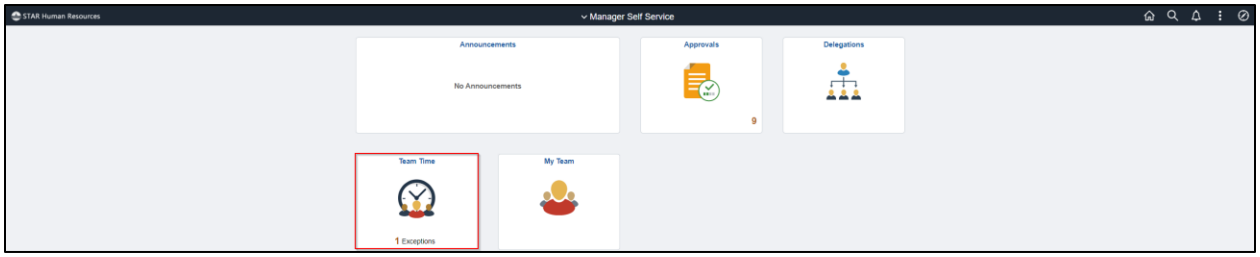
Manager Self Service Job Aid:

Adjusting Reported Time / Entering Time

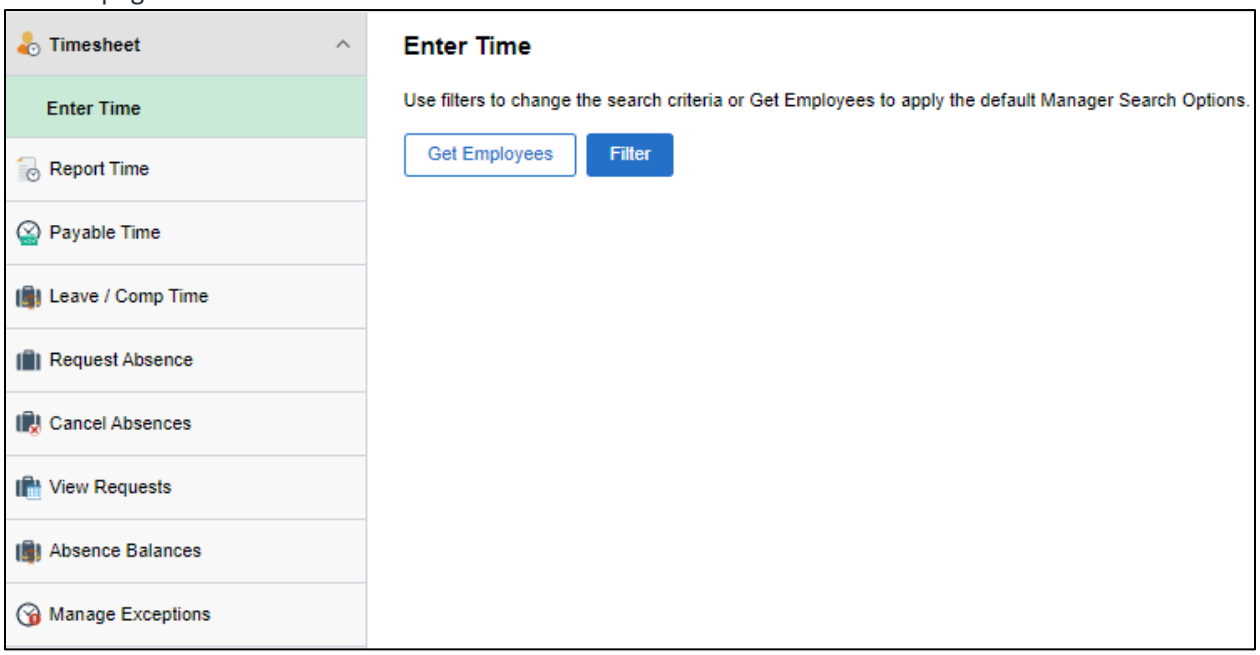
On Behalf of Other – Punch Time

Adjust Reported Time

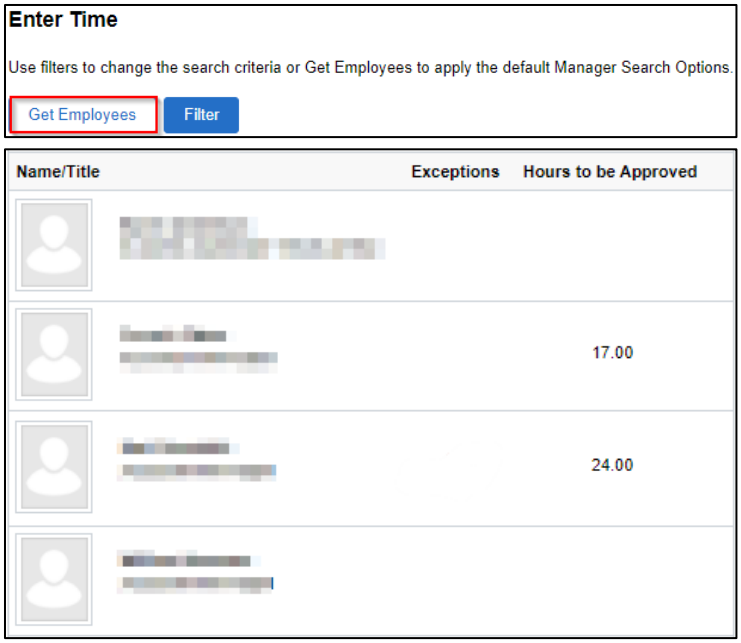
1. From the **Manager Self Service Homepage**, select *Team Time.*



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

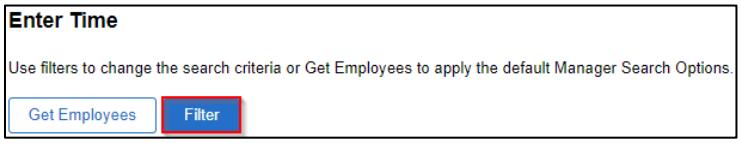


3. From the Enter Time page, either:
   - Click **Get Employees** (Reports to Position Number defaults to your position number and HR Status defaults to A for active employees).

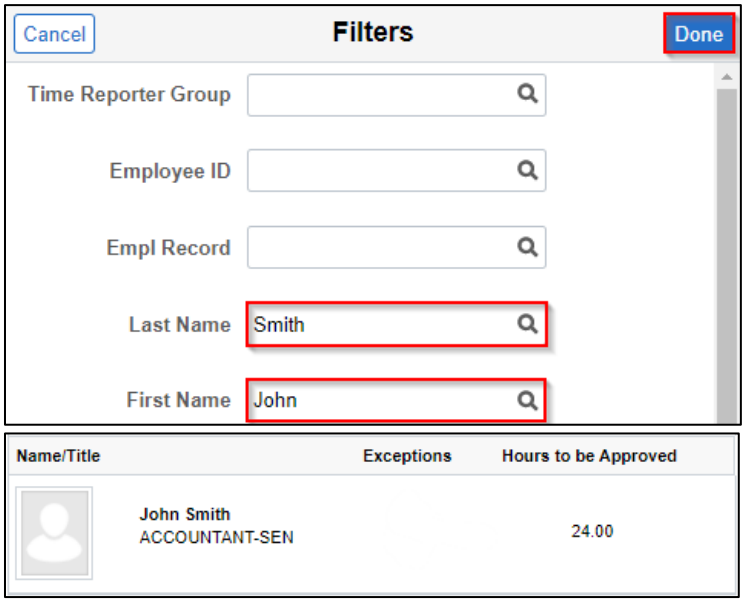


OR

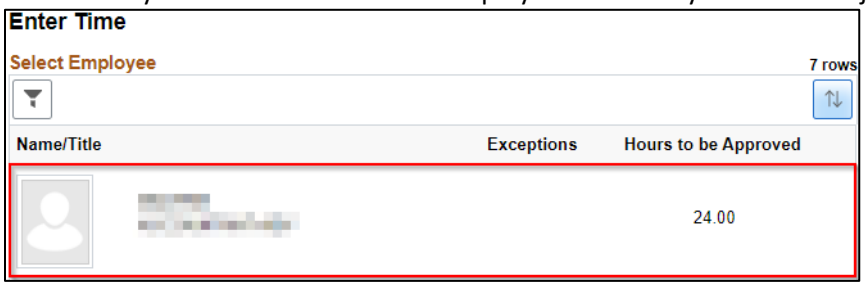
   - Click on **Filter**.



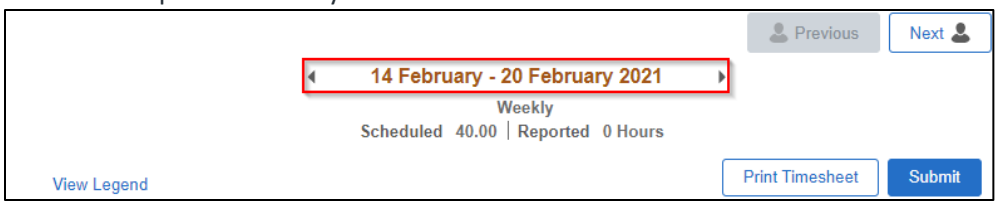
   - Enter additional criteria and click **Done.**



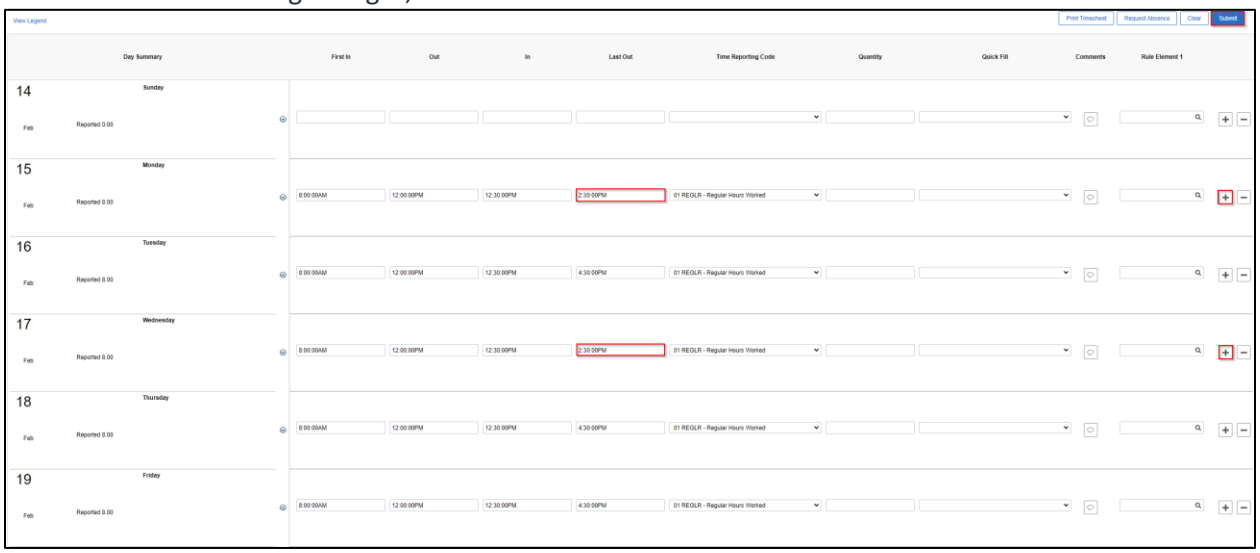
4. Click anywhere in the row of the employee for which you wish to adjust time.



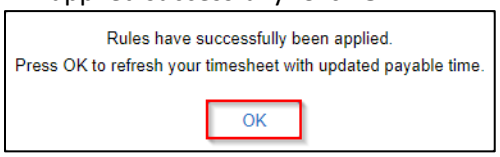
5. Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar .



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

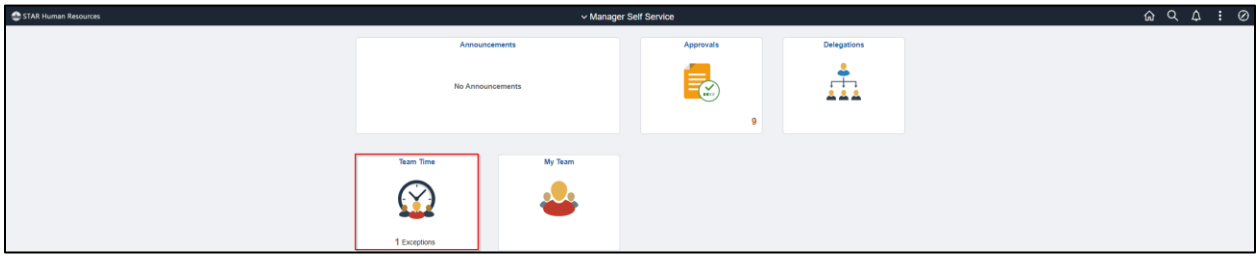


7. If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK.**

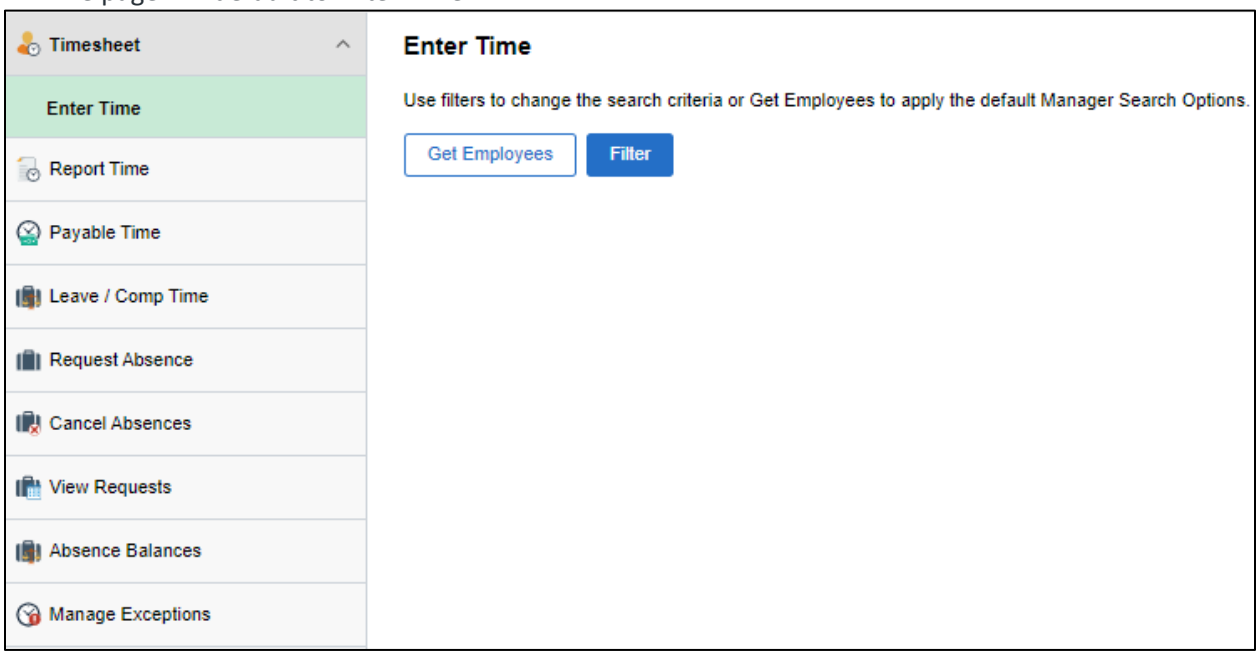


Enter Time on Behalf of Others

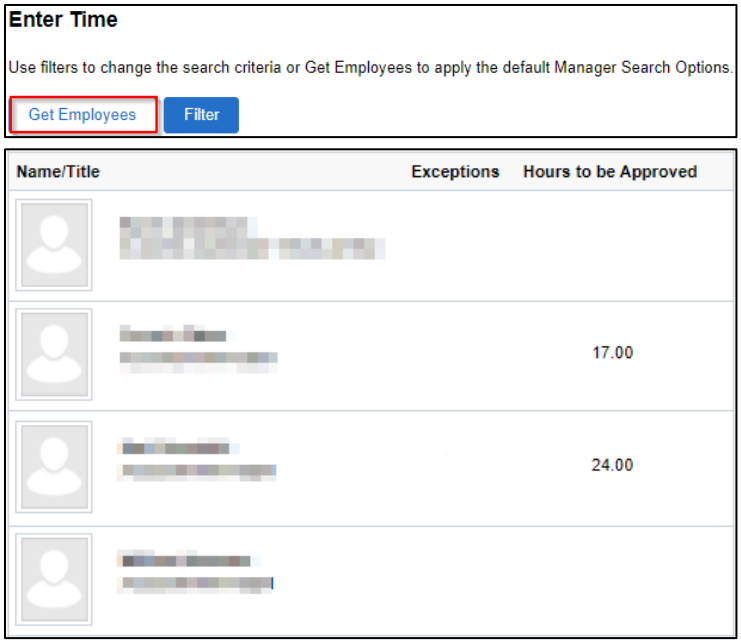
1. From the **Manager Self Service Homepage**, select *Team Time.*



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

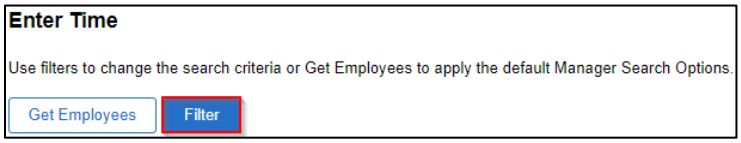


3. From the Enter Time page, either:
   - Click **Get Employees** (Reports to Position Number defaults to your position number and HR Status defaults to A for active employees).

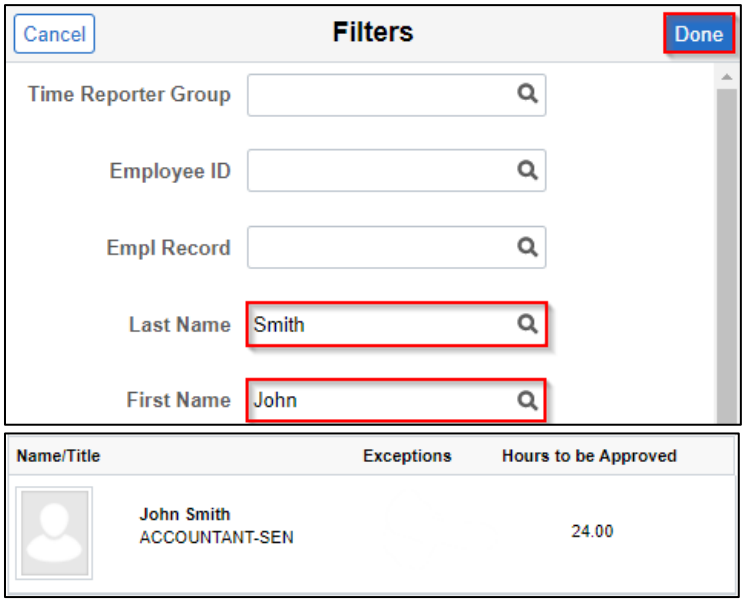


OR

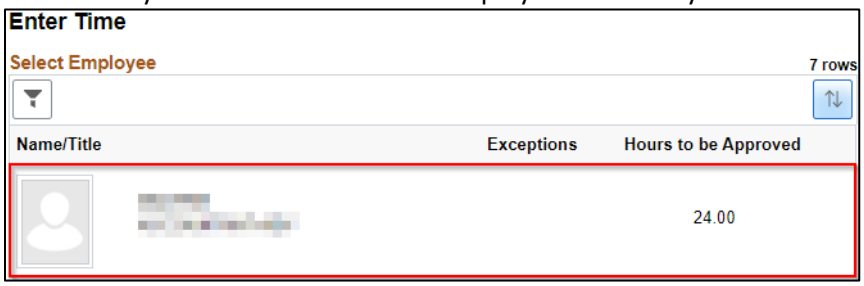
   - Click on **Filter**.



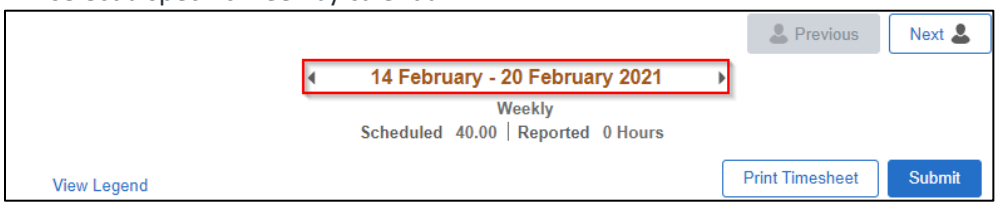
   - Enter additional criteria and click **Done.**



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

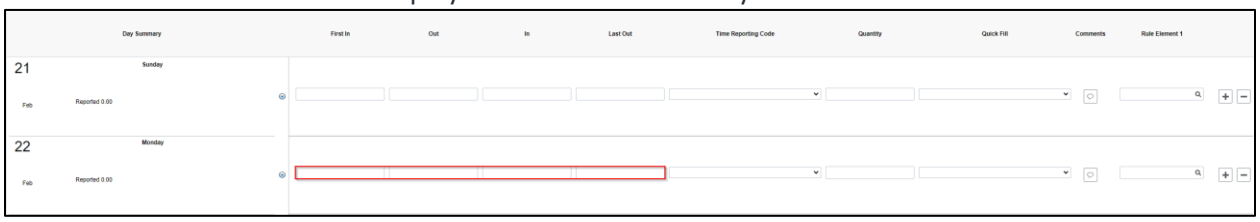


5. Click the arrows at the top to change to the week being adjusted or click on the date range to select a specific week by calendar.

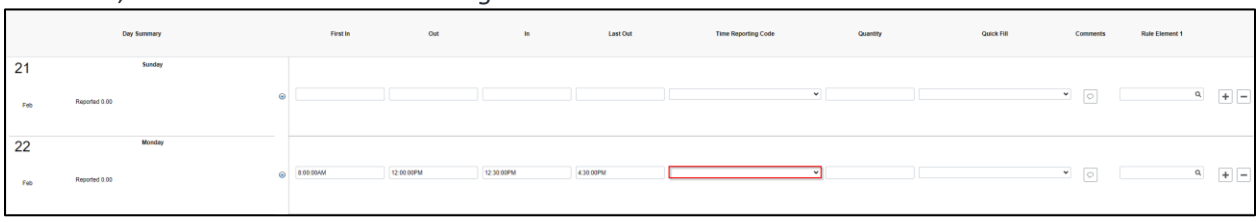


6. Enter punches for the selected week.

   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.



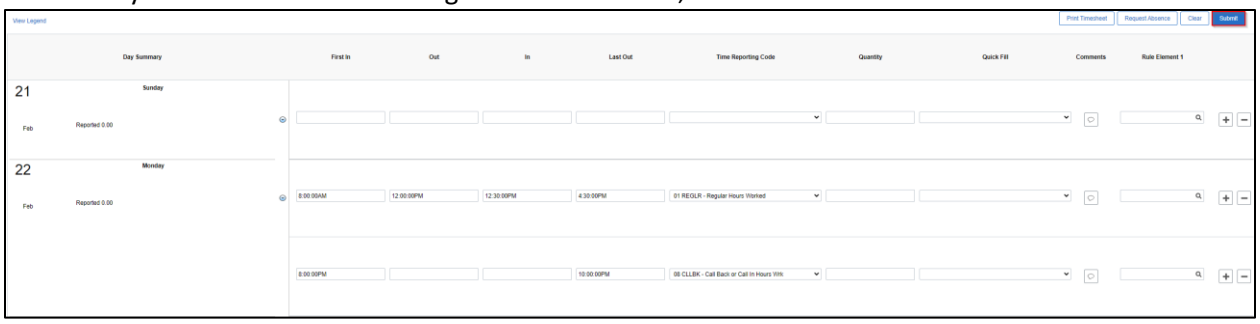
7. Enter Time Reporting Codes for the selected week using the drop-down list. If no selection is made, it will default to *01 REGLR-Regular Hours Worked.*



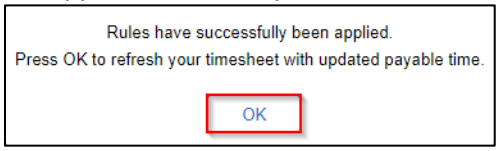
8. If multiple Time Reporting Codes are needed on a specific day, add another row by clicking the corresponding **Plus** button.

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.**



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.