

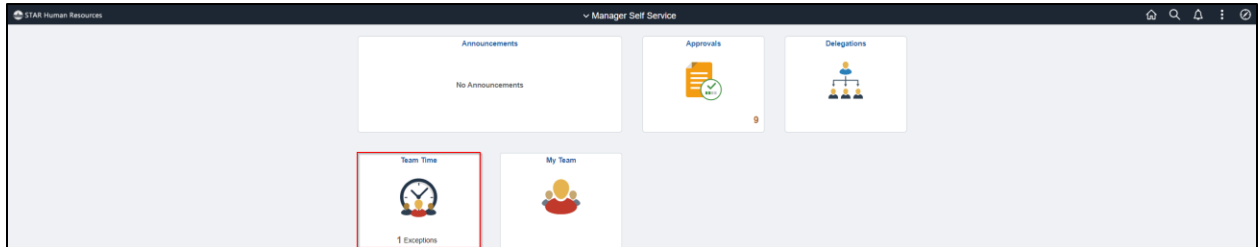


Manager Self Service Job Aid: Adjusting Reported Time / Entering Time On Behalf of Other – Punch Time

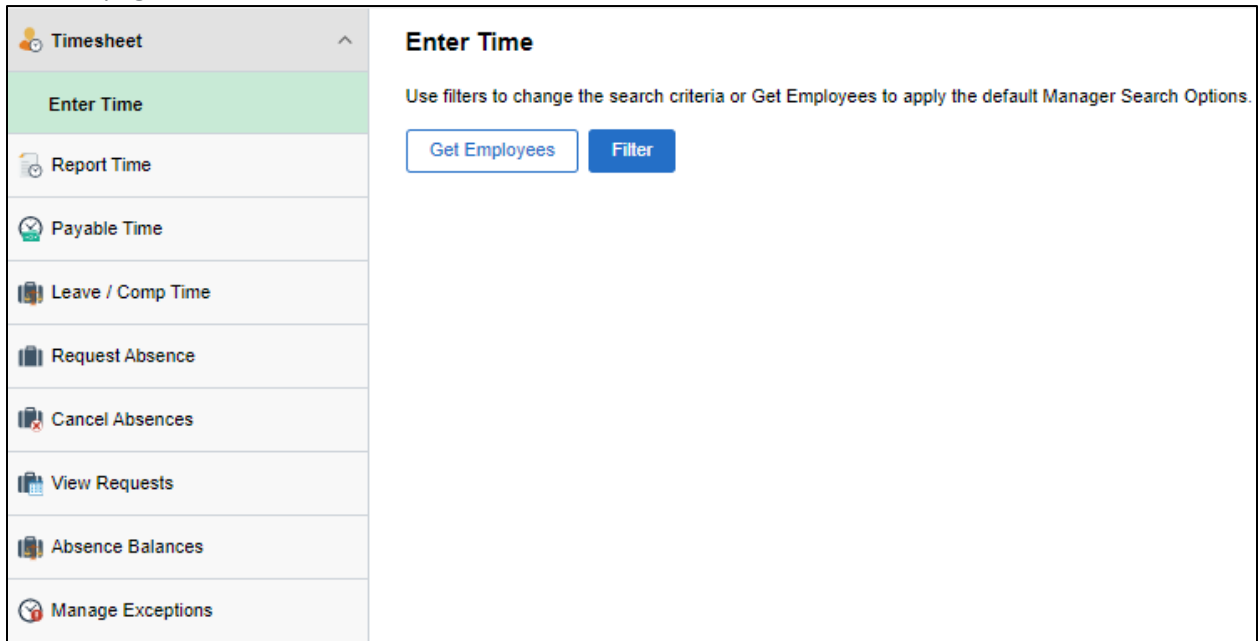


Adjust Reported Time

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

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]	
[Redacted]	[Redacted]	17.00
[Redacted]	[Redacted]	24.00
[Redacted]	[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 punches and/or add rows to report hours to a different Time Reporting Code. When you have finished making changes, click **Submit**.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rate Element 1
14 Sunday	Reported 0.00								
15 Monday	8:00:00AM	12:00:00PM	12:30:00PM	2:30:00PM	01 REGUR - Regular Hours Worked				
16 Tuesday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGUR - Regular Hours Worked				
17 Wednesday	8:00:00AM	12:00:00PM	12:30:00PM	2:30:00PM	01 REGUR - Regular Hours Worked				
18 Thursday	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	01 REGUR - Regular Hours Worked				
19 Friday	Reported 0.00								

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

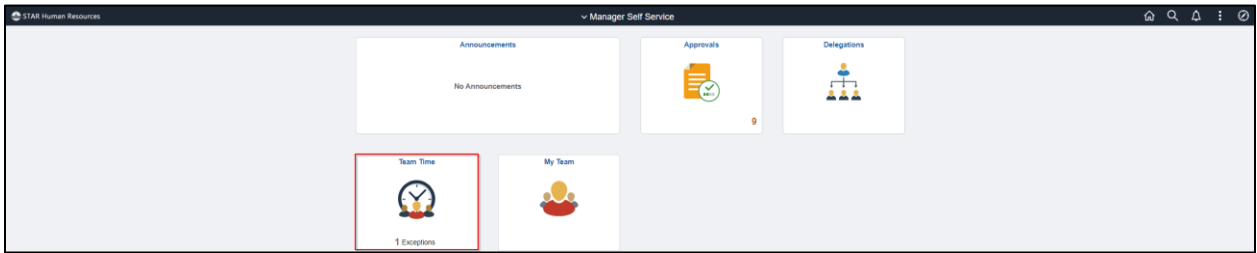
Rules have successfully been applied.
 Press OK to refresh your timesheet with updated payable time.

OK

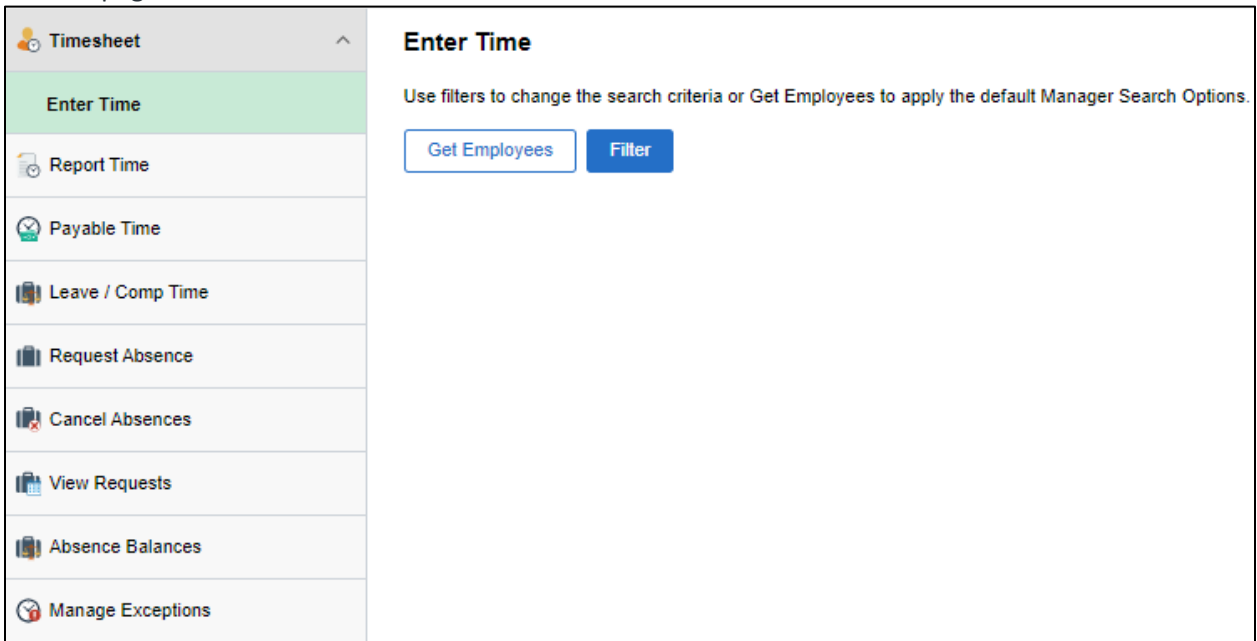


Enter Time on Behalf of Others

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



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

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 enter 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. Enter punches for the selected week.

- a. Enter the time the employee began working for the day in the **First In** column.
- b. Use the **Out** column and the **In** column to account for unpaid hours (lunch break).
- c. Enter the time the employee ended their work day in the **Last Out** column.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rate Element 1
21 Sunday	Reported 0:00								
22 Monday	Reported 0:00								

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.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rate Element 1
21 Sunday	Reported 0:00								
22 Monday	Reported 0:00								



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

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
21 Sunday									
Feb Reported 0:00									
22 Monday									
Feb Reported 0:00	8:00 AM	12:00 PM	12:30 PM	4:30 PM					

9. Enter punches/quantity and Time Reporting Code for the added row.

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
21 Sunday									
Feb Reported 0:00									
22 Monday									
Feb Reported 0:00	8:00 AM	12:00 PM	12:30 PM	4:30 PM	01 REGULAR - Regular Hours Worked				
	8:00 PM			10:00 PM	08 CLEBK - Call Back or Call In Hours 9th				

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

Day Summary	First In	Out	In	Last Out	Time Reporting Code	Quantity	Quick Fill	Comments	Rule Element 1
21 Sunday									
Feb Reported 0:00									
22 Monday									
Feb Reported 0:00	8:00 AM	12:00 PM	12:30 PM	4:30 PM	01 REGULAR - Regular Hours Worked				
	8:00 PM			10:00 PM	08 CLEBK - Call Back or Call In Hours 9th				

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 Punch Time Reporting Job Aids:

- [Punch Time Reporting](#)
- [Punch Time - Task Profiles](#)
- [Punch 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.