




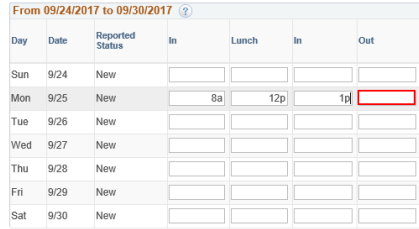
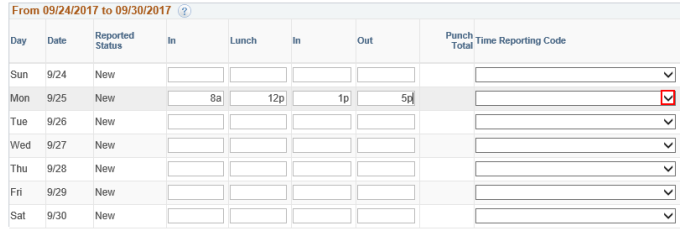
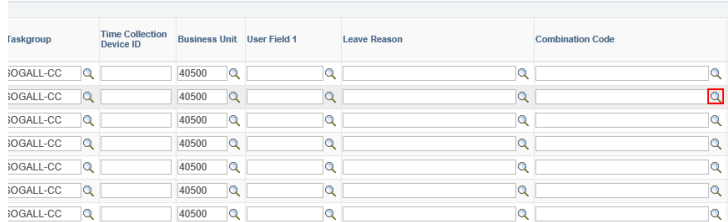





## Submitting a Timesheet - Punched Hourly Time - ESS

Step	Action
1.	<p>Begin by navigating to the <b>Timesheet</b> page.</p> <p>Click the <b>Main Menu</b> link.</p> 
2.	<p>Click the <b>Self Service</b> link.</p> 
3.	<p>Click the <b>Time Reporting</b> link.</p> 
4.	<p>Click the <b>Report Time</b> link.</p> 
5.	<p>Click the <b>Timesheet</b> link.</p> 
6.	<p>Use the <b>Timesheet</b> page to enter time.</p> <p>The timesheet is defaulted to View By the Calendar Period.</p> <p>Time can be submitted for dates <u>up to 45 days in the past and up to 180 days in the future.</u></p>
7.	<p>The timesheet displays <b>Reported Hours</b> for total hours associated with TRCs. The TRCs are related to time worked, taken, and unpaid time for the current reporting period.</p> <p>For this example, the next reporting period was used. It would be displayed to the left of <b>Reported Hours</b>.</p>
8.	<p>The period for which the user will be entering time is displayed in the timesheet header.</p> <p>The system displays one row for each day within the selected period. In this example, we will use the Calendar Period view for the week of <i>September 24th</i> to <i>September 30th</i>, and the system displays rows for each <b>Day</b> and <b>Date</b> within that period, accordingly.</p> <p>For new timesheets, the <b>Reported Status</b> of each row is <i>New</i>.</p>

Step	Action																																																								
9.	<p>Use the first <b>In</b> column to indicate the time you started your work day.</p> <p>Click in the <b>In</b> field.</p> <p>From 09/24/2017 to 09/30/2017 ?</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Reported Status</th> <th>In</th> <th>Lunch</th> <th>In</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Sun</td> <td>9/24</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Mon</td> <td>9/25</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tue</td> <td>9/26</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Wed</td> <td>9/27</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Thu</td> <td>9/28</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fri</td> <td>9/29</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Sat</td> <td>9/30</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Day	Date	Reported Status	In	Lunch	In	Out	Sun	9/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mon	9/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Tue	9/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Wed	9/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Thu	9/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fri	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sat	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Date	Reported Status	In	Lunch	In	Out																																																			
Sun	9/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Mon	9/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Tue	9/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Wed	9/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Thu	9/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Fri	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Sat	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
10.	<p>Enter the appropriate information into the <b>In</b> field.</p> <p>For this example, type <b>8a</b>.</p>																																																								
11.	<p>Use the <b>Lunch</b> column to indicate the time you started your lunch time.</p> <p>Press <b>[Tab]</b>.</p>																																																								
12.	<p>Enter the appropriate information into the <b>Lunch</b> field.</p> <p>For this example, type <b>12p</b>.</p> <p>From 09/24/2017 to 09/30/2017 ?</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Reported Status</th> <th>In</th> <th>Lunch</th> <th>In</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Sun</td> <td>9/24</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Mon</td> <td>9/25</td> <td>New</td> <td>8a</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tue</td> <td>9/26</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Wed</td> <td>9/27</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Thu</td> <td>9/28</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fri</td> <td>9/29</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Sat</td> <td>9/30</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Day	Date	Reported Status	In	Lunch	In	Out	Sun	9/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mon	9/25	New	8a	<input type="text"/>	<input type="text"/>	<input type="text"/>	Tue	9/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Wed	9/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Thu	9/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fri	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sat	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Date	Reported Status	In	Lunch	In	Out																																																			
Sun	9/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Mon	9/25	New	8a	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Tue	9/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Wed	9/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Thu	9/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Fri	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Sat	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
13.	<p>Use the second <b>In</b> column to indicate the time you resumed working after lunch.</p> <p>Press <b>[Tab]</b>.</p>																																																								
14.	<p>Enter the appropriate information into the <b>In</b> field.</p> <p>For this example, type <b>1p</b>.</p> <p>From 09/24/2017 to 09/30/2017 ?</p> <table border="1"> <thead> <tr> <th>Day</th> <th>Date</th> <th>Reported Status</th> <th>In</th> <th>Lunch</th> <th>In</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Sun</td> <td>9/24</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Mon</td> <td>9/25</td> <td>New</td> <td>8a</td> <td>12p</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Tue</td> <td>9/26</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Wed</td> <td>9/27</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Thu</td> <td>9/28</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fri</td> <td>9/29</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Sat</td> <td>9/30</td> <td>New</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Day	Date	Reported Status	In	Lunch	In	Out	Sun	9/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mon	9/25	New	8a	12p	<input type="text"/>	<input type="text"/>	Tue	9/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Wed	9/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Thu	9/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Fri	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Sat	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Date	Reported Status	In	Lunch	In	Out																																																			
Sun	9/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Mon	9/25	New	8a	12p	<input type="text"/>	<input type="text"/>																																																			
Tue	9/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Wed	9/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Thu	9/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Fri	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
Sat	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>																																																			
15.	<p>Use the <b>Out</b> column to indicate the time you completed your work day.</p> <p>Press <b>[Tab]</b>.</p>																																																								

Step	Action
16.	<p>Enter the appropriate information into the <b>Out</b> field.</p> <p>For this example, type <b>5p</b>.</p> <p><b>Note:</b> If the employee does not clock <b>Out</b>, the TL Time Admin process will create an Exception and not process the day.</p> 
17.	<p>You may choose to report time against a specific <b>Time Reporting Code (TRC)</b>.</p> <p>Click the <b>Time Reporting Code</b> drop down list option.</p> <p><b>Note:</b> If the hourly employee does not take a break, and works less than six (6) hours, the employee does not need to enter a Lunch or <i>In</i> from Lunch. The employee can merely enter the <i>In</i> and <i>Out</i> to document the total hours worked.</p> 
18.	<p>In this example, we will proceed without selecting a TRC, since the employee has only REGH - Regular Pay Hourly available and since the system will automatically assign any TRC for regular hours .</p>
19.	<p>To view the right side of the timesheet, the user needs to use the horizontal scrollbar.</p> <p>Click the <b>Horizontal</b> scrollbar.</p>
20.	<p>The <b>*Taskgroup</b> column contains editable fields, which defaults: <i>SOGALL-CC</i>.</p> <p><u>DO NOT</u> change the value in this field. If the field does NOT contain <i>SOGALL-CC</i>, notify your T&amp;L Administrator to correct your T&amp;L setup data.</p>

Step	Action
21.	<p>You may need to report time against a specific combination code.</p> <p>A <b>Combination Code</b> is only used when time must be reported against a specific project or task (such as a grant).</p> <p>Click the <b>Look up Combination Code</b> graphic.</p> 
22.	<p>If a <b>Combination Code</b> is not required, the system will automatically charge the reported time to the default account code set up for your job.</p> <p><b>Note:</b> <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> <p>Click the <b>Cancel</b> button.</p> 
23.	<p>To go back to the left side of the timesheet, the user needs to use the horizontal scrollbar.</p> <p>Click the <b>Horizontal</b> scrollbar.</p>
24.	<p><b>Note:</b> <u>You must report the exact time you start and stop working.</u> You may enter both hours and minutes as needed to reflect the exact time. For example, if you start your work day at 8:01am, break for lunch at 11:57am, resume work at 12:58pm, and stop your work day at 4:05pm, you should report:</p> <p><b>In:</b> 8:01a  <b>Lunch:</b> 11:57a  <b>In:</b> 12:58p  <b>Out:</b> 4:05p</p> <p>In the example that follows, 8:00am-12:00pm and 1:00pm-5:00pm are the hours the employee actually worked in the period <b>September 24 - September 30</b>.</p>
25.	<p>Repeat previous steps through each day of the week. For this simulation, the week will be completed for you.</p> <p>Press <b>[Enter]</b>.</p>

Step	Action
26.	Use the <b>Submit</b> button to submit your timesheet.  Click the <b>Submit</b> button. 
27.	The system displays a confirmation page to indicate the timesheet has been submitted.  Click the <b>OK</b> button. 
28.	Click the <b>Vertical</b> scrollbar.
29.	The <b>Reported Time Summary</b> section compares your scheduled hours to your actual hours worked to show any deviation from your Assigned Schedule.  Since Hourly Employees do not have a schedule assigned, this section is blank before actual Hours Worked are submitted.
30.	<b>Total Reported Hours</b> indicate the submitted Hours Worked for each day.  The timesheet must be submitted for the Total Reported Hours to calculate and display.
31.	Click the <b>Vertical</b> scrollbar to return to the top of the timesheet.
32.	The user may also review the punches ( <b>In, Lunch, In, Out</b> ), the total hours reported in each row ( <b>Punch Total</b> ), and the total reported hours in the timesheet ( <b>Reported Hours</b> ) to validate that time was reported correctly.  <b>Note:</b> The <b>Reported Hours</b> field reflects only the Hours Worked that are reported in the timesheet for the period being submitted.
33.	<b>Note:</b> After reviewing the submitted time, the user determines that the reported time needs to be corrected, the user may modify the timesheet and resubmit the changed reported time.  Changes can be made to dates <u>up to 45 days in the past and up to 180 days in the future.</u>
34.	<b>Congratulations!</b> You have completed submitting punched time using the timesheet for an hourly employee. <b>End of Procedure.</b>