



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

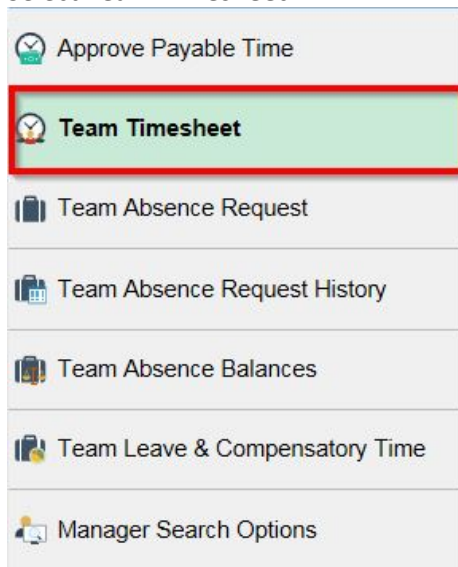


Adjust Reported Time

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



Select **Team Timesheet**



You can enter selection criteria in one or more of the fields to narrow the results. Click **Get Employees**. You will only see employees who report to you. (Scroll to the bottom of the page to view employee(s) time summary.)



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"/>

Get Employees

Clear Criteria

Save Criteria

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

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

This employee who is an elapsed time reporter who only entered 4 hours on Friday when it should be 8. Change the total number of hours from 4 to 8 on Friday, then click **Submit**.

Note:

- The system will default to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the **Date** calendar icon to locate the appropriate timeframe.



- When entering a quantity that represents hours, enter as decimals of time. (i.e. enter 7.5 for 7 hrs & 30 mins not 7.30)
- You may also report a specific amount of hours to a different time reporting code. To do so, first click **Add a Row**, then select the appropriate time reporting code from the **Time Reporting Code** dropdown list. (For more on this topic, please refer to **Employee Self Service Job Aid: Elapsed Time**)

Select Another Timesheet

*View By: Week Previous Week Next Week

*Date: 04/07/2019 Previous Employee Print Timesheet

Reported Hours: 36.00

From Sunday 04/07/2019 to Saturday 04/13/2019

Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13	Total	Time Reporting Code	Rule Element 1		
	8.00	8.00	8.00	8.00	4.00		36.00			+	-

Submit

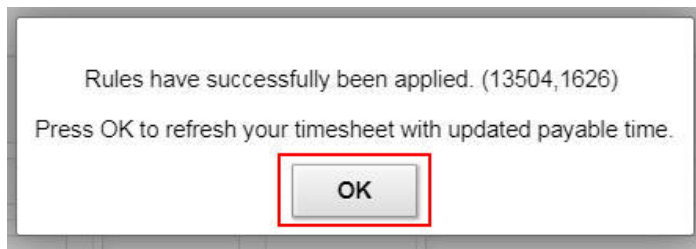
Reported Time Status | Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Status

1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
04/08/2019	Submitted	8.00			
04/09/2019	Submitted	8.00			
04/10/2019	Submitted	8.00			
04/11/2019	Submitted	8.00			
04/12/2019	Submitted	4.00			

Click **OK**.



The total number of hours in the **Total** column for Friday now reads 8.

Reported Time Status

1-5 of 5

Date	Reported Status	Total	TRC	Description	Add Comments
04/08/2019	Submitted	8.00			
04/09/2019	Submitted	8.00			
04/10/2019	Submitted	8.00			
04/11/2019	Submitted	8.00			
04/12/2019	Submitted	8.00			

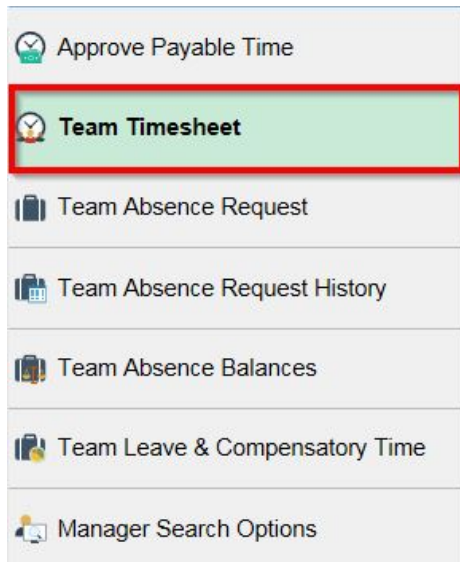


Enter Time on Behalf of Others

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



Select **Team Timesheet**



You can enter selection criteria in one or more of the fields to narrow results. Click **Get Employees**. (Scroll to the bottom of the page to view employee(s) time summary).



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"/>

Get Employees

Clear Criteria

Save Criteria

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

Change View

*View By

Week

▼

Date

04/07/2019

📅

↺

☒ Show Schedule Information

Previous Week

Next Week

Employees For ██████████ Totals From 04/07/2019 - 04/13/2019

<div> <div>🔍</div> <div>Q</div> <div>1-1 of 1</div> </div>											
<div> <div>Time Summary</div> <div>Demographics</div> <div>⌵</div> </div>											
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

Once the appropriate time has been entered, click **Submit**.

Note:

- The system will default to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links to locate the appropriate timeframe.
- When entering quantities enter as decimals of time (i.e. enter 7.5 for 7 hrs & 30 mins, not 7.30).



- To report a specific amount of hours to a different time reporting code, first click the **Add a Row** button, then select the appropriate time reporting code from the **Time Reporting Code** dropdown list. (Refer to the Screenshot) (For more on this please refer to the [Employee Self Service Job Aid: Elapsed Time](#))

Select Another Timesheet

*View By: Week

*Date: 04/14/2019

Reported Hours: 0.00

From Sunday 04/14/2019 to Saturday 04/20/2019

Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Total	Time Reporting Code	Rule Element 1		
	8.00	8.00	8.00	8.00	8.00					+	-
										+	-
										+	-

Click **OK**.

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

Click the **Summary** tab.

Note: The total reported hours in the **Total** column now reflects **40** hours for that week.

From Sunday 04/14/2019 to Saturday 04/20/2019

Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20	Total	Time Reporting Code	Rule Element 1		
	8.00	8.00	8.00	8.00	8.00		40.00			+	-

Reported Time Status **Summary** Leave / Compensatory Time Absence Exceptions Payable Time

Reported Time Summary

1-2 of 2

Category	Total	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20
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	

Additional Resources

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