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).

   OR

   • Click on **Filter**.

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

   ![Enter Time](image_url)

   ![Filters](image_url)

   ![Name/Title](image_url)
4. Click anywhere in the row of the employee for which you wish to adjust time.

![Select Employee Table]

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.

![Date Range]

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]

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

![Success Message]

**Enter Time on Behalf of Others**

1. From the Manager Self Service Homepage, select Team Time.
2. The page will default to *Enter Time.*

![Enter Time](image)

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](image)
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.

**Filters**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Reporter Group</td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Empl Record</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Name/Title</th>
<th>Exceptions</th>
<th>Hours to be Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>24.00</td>
</tr>
</tbody>
</table>

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.
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.


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.

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.