Recording Time with a Schedule Change

1. Begin by navigating to the **Timesheet Summary** page.

   ![Menu](image1)

   - Click the **Manager Self Service** link
   - Click the **Time Management** link.
   - Click the **Report Time** link

2. Click the **Timesheet** link.

   ![Menu](image2)

3. Use the **Employee Selection Criteria** section of the **Timesheet Summary** page to select a group of employees or an individual employee, for time entry.
4. Enter the desired information into the **Value** field. For example, Group ID.

5. The **Date** field defaults to the current date. The **Timesheet** will display the current pay period inclusive of the default date.

6. Click the **Get Employees** button.

7. The employee information displays at the bottom of the page. Click on the employee name to bring up the timesheet to enter time.
1. Use the **Timesheet** page to enter time, adjust reported time, and view time.

The top portion of the page displays the employee's information: **Job Title**, **Employee ID**, **Record Number**, and **Department**.

The **View By** field determines how much time can be recorded and defaults to **Week**. The **Date** field defaults to the first day of the current week.

Links are provided for accessing timesheets for the **Previous Week** and **Next Week**.

Scroll to the bottom of the page to view the **Reported Time Status**, the **Reported Hours Summary**, and **Balances** for vacation, sick, personal, and comp time.

**Note:** If you know the employee’s schedule and know it will change, you do not have to apply the schedule first, go directly to Manage Schedule to make the change. Go to step 9

To populate the grid with the employee's scheduled time, click the **Apply Schedule** button.
8. The employee’s regular schedule displays with the appropriate **Time Reporting Code**.

**Timesheet**

Anna Davidson  
Employee ID: 19901222  
Job Title: Clerk IV  
Employee Record Number: 0  
Department: A221100  
Controller’s Office

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**Click for instructions**

- View By: Week  
  - Date: 03/09/2009  
  - Next Week  

- Populate Time From: Schedule Information

- Reported Hours: 0:00 Hours  
  - Scheduled Hours: 37.50 Hours

- Reported time on or before 03/14/2009 is for a prior period.

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**From Sunday 03/08/2009 to Saturday 03/14/2009**

<table>
<thead>
<tr>
<th>Date</th>
<th>Sun 3/8</th>
<th>Mon 3/9</th>
<th>Tue 3/10</th>
<th>Wed 3/11</th>
<th>Thu 3/12</th>
<th>Fri 3/13</th>
<th>Sat 3/14</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Reporting Code</td>
<td>REG - Regular Pay SERS Elig</td>
<td>Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Submitted**  
**Apply Schedule**

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**Reported Time Status - click to view**  
**Reported Hours Summary - click to hide**

**Category**  
**Sun 3/8**  
**Mon 3/9**  
**Tue 3/10**  
**Wed 3/11**  
**Thu 3/12**  
**Fri 3/13**  
**Sat 3/14**  
**Total**

<table>
<thead>
<tr>
<th>Total Reported Hours</th>
<th>7.500</th>
<th>7.500</th>
<th>7.500</th>
<th>7.500</th>
<th>7.500</th>
<th>7.500</th>
<th></th>
<th>37.500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Scheduled Hours</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td></td>
<td>37.500</td>
</tr>
<tr>
<td>Schedule Deviation</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td>7.500</td>
<td></td>
<td>37.500</td>
</tr>
</tbody>
</table>

For this example, the employee will work 7.5 hours on Saturday instead of 7.5 hours on Wednesday (the regular schedule). It is very important that you manipulate the schedule prior to entering any time on the paysheet because once the schedule is changed you will have to refresh the timesheet and will lose any time you had submitted during this transaction. If this is not the first time you have accessed the timesheet and submitted hours for this employee the apply schedules button is no longer accessible. You can still change the schedule using the manage schedules link, however you will manually have to move the time on the timesheet so that the scheduled hours match the reported hours coming from the employee’s schedule on their job record.
9. Scroll to the bottom of the page and click the **Manage Schedules** link.

10. On the **Weekly Schedules** page, click the **Get Employees** button.
11. The employee’s regular schedule displays at the bottom of the page.

Click the 7.5 Hours link for Wednesday.

12. The ‘Schedule Details’ will show Off Shift unchecked and Sched Hrs of 7.5.

Note: Off Shift has nothing to do with working shifts. Unchecked indicates a regularly scheduled day of work and checked indicates their regularly scheduled day off.
13. On the **Daily Detail** page, click the **Off Shift** option on and enter the hours into the **Sched Hrs** field. Since this is the day the employee is not working, enter **0**

**Daily Detail for 03/11/2009**

Anna Davidson  Employee ID:  19001222
Job Title:  Clerk IV  Employee Record Number:  0

14. Click the **Save** button.

15. **Daily Detail for 03/11/2009**

**Save Confirmation**

- The **Save** was successful.

- **OK**

Click the **OK** button.
16. On the **Weekly Schedules** page, click the **0 Hours** link for Saturday.

17. The ‘**Schedule Details**’ will show **Off Shift** checked and **Sched Hrs** of 0.00

**Note**: **Off Shift** has nothing to do with working shifts. Unchecked indicates a regularly scheduled day of work and checked indicates their regularly scheduled day off.
18. On the Daily Detail page, check the Off Shift option to indicate a work day and enter the hours the employee will work in Sched Hrs field.

**Daily Detail for 03/14/2009**

Anna Davidson  
Job Title: Clerk IV

Employee ID: 1901222
Employee Record Number: 0

Click to View Instructions

Schedule Settings

- Schedule Type: Elapsed
- Punch Pattern: Default
- Default Taskgroup: UM_EXP

Refresh Schedule (Existing schedule will be cleared and refreshed based on the above selections.)

**Primary Schedule**

<table>
<thead>
<tr>
<th>Shift ID</th>
<th>Off Shift</th>
<th>Taskgroup</th>
<th>Sched Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>UM_EXP</td>
<td>7.5</td>
</tr>
</tbody>
</table>

Training Details

- No training data for today

Absence Details

- No absence data for today

Holiday Details

- No holiday data for today

Save

19. If the schedule change happens to have the employee working on the weekend, you need to indicate the weekend shift.

Click the ‘Task Reporting Elements’ tab.
20. Indicate the Shift the employee is working in the **Shift** field

**Daily Detail for 03/14/2009**

Anna Davidson  
Job Title: Clerk IV
Employee ID: 19901222
Employee Record Number: 0

21. **Note**: Do not enter a **Shift Combo Code**. The combo code will default to the combo code the employee’s base pay is charged to.

22. Click the **Save** button.

23. Click the **OK** button.
24. The employee's adjusted schedule displays with 0 hours for Wednesday and 7.5 hours for Saturday. To record the time, click the **Return to Timesheet** link.

25. On the **Timesheet** page, click the **Refresh** button.
26. If you had already applied a schedule, you will receive a warning message:

You have unsaved Data on this page. Click OK to go back and save, or Cancel to continue. (13504,3621)

[Image of OK and Cancel buttons]

If you had entered any time prior to this point, you will lose it and will need to re-enter.

27. Click the **Cancel** button.

28. Click the **Apply Schedule** button.

29. The employee's time displays with the adjusted schedule.

[Image of timesheet]

30. Click the **Submit** button.
31. Click the **OK** button.

![Submit Confirmation]

32. You are returned to the **Timesheet** page, where the recorded time is displayed in the **Reported Hours Summary** section.

33. To enter time for another week for the same employee, you can click **<< Previous Week** or **Next Week >>** provided you are in the same pay period.

34. If your search returned multiple employees, you can click **Next Employee >>** near the top of the timesheet.

<table>
<thead>
<tr>
<th>View By:</th>
<th>Date: 03/09/2009</th>
<th>&lt;&lt; Previous Week</th>
<th>Next Week &gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported Hours: 37.500 Hours</td>
<td>Scheduled Hours: 37.500 Hours</td>
<td>&lt;&lt; Previous Employee</td>
<td>Next Employee &gt;&gt;</td>
</tr>
</tbody>
</table>

Or

click **Return to Select Employee** near the bottom of the timesheet.

35. **End of Procedure.**