

Timesheet Overview

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OVERVIEW

The timesheet enables employees (or supervisors/timekeepers on employee’s behalf) to enter time worked and view additional information such as their daily scheduled and reported time.

NAVIGATION

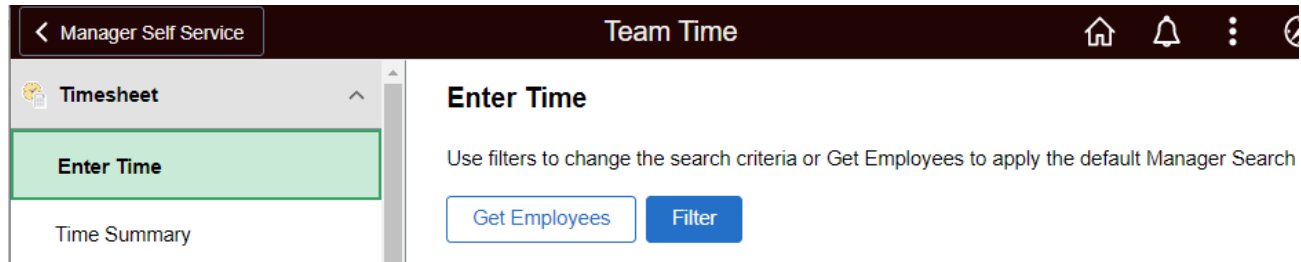
EMPLOYEE SELF-SERVICE (ESS) FOR EMPLOYEES

Home > Employee Self-Service > Time > Enter Time



MANAGER SELF-SERVICE (MSS) FOR SUPERVISORS

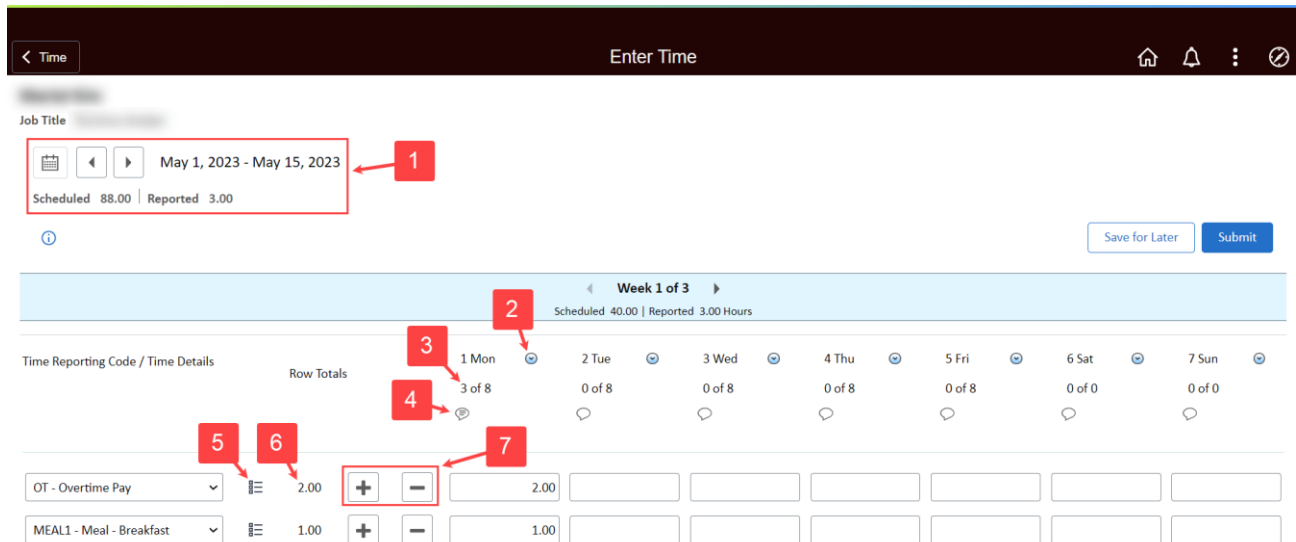
Home > Manager Self-Service > Team Time > Enter Time



TIMESHEET FUNCTIONS

View the following list and screenshot for a brief look at some of the functions on the timesheet:

1. The **Time Selection Information** is on the left of the screen to provide more open space in the header and to be consistent with other pages. You can click the calendar icon to select/move the timesheet date range.
2. Clicking the related **Actions** button in the day column header will expand a drop-down menu to view details like **Time Summary** and **Payable Time**.
3. **Reported** and **Scheduled** time for the day is available in a single line view of the day column header.
4. The **Comments** icon exists at the bottom of the day column header. Click the icon to enter comments for the time reported for the day.
5. Click the **Time Details** button icon to search for and assign combo codes/UAC to reported time.
6. **Row Totals** column shows the sum of time reported for a set of time details.
7. The add and delete row buttons (**+/-**) exist on the left side of the time reporting fields.



The screenshot shows the 'Enter Time' interface. At the top, there is a navigation bar with a back arrow, 'Time', 'Enter Time', and utility icons. Below this, the 'Job Title' is displayed. A date range selector shows 'May 1, 2023 - May 15, 2023' with a calendar icon. Below the date range, it shows 'Scheduled 88.00 | Reported 3.00'. There are 'Save for Later' and 'Submit' buttons. The main area is a table for 'Week 1 of 3' with columns for days of the week. The '1 Mon' column shows '3 of 8' and a comment icon. Below the table, there are rows for 'OT - Overtime Pay' and 'MEAL1 - Meal - Breakfast'. Each row has a dropdown menu, a 'Row Totals' column, and a '+ -' button. The 'OT - Overtime Pay' row shows a total of 2.00, and the 'MEAL1 - Meal - Breakfast' row shows a total of 1.00.