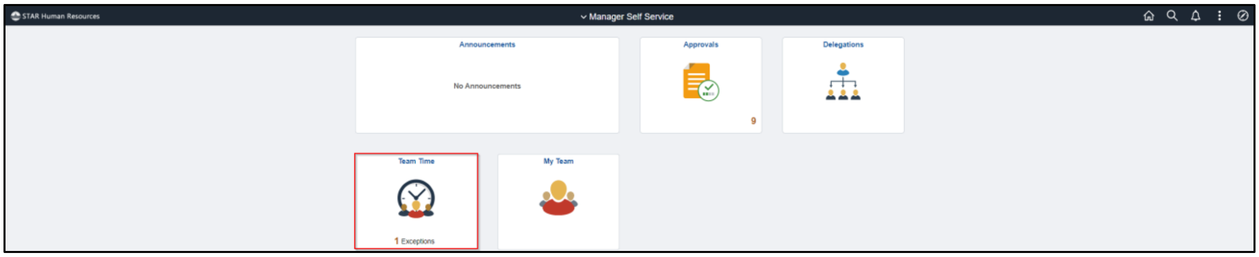
Manager Self Service Job Aid:

Adjusting Reported Time / Entering Time

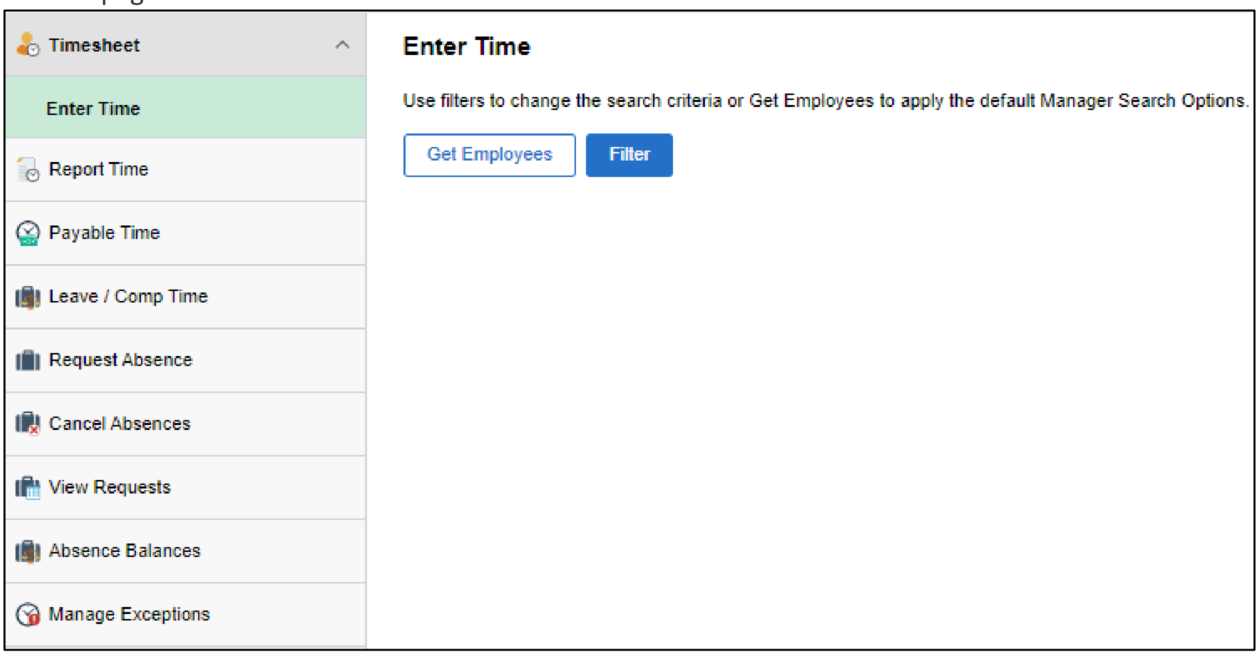
On Behalf of Other – Elapsed Time

<u>Adjust Reported Time</u>

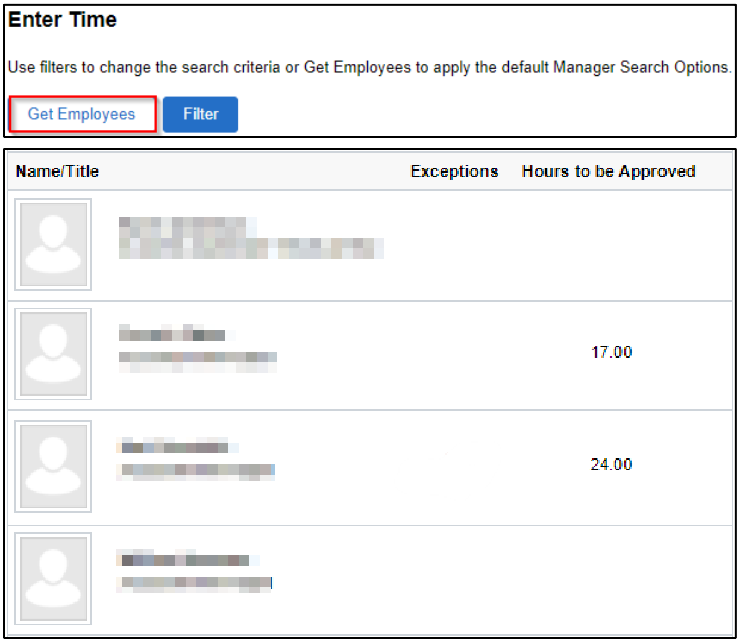
1. From the **Manager Self Service Homepage**, select *Team Time.*



2. The page will default to *Enter Time.*

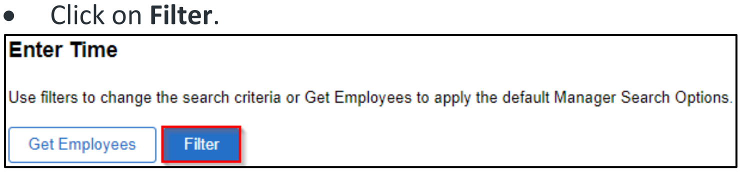


3. From the Enter Time page, either:
    a. Click **Get Employees** (Reports to Position Number defaults to your position number and HR Status defaults to A for active employees).

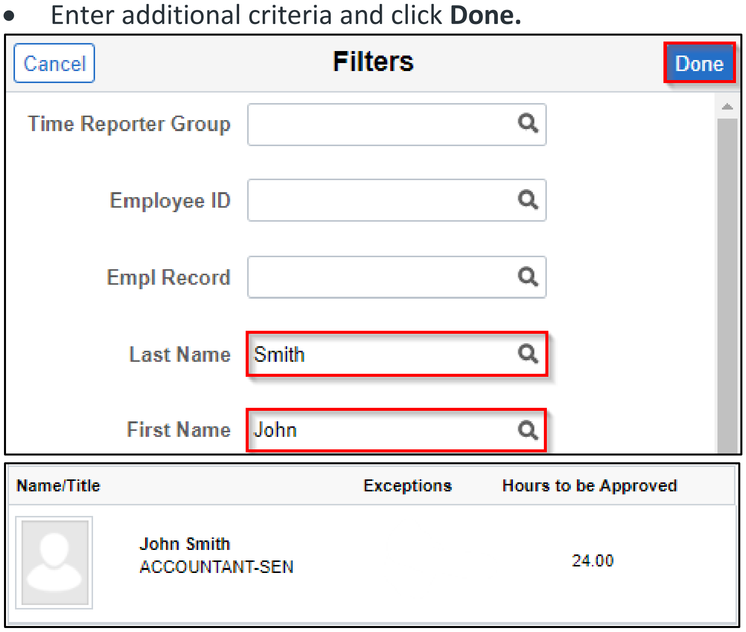


OR

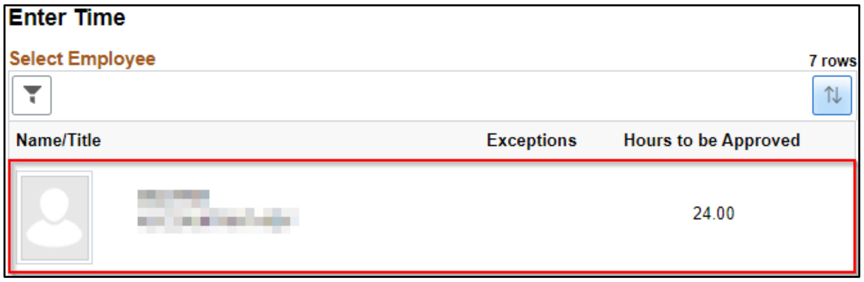
- Click on **Filter**.



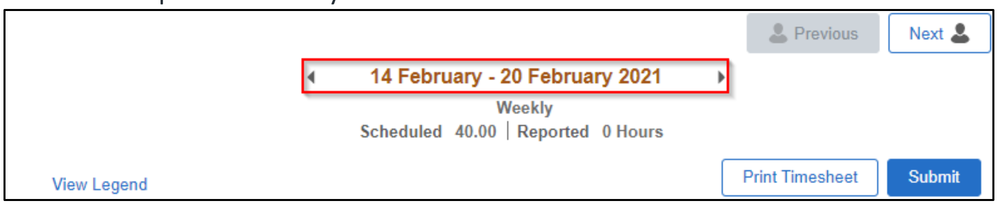
- Enter additional criteria and click **Done.**



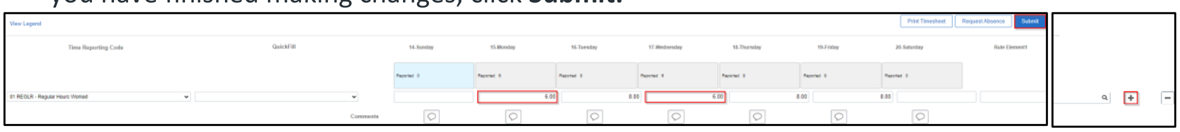
4. Click anywhere in the row of the employee for which you wish to adjust time.



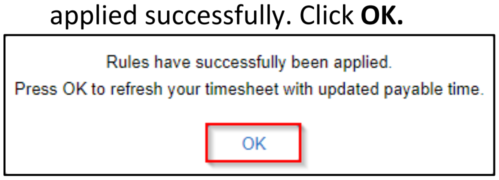
5. Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.



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

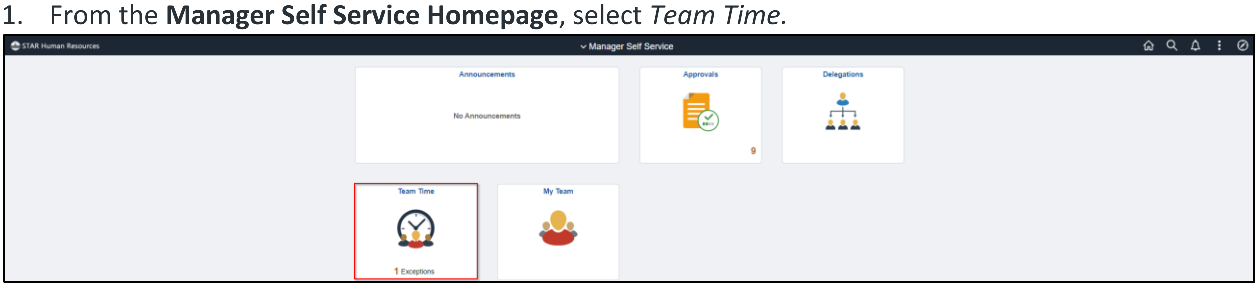


7. If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK.**

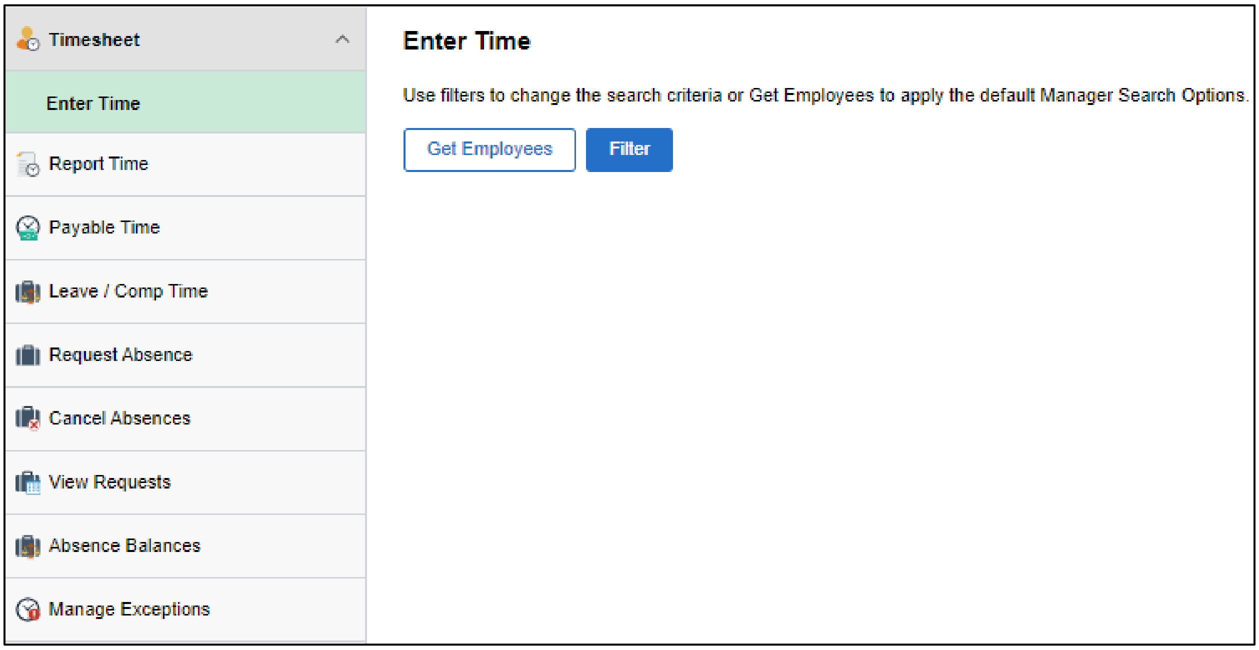


Enter Time on Behalf of Others

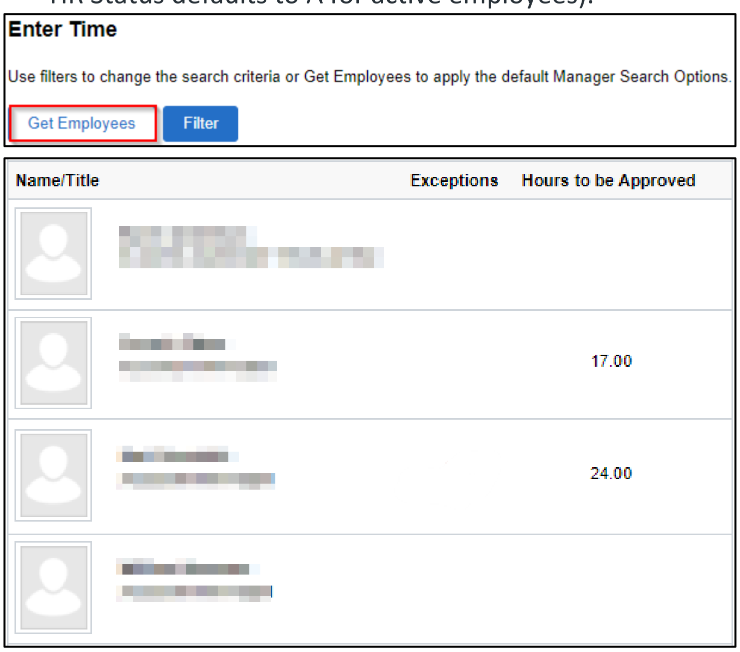
1. From the **Manager Self Service Homepage**, select *Team Time.*



2. The page will default to *Enter Time.*

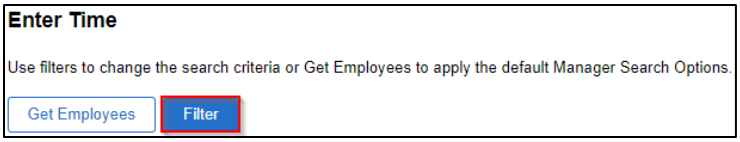


3. From the Enter Time page, either:
   a. Click **Get Employees** (Reports to Position Number defaults to your position number and HR Status defaults to A for active employees).

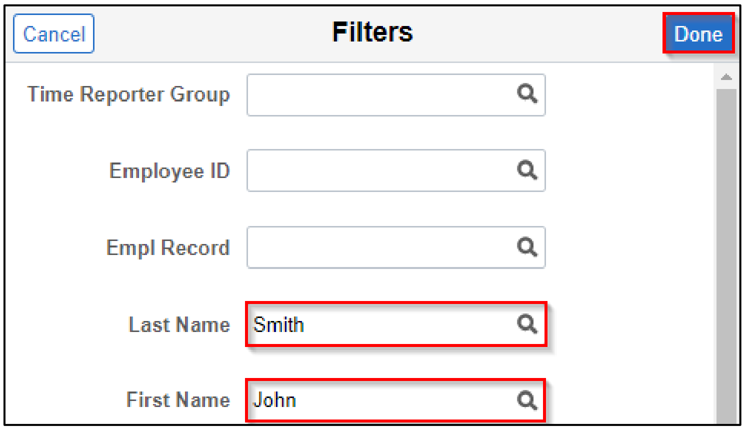


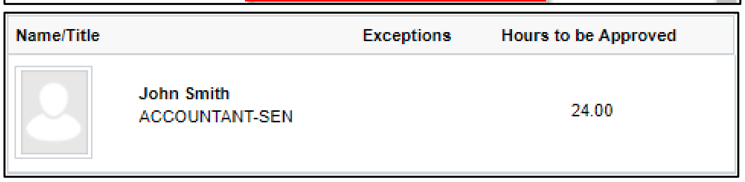
OR

- Click on **Filter**.

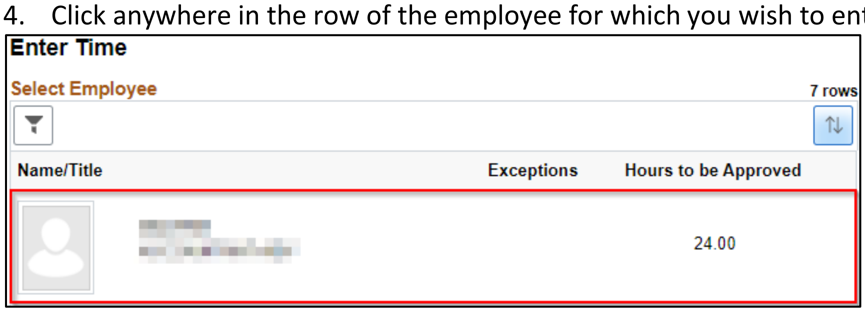


- Enter additional criteria and click **Done.**

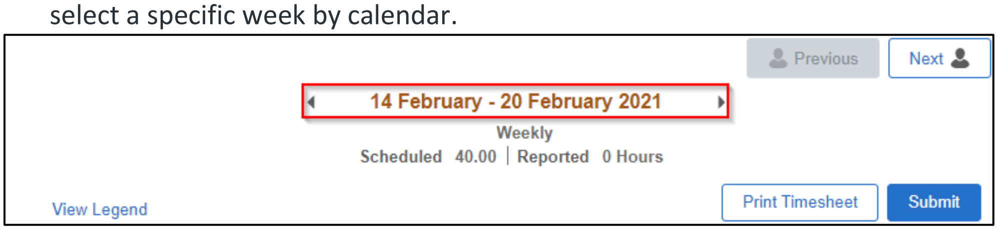




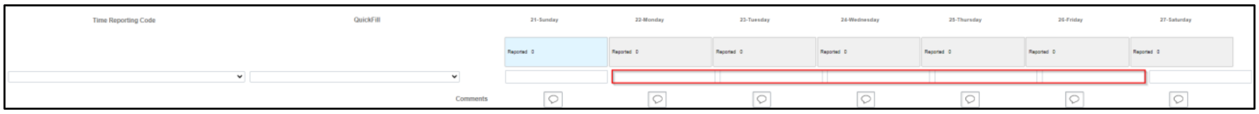
4. Click anywhere in the row of the employee for which you wish to enter time.



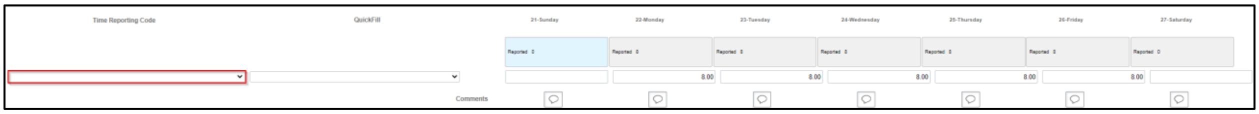
5. Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.



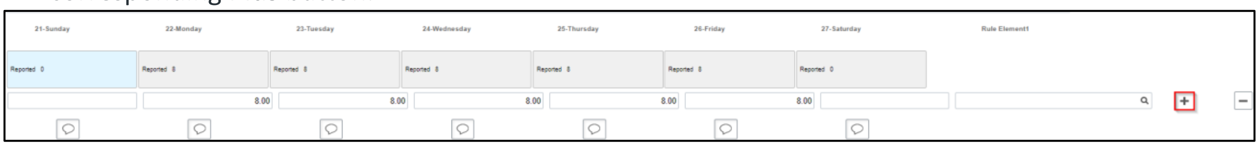
6. Enter quantities for the selected week. Use decimals to report partial amounts.



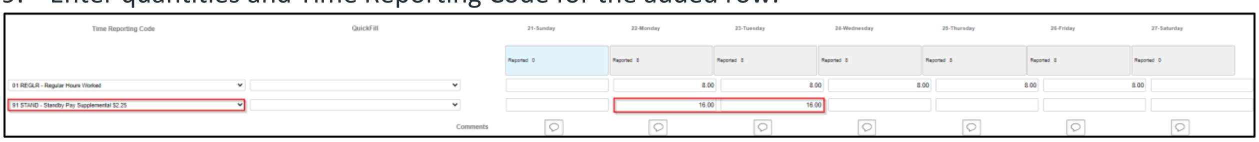
7. Enter Time Reporting Codes for the selected week using the drop-down list. If no selection is made, it will default to *01 REGLR-Regular Hours Worked.*



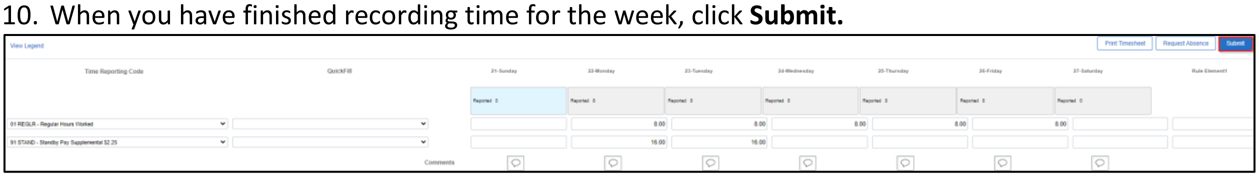
8. If multiple Time Reporting Codes are needed on a specific day, add another row by clicking the corresponding **Plus** button.



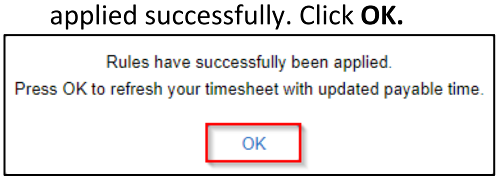
9. Enter quantities and Time Reporting Code for the added row.



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.