



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

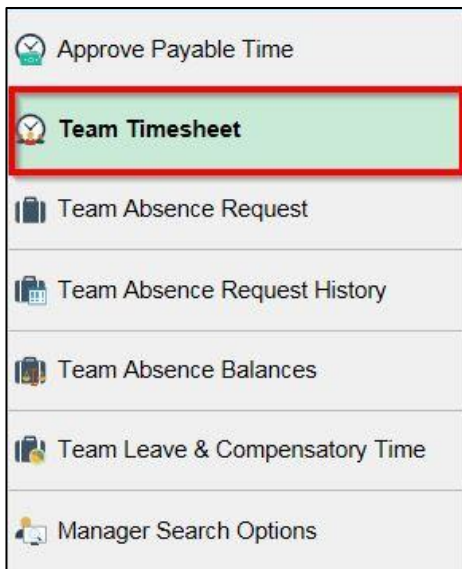


Adjust Reported Time

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



2. Select **Team Timesheet**





3. Update criteria (if applicable) and click **Get Employees**

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	123456
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>
HR Status	A

Get Employees
Clear Criteria
Save Criteria

NOTE: Reports to Position Number defaults to your position number and HR Status defaults to A for active employees. HR Status can be changed to X for both active and inactive employees or I for inactive employees only. Enter additional criteria to narrow results further if desired.

4. Click the last name of the employee for which you wish to adjust time

Change View

*View By: Week Show Schedule Information

Date: 04/07/2019 Previous Week Next Week

Employees For: [] Totals From 04/07/2019 - 04/13/2019

Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[]	[]	[]	0	PAYROLL BEN SPEC-ADV	36.00	0.00	40.00			36.00	0.00



- The system defaults to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the Calendar icon to locate the appropriate timeframe

Select Another Timesheet

*View By

*Date

Reported Hours 40.00

[Previous Week](#) [Next Week](#)

[Print Timesheet](#)

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

From 04/07/2019 to 04/13/2019

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Sun	4/7	New									4/7	+	-
	Mon	4/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00				4/8	+	-
	Tue	4/9	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/9	+	-
	Wed	4/10	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00				4/10	+	-
	Thu	4/11	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/11	+	-
	Fri	4/12	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/12	+	-
	Sat	4/13	New									4/13	+	-

Reported Time Summary

Category	Total	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Total Reported Hours	36.00		6.00	8.00	6.00	8.00	8.00	
Time with no Category	36.00		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. (13504,1626)

Press OK to refresh your timesheet with updated payable time.



8. Verify reported hours are correct

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Sun	4/7	New									4/7	+	-
	Mon	4/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/8	+	-
	Tue	4/9	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/9	+	-
	Wed	4/10	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/10	+	-
	Thu	4/11	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/11	+	-
	Fri	4/12	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/12	+	-
	Sat	4/13	New									4/13	+	-

Buttons: Submit, Clear

Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Summary

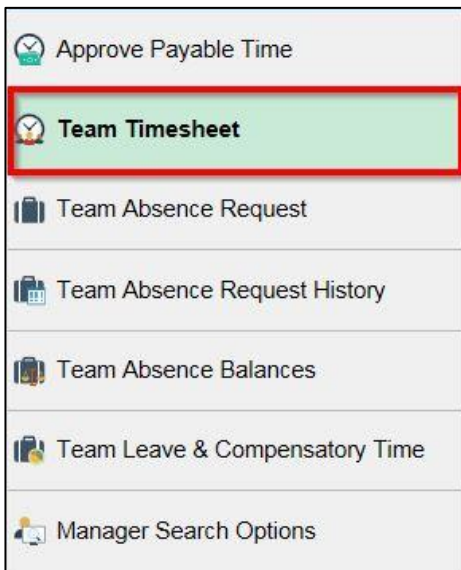
Category	Total	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Time with no Category	40.00		8.00	8.00	8.00	8.00	8.00	

Enter Time on Behalf of Others

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



2. Select **Team Timesheet**





3. Update criteria (if applicable) and click **Get Employees**

Report Time
Timesheet Summary

▼ Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Reports To Position Number	123456
Location Code	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>
HR Status	A

Get Employees
Clear Criteria
Save Criteria

NOTE: Reports to Position Number defaults to your position number and HR Status defaults to A for active employees. HR Status can be changed to X for both active and inactive employees or I for inactive employees only. Enter additional criteria to narrow results further if desired.

4. Click the last name of the employee for which you wish to enter time

Change View

*View By: Week Show Schedule Information

Date: 04/07/2019 Previous Week Next Week

Employees For: [Bar Chart] Totals From 04/07/2019 - 04/13/2019

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Time Summary Demographics

Last Name	First Name	Employee ID	Empl Record	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Reported Absence	Hours Approved or Submitted	Denied Hours
[Red Box]			0	PAYROLL BEN SPEC-ADV	36.00	0.00	40.00			36.00	0.00



- The system defaults to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the Calendar icon to locate the appropriate timeframe

Select Another Timesheet

*View By [Previous Week](#) [Next Week](#)

*Date

Reported Hours 40.00 [Print Timesheet](#)

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

From 04/14/2019 to 04/20/2019

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
<input type="checkbox"/>	Sun	4/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/14	+	-
<input type="checkbox"/>	Mon	4/15	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/15	+	-
<input type="checkbox"/>	Tue	4/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/16	+	-
<input type="checkbox"/>	Wed	4/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/17	+	-
<input type="checkbox"/>	Thu	4/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/18	+	-
<input type="checkbox"/>	Fri	4/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/19	+	-
<input type="checkbox"/>	Sat	4/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/20	+	-

- 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*

From 04/14/2019 to 04/20/2019

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
<input type="checkbox"/>	Sun	4/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/14	+	-
<input type="checkbox"/>	Mon	4/15	New	<input type="text" value="0800"/>	<input type="text" value="1200"/>	<input type="text" value="1300"/>	<input type="text" value="1700"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/15	+	-
<input type="checkbox"/>	Tue	4/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/16	+	-
<input type="checkbox"/>	Wed	4/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/17	+	-
<input type="checkbox"/>	Thu	4/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/18	+	-
<input type="checkbox"/>	Fri	4/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/19	+	-
<input type="checkbox"/>	Sat	4/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/> Q	4/20	+	-



- If multiple time reporting codes are needed on a specific day, add another row by clicking the corresponding **Plus** button

From 04/14/2019 to 04/20/2019															
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date			
<input type="checkbox"/>	Sun	4/14	New									4/14	+	-	
<input type="checkbox"/>	Mon	4/15	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM					4/15	+	-	
<input type="checkbox"/>	Tue	4/16	New									4/16	+	-	
<input type="checkbox"/>	Wed	4/17	New									4/17	+	-	
<input type="checkbox"/>	Thu	4/18	New									4/18	+	-	
<input type="checkbox"/>	Fri	4/19	New									4/19	+	-	
<input type="checkbox"/>	Sat	4/20	New									4/20	+	-	

- Enter punches and time reporting code for the added row

From 04/14/2019 to 04/20/2019															
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date			
<input type="checkbox"/>	Sun	4/14	New									4/14	+	-	
<input type="checkbox"/>	Mon	4/15	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		01 REGLR - Regular Hours Worked			4/15	+	-	
			New	8:00:00PM			10:00:00PM		08 CLLBK - Call Back or Call In Hours			4/15	+	-	
<input type="checkbox"/>	Tue	4/16	New									4/16	+	-	
<input type="checkbox"/>	Wed	4/17	New									4/17	+	-	
<input type="checkbox"/>	Thu	4/18	New									4/18	+	-	
<input type="checkbox"/>	Fri	4/19	New									4/19	+	-	
<input type="checkbox"/>	Sat	4/20	New									4/20	+	-	

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

From 04/14/2019 to 04/20/2019															
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date			
<input type="checkbox"/>	Sun	4/14	New									4/14	+	-	
<input type="checkbox"/>	Mon	4/15	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		01 REGLR - Regular Hours Worked			4/15	+	-	
			New	8:00:00PM			10:00:00PM		08 CLLBK - Call Back or Call In Hours			4/15	+	-	
<input type="checkbox"/>	Tue	4/16	New									4/16	+	-	
<input type="checkbox"/>	Wed	4/17	New									4/17	+	-	
<input type="checkbox"/>	Thu	4/18	New									4/18	+	-	
<input type="checkbox"/>	Fri	4/19	New									4/19	+	-	
<input type="checkbox"/>	Sat	4/20	New									4/20	+	-	

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

Rules have successfully been applied. (13504,1626)

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 at https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx.