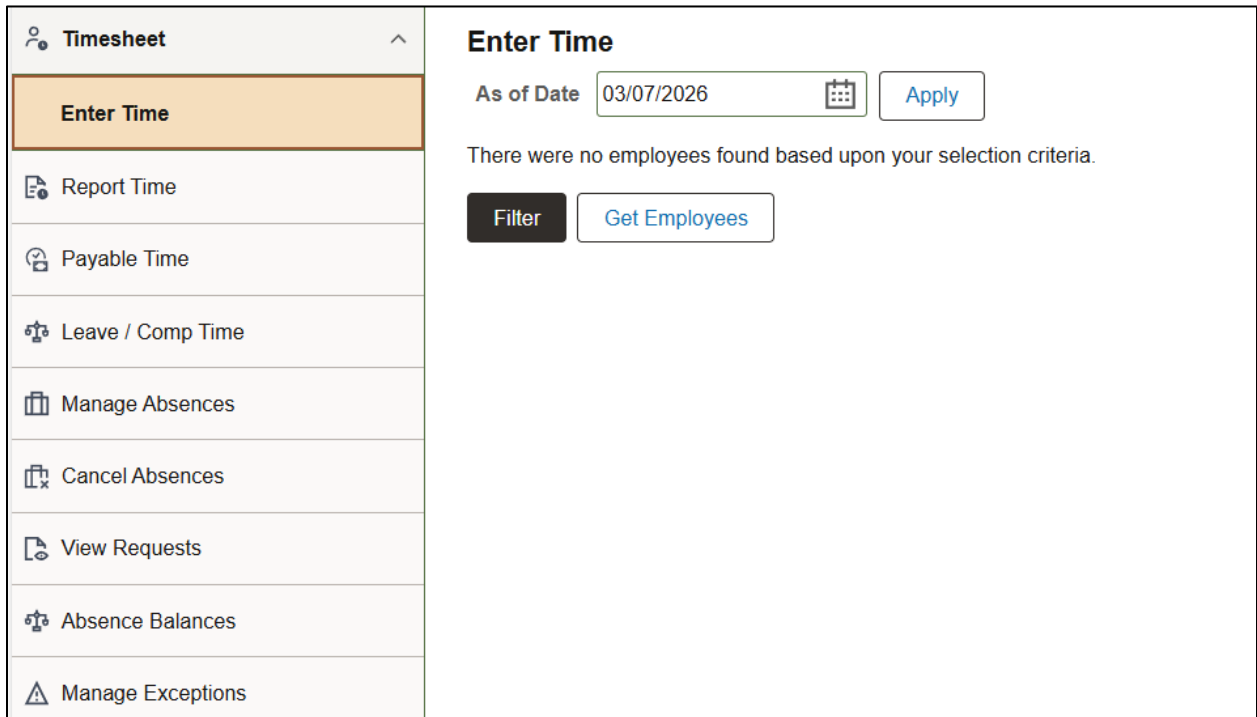
Manager Self Service Job Aid: Adjusting Reported Time / Entering Time On Behalf of Other – Elapsed Time

Adjust Reported Time

1. From the **Manager Self Service Homepage**, select *Team Time*.





2. The page will default to *Enter Time*.



3. From the Enter Time page, either:

- Click **Get Employees** (Reports to Position Number defaults to your position number and HR Status defaults to A for active employees).

Enter Time
As of Date: 03/07/2026 [Calendar Icon] [Apply]
Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
[Filter] [Get Employees]

Name/Title	Exceptions	Hours to be Approved
 John Smith CONSERVATION WARDEN		
 Jane Smith CONSERVATION WARDEN		

OR


- Click on **Filter**.

Enter Time
As of Date: 03/07/2026 [Calendar Icon] [Apply]
Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.
[Filter] [Get Employees]

- Enter additional criteria and click **Done**.

Filters [Cancel] [Done]
Time Reporter Group [Search]
Employee ID [Search]
Empl Record [Search]
Last Name: Smith [Search]
First Name: John [Search]

4. Click anywhere in the row of the employee for which you wish to adjust time.

Name/Title	Exceptions	Hours to be Approved
 John Smith CONSERVATION WARDEN		

5. Click the arrows at the top to change to the week being adjusted or click on the calendar icon to select a specific week.

February 22, 2026 - February 28, 2026
Reported 40.00 Hours

Submit

- Update quantities and/or add a row to report hours to a different Time Reporting Code. When you have finished making changes, click **Submit**.

Time Reporting Code	Row Totals	22 Sun	23 Mon	24 Tue	25 Wed	26 Thu	27 Fri	28 Sat
		Reported 0.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 0.00
01 REGLR - Regular Hours Wor	40.00		6.00	8.00	6.00	8.00	8.00	

- If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.

OK

Enter Time on Behalf of Others

- From the **Manager Self Service Homepage**, select *Team Time*.

Manager Self Service

Announcements

Approvals

Delegations

Remote Worker Manager

Team Time

Policy Documents - My Team

My Team

Team Performance

Request to Staff

- The page will default to *Enter Time*.

Timesheet ^

- Enter Time**
- Report Time
- Payable Time
- Leave / Comp Time
- Manage Absences
- Cancel Absences
- View Requests
- Absence Balances
- Manage Exceptions

Enter Time

As of Date

There were no employees found based upon your selection criteria.

3. From the Enter Time page, either:

- a. Click **Get Employees** (Reports to Position Number defaults to your position number and HR Status defaults to A for active employees).

Enter Time

As of Date

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Name/Title	Exceptions	Hours to be Approved
John Smith CONSERVATION WARDEN		
Jane Smith CONSERVATION WARDEN		

OR

- Click on **Filter**.

Enter Time

As of Date

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

- Enter additional criteria and click **Done**.

Cancel **Filters** Done

Time Reporter Group


Employee ID

Empl Record

Last Name

First Name

4. Click anywhere in the row of the employee for which you wish to enter time.

Name/Title	Exceptions	Hours to be Approved
 John Smith CONSERVATION WARDEN		

5. Click the arrows at the top to change to the week being adjusted or click on the calendar icon to select a specific week.

February 22, 2026 - February 28, 2026
Reported 40.00 Hours

Submit

6. Enter quantities for the selected week. Use decimals to report partial amounts.

Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<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"/>

7. Enter Time Reporting Codes for the selected week using the drop-down list. If no selection is made, it will default to *01 REGLR-Regular Hours Worked*.

Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>

8. If multiple Time Reporting Codes are needed on a specific day, add another row by clicking the corresponding **Plus** button.

Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
	Reported	Reported	Reported	Reported	Reported	Reported	Reported	Reported
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text" value="8.00"/>	<input type="text"/>

9. Enter quantities and Time Reporting Code for the added row.

Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat
		Reported 0.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 0.00
01 REGLR - Regular Hours Wor	40.00		8.00	8.00	8.00	8.00	8.00	
79 STAND - Standby Pay Suppl	32.00		16.00	16.00				

10. When you have finished recording time for the week, click **Submit**.

Time Reporting Code	Row Totals	1 Sun	2 Mon	3 Tue	4 Wed	5 Thu	6 Fri	7 Sat	Rule Element 1
		Reported 0.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 8.00	Reported 0.00	
01 REGLR - Regular Hours Wor	40.00		8.00	8.00	8.00	8.00	8.00		
79 STAND - Standby Pay Suppl	32.00		16.00	16.00					

11. If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**.

Rules have successfully been applied.
Press OK to refresh your timesheet with updated payable time.

Additional Resources

More specific information related to time reporting is in the [ESS Elapsed Time Reporting Job Aid](#).

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the [MSS Job Aids](#) page.