

Submitting a Timesheet - Elapsed Time - ESS

Step	Action
1.	<p>Begin by navigating to the Timesheet page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks HCM system, please select all values and options based on agency policy, the paperwork on hand, and the current situation.</p> <p>Click the Main Menu link.</p> 
2.	<p>Click the Self Service link.</p> 
3.	<p>Click the Time Reporting link.</p>
4.	<p>Click the Report Time link.</p> 
5.	<p>Click the Timesheet link.</p> 
6.	<p>Use the Timesheet page to enter elapsed time.</p> <p>The timesheet may be viewed by day, week, or calendar period (i.e., pay period) by selecting the desired options in the View By and Date fields.</p> <p>Time can be submitted for dates <u>up to 30 days in the past</u> and <u>up to 30 days in the future</u>.</p>
7.	<p>The timesheet also displays the Reported Hours for the selected view and the Scheduled Hours for current reporting period.</p>
8.	<p>Use each Date column to indicate the hours worked on that work day.</p> <p>Note: For this example, we will start with Tuesday, 1/17 because Monday 1/16 was a holiday.</p> <p>Enter the appropriate information into the Tue field.</p> <p>For this example, type 8.</p>
9.	<p>Enter the appropriate information into the Wed field.</p> <p>For this example, type 8.</p>

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10.	Enter the appropriate information into the Thu field. For this example, type 8 .
11.	Enter the appropriate information into the Fri field. For this example, type 8 .
12.	<p>Note: <u>The user must always report actual hours worked.</u> When necessary, partial hours worked can also be reported.</p> <p>Report partial hours worked by using the decimal format, for example:</p> <p style="padding-left: 40px;">3 hours and 30 minutes = 3.5 3 hours and 15 minutes = 3.25 3 hours and 10 minutes = 3.17</p> <p>Tip: The decimal you need to add to report the minutes can be calculated by dividing the number of minutes worked by 60 (e.g., to calculate 10 minutes: 10/60 = 0.17).</p>
13.	The user may choose to report time against a specific Time Reporting Code (TRC) . Click the Horizontal scrollbar.
14.	The user may choose to report time against a specific Time Reporting Code (TRC) . Click the Time Reporting Code list. 
15.	Reporting time against a TRC is optional. When one is not selected, the reported hours default to regular time . In this example, we will proceed without explicitly assigning a TRC. <p>Note: <u>absences for which the user accrues a balance must be requested via the absence management functionality.</u> Once the absence request (extended, non-extended, or leave donation) is approved, the corresponding hours will be reflected in the timesheet. <u>Only time for absence types for which the user does not accrue a balance</u> (e.g., administrative leave, court leave, etc.) <u>can be reported in the timesheet.</u></p>
16.	To view the right side of the timesheet, the user needs to use the horizontal scrollbar. Click the horizontal scrollbar.

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17.	<p>You may need to report time against a specific Combination Code. A Combination Code is only used when time must be reported against a specific project or task (such as a grant).</p> <p>When reporting against a combination code is not required, the system will charge the reported time to the default account code set up for your job.</p> <p>Note: <u>contact your manager to help you determine if you need to report time against a combination code.</u></p> <p>In this example, we will proceed without selecting a combination code, since the employee has not worked on any special projects.</p>
18.	<p>To go back to the left side of the timesheet, the user needs to use the horizontal scrollbar.</p> <p>Click the horizontal scrollbar.</p>
19.	<p>Use the Reported Time Status section to review the status of the time you reported.</p>
20.	<p>The timesheet must have been submitted for the information to display.</p>
21.	<p>Use the Summary section to review the time that was submitted.</p> <p>Click the Summary tab.</p> 
22.	<p>The timesheet must have been submitted for the information to display.</p>
23.	<p>Click the Vertical scrollbar.</p>
24.	<p>Use the Submit button to submit your timesheet.</p> <p>Click the Submit button.</p> 
25.	<p>The system displays a confirmation page to indicate the timesheet has been submitted.</p> <p>Click the OK button.</p> 
26.	<p>The user can review the hours that have been submitted for the selected period, the total hours reported in each row (Total Hours), and the total reported hours in the timesheet (Reported Hours) to validate that time was reported correctly.</p> <p>Note: the Reported Hours field reflects all hours (working and non-working) reported in the timesheet for the period being submitted.</p>
27.	<p>Click the Reported Time Status tab.</p> 

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28.	The user can also review the information on the Reported Time Status and Reported Time Summary tabs to validate that hours have been correctly reported and submitted.
29.	Note: if, after reviewing the submitted time, the user determines that the reported time needs to be corrected, the user may proceed with modifying the timesheet and submitting the modified reported time. Modifications can be made to dates <u>up to 30 days in the past</u> and <u>up to 30 days in the future</u> .
30.	Congratulations! You have completed submitting elapsed time using the timesheet. End of Procedure.