Manager Self Service Job Aid:

Adjusting Reported Time / Entering Time
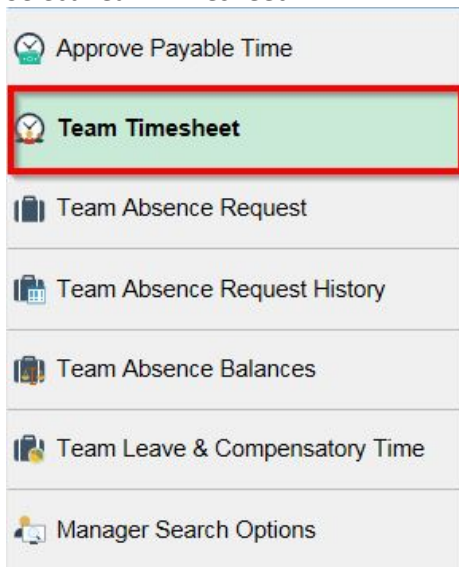
On Behalf of Other – Punch Time

Adjust Reported Time

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

Select **Team Timesheet**

Enter search criteria in one or more fields to narrow your results. Click **Get Employees**. (Scroll to the bottom of the page to view the employee's timesheet summary).

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

The employee clocked out at *3:00:00PM* on Monday and *3:00:00PM* on Wednesday. For the purpose of this exercise, change the punch time in the **Last Out** column on Monday to *5p* and the punch time in the **Last Out** column on Thursday to *5p*.

Revised 5-3-19

Note:

- The system will default 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.
- 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 the **Add a Row** button, then select the appropriate time reporting code from the **Time Reporting Code** dropdown list. (For more on this please refer to **Employee Self Service Job Aid: Punch Time**)

From 04/07/2019 to 04/13/2019 ⑦

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	+	−

[Submit]   [Clear]

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

Reported Time Summary

🔍   1-2 of 2 ▾

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	

Note: If the time reporting code needs to be changed, enter either punches in the **First In** and **Last Out** fields for hours worked, or the number of units/hours in the **Quantity** field.

Click **OK**.

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

[OK]

The number of hours in the **Total Reported Hours** row has been updated from *36* to *40.*

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	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	✛	─

[Submit]   [Clear]

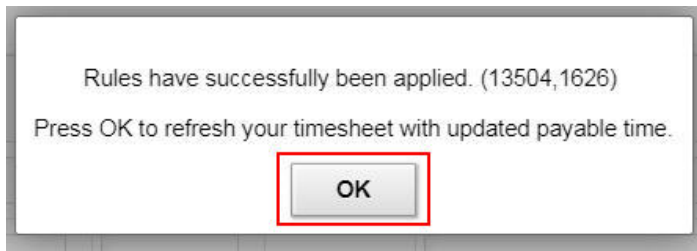**Summary** | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Summary

🔍   1-2 of 2 ▽

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

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

STAR Human Resources	▾ Manager Self Service	🏠 🔍 ⚑ ⋮ ⦿
Announcements 📣	Team Time 🕐	My Team 👥

Select **Team Timesheet**

🕐 Approve Payable Time

🕐 **Team Timesheet**

🧳 Team Absence Request

📗 Team Absence Request History

📒 Team Absence Balances

📙 Team Leave & Compensatory Time

🖥 Manager Search Options

Enter search criteria in one or more fields to narrow your results. Click **Get Employees**. (Scroll to the bottom of the page to view the employee's timesheet summary).

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

To enter a punch:

1. Enter the time the employee began working for the day in the **First In** column.
2. To account for non-payable time (for example a lunch break), enter the time he/she stopped working in the **Out** column and then the time they returned to work in the **In** column.

Revised 5-3-19

3. Enter the time they ended their work day in the **Last Out** column.

Acceptable time reporting formats include: 7:45a and 4:30p, 0745 and 1630, or 7.45a and 4.30p.

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.

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		
💬	Sun	4/14	New						☑		🔍	4/14	✚	▬
💬	Mon	4/15	New						☑		🔍	4/15	✚	▬
💬	Tue	4/16	New						☑		🔍	4/16	✚	▬
💬	Wed	4/17	New						☑		🔍	4/17	✚	▬
💬	Thu	4/18	New						☑		🔍	4/18	✚	▬
💬	Fri	4/19	New						☑		🔍	4/19	✚	▬
💬	Sat	4/20	New						☑		🔍	4/20	✚	▬

Submit		Clear

To select a time reporting code to designate time other than regular hours worked, use the drop-down list in the **Time Reporting Code** field. If no selection is made, the system will default to *01 REGLR-Regular Hours Worked* when the timesheet is submitted.

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		
💬	Sun	4/14	New						☑		🔍	4/14	✚	▬
💬	Mon	4/15	New	0800	1200	1300	1700		☑		🔍	4/15	✚	▬
💬	Tue	4/16	New						☑		🔍	4/16	✚	▬
💬	Wed	4/17	New						☑		🔍	4/17	✚	▬
💬	Thu	4/18	New						☑		🔍	4/18	✚	▬
💬	Fri	4/19	New						☑		🔍	4/19	✚	▬
💬	Sat	4/20	New						☑		🔍	4/20	✚	▬

Submit		Clear

To delegate a specific amount of hours to a different time reporting code for a given day, you will need to:

1. Add another row for the day by clicking the corresponding **Add a Row** 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		
💬	Sun	4/14	New						☑		🔍	4/14	✚	▬
💬	Mon	4/15	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		☑		🔍	4/15	✚	▬
💬	Tue	4/16	New						☑		🔍	4/16	✚	▬
💬	Wed	4/17	New						☑		🔍	4/17	✚	▬
💬	Thu	4/18	New						☑		🔍	4/18	✚	▬
💬	Fri	4/19	New						☑		🔍	4/19	✚	▬
💬	Sat	4/20	New						☑		🔍	4/20	✚	▬

Submit		Clear

2. Select the appropriate time reporting code from the dropdown list.

Revised 5-3-19

3. Based on the time reporting code requirements, enter either punches in the **First In** and **Last Out** fields or enter a number designating hours/units in the **Quantity** field.

From 04/14/2019 to 04/20/2019 ⑦

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
💬	Sun	4/14	New						▾		🔍	4/14	+	−
💬	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 V ▾		🔍	4/15	+	−
💬	Tue	4/16	New						▾		🔍	4/16	+	−
💬	Wed	4/17	New						▾		🔍	4/17	+	−
💬	Thu	4/18	New						▾		🔍	4/18	+	−
💬	Fri	4/19	New						▾		🔍	4/19	+	−
💬	Sat	4/20	New						▾		🔍	4/20	+	−

[Submit] [Clear]

Note: When you enter a quantity that represents hours, you must enter the time as a decimal of time. For example, 3 hours and 30 minutes would be entered as 3.5 not as 3.30.
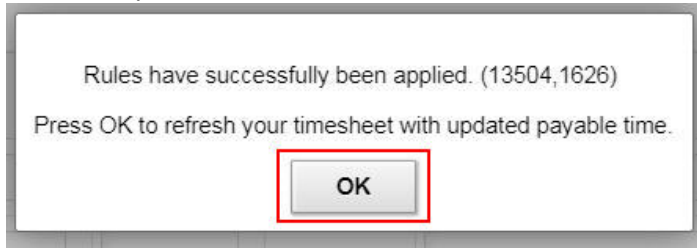
When you have finished recording time for the day, click **Submit**.

From 04/14/2019 to 04/20/2019 ⑦

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
💬	Sun	4/14	New						▾		🔍	4/14	+	−
💬	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 V ▾		🔍	4/15	+	−
💬	Tue	4/16	New						▾		🔍	4/16	+	−
💬	Wed	4/17	New						▾		🔍	4/17	+	−
💬	Thu	4/18	New						▾		🔍	4/18	+	−
💬	Fri	4/19	New						▾		🔍	4/19	+	−
💬	Sat	4/20	New						▾		🔍	4/20	+	−

[Submit] [Clear]

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

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