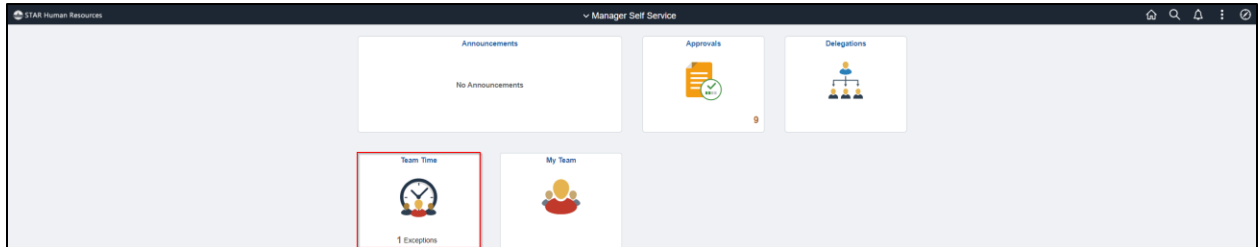# Manager Self Service Job Aid:

Adjusting Reported Time / Entering Time

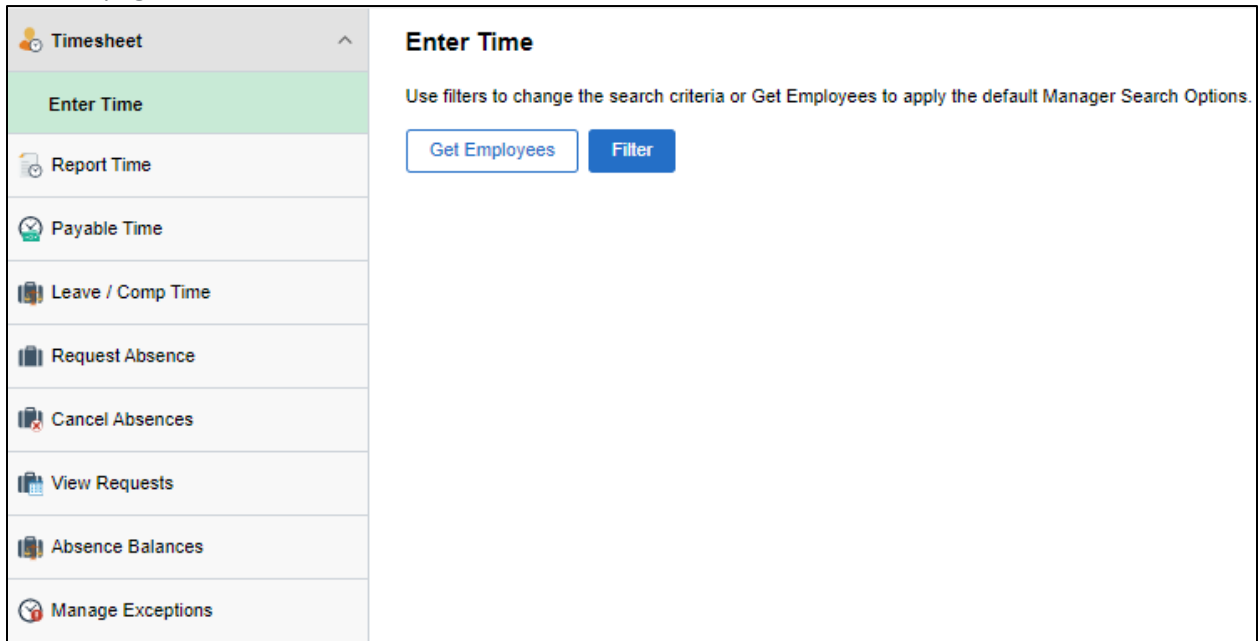## On Behalf of Other – Punch Time

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.

Get Employees   Filter

Name/Title		Exceptions	Hours to be Approved
	░░░░░░░░░░		
	░░░░░░░░░░		17.00
	░░░░░░░░░░		24.00
	░░░░░░░░░░		

OR

   - Click on **Filter**.

Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

Get Employees   Filter

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

Cancel	**Filters**	Done

Time Reporter Group [🔍]

Employee ID [🔍]

Empl Record [🔍]

Last Name [Smith 🔍]

First Name [John 🔍]

Name/Title		Exceptions	Hours to be Approved
	John Smith ACCOUNTANT-SEN		24.00

Revised 3-22-21

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 punches and/or add rows 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.**

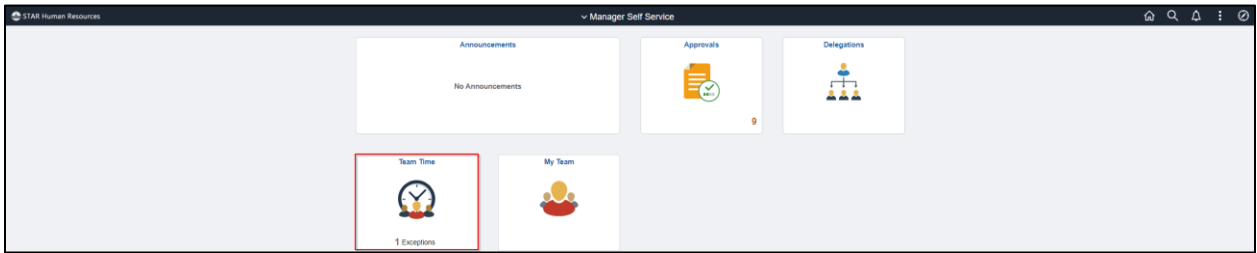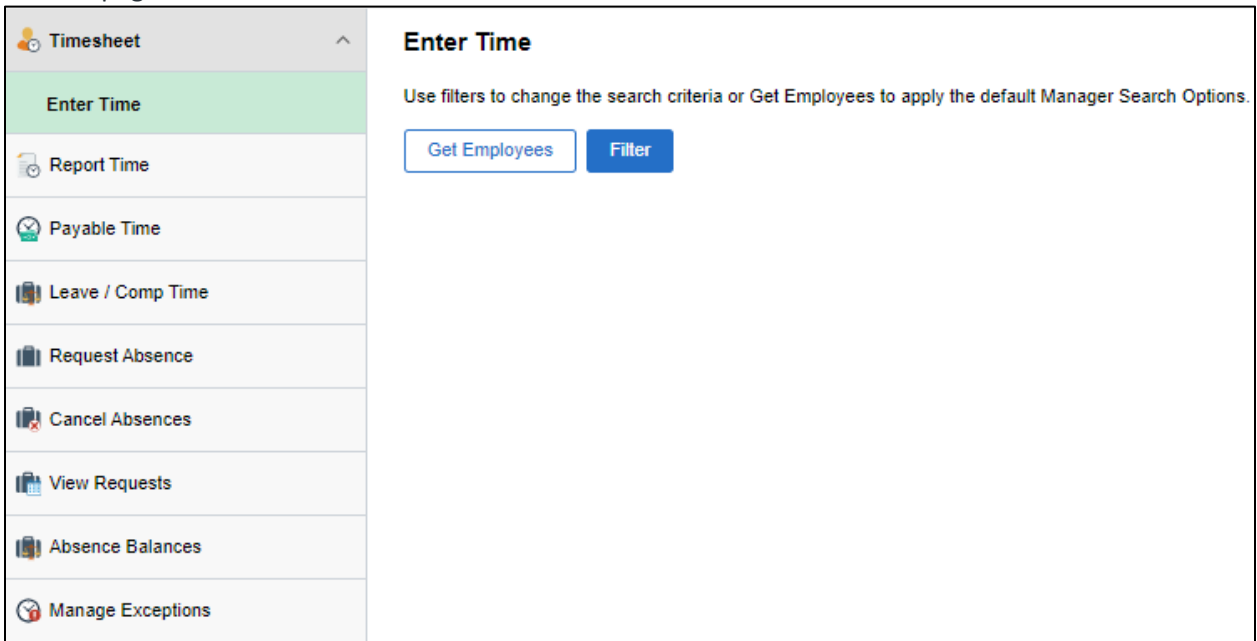*Revised 3-22-21*

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.

| Get Employees | Filter |

Name/Title	Exceptions	Hours to be Approved
		17.00
		24.00

OR

   - Click on **Filter**.

Enter Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

| Get Employees | Filter |

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

| Cancel | **Filters** | Done |

Time Reporter Group		🔍
Employee ID		🔍
Empl Record		🔍
Last Name	Smith	🔍
First Name	John	🔍

Name/Title	Exceptions	Hours to be Approved
John Smith ACCOUNTANT-SEN		24.00

5

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 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.

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.*

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

9. Enter punches/quantity 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.**

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.

Revised 3-22-21