

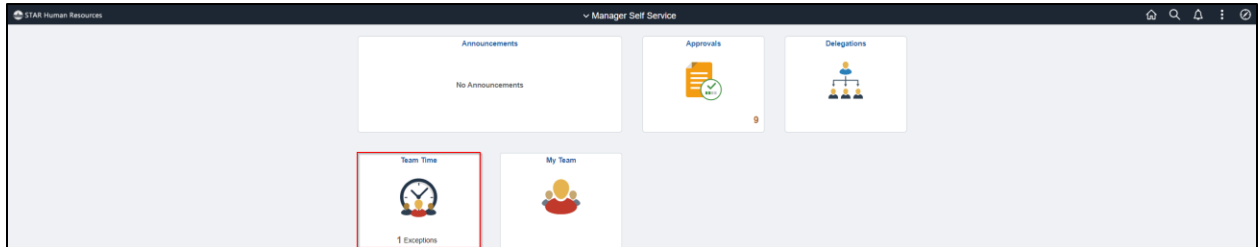


Manager Self Service Job Aid: Adjusting Reported Time / Entering Time On Behalf of Other – Elapsed Time

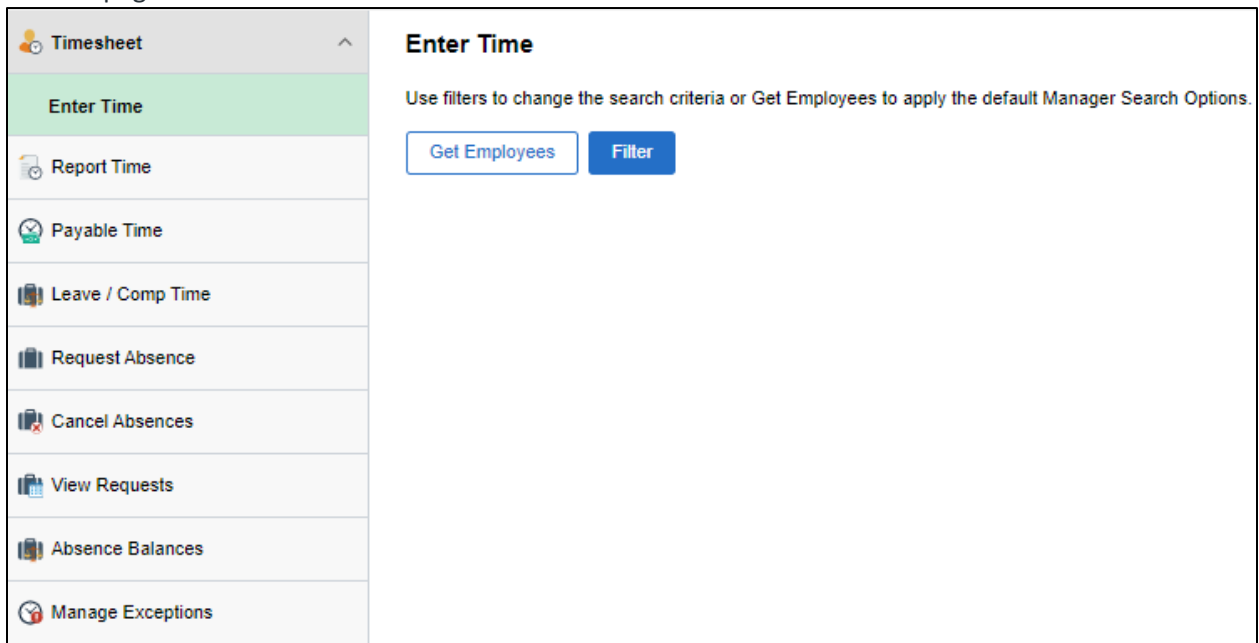


Adjust Reported Time

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

Enter Time

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

Name/Title	Exceptions	Hours to be Approved
[Redacted]		
[Redacted]		17.00
[Redacted]		24.00
[Redacted]		

OR

- Click on **Filter**.

Enter Time

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

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

Filters

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Name/Title	Exceptions	Hours to be Approved
John Smith ACCOUNTANT-SEN		24.00



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

Enter Time

Select Employee 7 rows

↕

Name/Title	Exceptions	Hours to be Approved
[Redacted Name]		24.00

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

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◀ **14 February - 20 February 2021** ▶

Weekly

Scheduled 40.00 | Reported 0 Hours

View Legend Print Timesheet Submit

6. 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: [Dropdown] Quick Fill

	14 Sunday	15 Monday	16 Tuesday	17 Wednesday	18 Thursday	19 Friday	20 Saturday	Rate (Event)
17 REGULAR - Regular Hours (Event)		0.00	0.00	0.00	0.00	0.00	0.00	

Comments: [Input] [Add] [Remove]

7. 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

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

The screenshot shows the Manager Self Service homepage with several navigation tiles: Announcements, Approvals, Delegations, Team Time (highlighted with a red box), and My Team. The Team Time tile shows a clock icon and '1 Exceptions'.



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

Timesheet ^

Enter Time

Report Time

Payable Time

Leave / Comp Time

Request Absence

Cancel Absences

View Requests

Absence Balances

Manage Exceptions

Enter Time

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

Get Employees Filter

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

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

Get Employees Filter

Name/Title	Exceptions	Hours to be Approved
[Redacted Name/Title]		
[Redacted Name/Title]		17.00
[Redacted Name/Title]		24.00
[Redacted Name/Title]		



OR

- Click on **Filter**.

Enter Time

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

[Get Employees](#) [Filter](#)

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

[Cancel](#) **Filters** [Done](#)

Time Reporter Group

Employee ID

Empl Record

Last Name

First Name

Name/Title	Exceptions	Hours to be Approved
John Smith ACCOUNTANT-SEN		24.00

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

Enter Time

Select Employee 7 rows

[↕](#)

Name/Title	Exceptions	Hours to be Approved
[Redacted]		24.00

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

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14 February - 20 February 2021

Weekly
Scheduled 40.00 | Reported 0 Hours

[View Legend](#) [Print Timesheet](#) [Submit](#)



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

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.

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

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

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

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.

OK

Additional Resources

More specific information related to time reporting is in the ESS Elapsed Time Reporting Job Aids:

- [Elapsed Time Reporting](#)
- [Elapsed Time - Task Profiles](#)
- [Elapsed Time - Speed Types](#)

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.