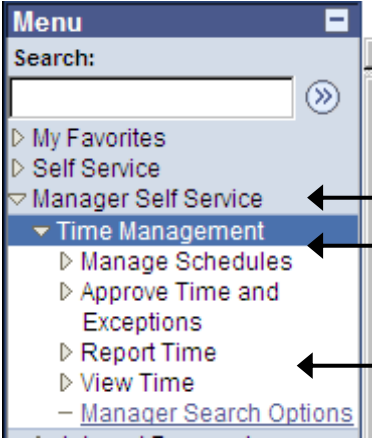
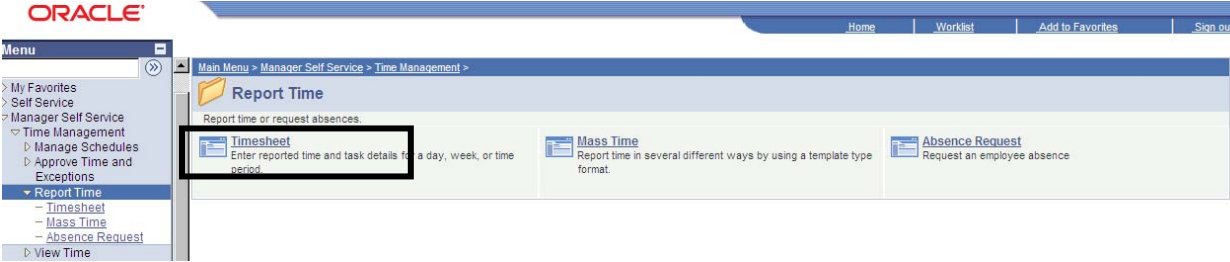


Recording Time with a Schedule Change

<p>1.</p>	<p>Begin by navigating to the Timesheet Summary page.</p>  <p>Click the Manager Self Service link</p> <p>Click the Time Management link.</p> <p>Click the Report Time link</p>
<p>2.</p>	 <p>Click the Timesheet link.</p> <p>Timesheet</p>
<p>3.</p>	<p>Use the Employee Selection Criteria section of the Timesheet Summary page to select a group of employees or an individual employee, for time entry.</p>

4. Enter the desired information into the **Value** field. For example, Group ID.

Report Time

Timesheet Summary

Employee Selection Criteria

Description	Value
Group ID	A8600
EmplID	
Empl Rcd Nbr	
Last Name	
First Name	
Business Unit	
Job Code	
Department	
Supervisor ID	
Reports To Position Number	
Workgroup	
Employee Type	
Payroll Status	A

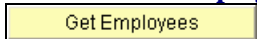
Clear Selection Criteria Save Selection Criteria Get Employees

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Select **Payroll Status** of “Active” to limit your search returns to active employees.

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.

Employees For Patricia Obrien, Totals From 03/15/2009 - 03/21/2009

Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception	Approved/Submitted Hours	Denied Hours	Employee ID	Empl Rcd Nbr	Job	Department	Department Description	Workgroup
John Smith	Sr Data Analyst	0.000	0.000	30.000		0.000	0.000	10019107	0	IS01C	A860000	Administrative Systems Support	A_SEIUPROF
Daniel Trudeau_Sr	Student Employee	0.000	0.000	0.000		0.000	0.000	10091146	3	ST9999	A860000	Administrative Systems Support	A_STUDACAD
David Jones	Student Employee	0.000	0.000	0.000		0.000	0.000	10008045	0	ST9999	A860000	Administrative Systems Support	A_STUDACAD
David Jones	Student Employee	0.000	0.000	0.000		0.000	0.000	10008045	2	ST9999	A860000	Administrative Systems Support	A_STUDACAD
Sally Wansmith	Supervising Programmer	0.000	0.000	31.500		0.000	0.000	10001169	0	IP01S	A860000	Administrative Systems Support	A_NUPROF
Edward Geltner	Departmental Assistant	0.000	0.000	0.000		0.000	0.000	10055314	12	05T54	A860000	Administrative Systems Support	A_NBHOURLY
Emily Roberts	Student Employee	0.000	0.000	0.000		0.000	0.000	10106932	0	ST9999	A860000	Administrative Systems Support	A_STUDACAD

Click on the employee name to bring up the timesheet to enter time.

<p>1.</p>	<p>Use the Timesheet page to enter time, adjust reported time, and view time.</p> <p>Timesheet</p> <p>Anna Davidson Employee ID: 19901222</p> <p>Job Title: Clerk IV Employee Record Number: 0 Department: A821100 Controller's Office</p> <p>Click for Instructions</p> <p>View By: <input type="text" value="Week"/> Date: <input type="text" value="03/08/2009"/> <input type="button" value="Refresh"/> << Previous Week Next Week >></p> <p>Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours</p> <p>Reported time on or before 03/14/2009 is for a prior period.</p> <p>From Sunday 03/08/2009 to Saturday 03/14/2009</p> <p>Timesheet Overrides [EE]</p> <table border="1"> <thead> <tr> <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> <th>Time Reporting Code</th> <th>Type</th> <th>Shift</th> <th>Shift Combo Code</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Submit"/> <input type="button" value="Apply Schedule"/></p> <p>Reported Time Status - click to view</p> <p>Reported Hours Summary - click to hide</p> <table border="1"> <thead> <tr> <th>Category</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>Total Reported Hours</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Scheduled Hours</td> <td></td> <td></td> <td></td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>37.500</td> </tr> <tr> <td>Schedule Deviation</td> <td></td> <td></td> <td></td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>37.500</td> </tr> </tbody> </table> <p>Balances - click to hide</p> <table border="1"> <thead> <tr> <th>Plan Type</th> <th>End balance as of 03/08/2009</th> </tr> </thead> <tbody> <tr> <td>Vacation</td> <td>478.847</td> </tr> <tr> <td>Sick</td> <td>437.736</td> </tr> <tr> <td>UMass Sick Bank</td> <td></td> </tr> <tr> <td>Personal</td> <td>6.420</td> </tr> </tbody> </table>	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total	Time Reporting Code	Type	Shift	Shift Combo Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Category	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total	Total Reported Hours									Total Scheduled Hours				7.500	7.500	7.500	7.500	37.500	Schedule Deviation				7.500	7.500	7.500	7.500	37.500	Plan Type	End balance as of 03/08/2009	Vacation	478.847	Sick	437.736	UMass Sick Bank		Personal	6.420
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<p>2.</p>	<p>The top portion of the page displays the employee's information: Job Title, Employee ID, Record Number, and Department.</p>																																																																						
<p>3.</p>	<p>The View By field determines how much time can be recorded and defaults to Week.</p> <p>The Date field defaults to the first day of the current week.</p>																																																																						
<p>4.</p>	<p>Links are provided for accessing timesheets for the Previous Week and Next Week.</p>																																																																						
<p>5.</p>	<p>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.</p>																																																																						
<p>6.</p>	<p>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 <i>step 9</i></p>																																																																						
<p>7.</p>	<p>To populate the grid with the employee's scheduled time, click the Apply Schedule button.</p> <p><input type="button" value="Apply Schedule"/></p>																																																																						

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: A821100 Controller's Office

[Click for Instructions](#)

View By: Date: [<< Previous Week](#) [Next Week >>](#)

Populate Time From:

Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours

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

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

Timesheet Overrides

	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total	Time Reporting Code	Type	Shift	Shift Combo Code
	<input type="text"/>	7.500	7.500	7.500	7.500	7.500	<input type="text"/>		REG - Regular Pay SERS Elig	Hours	<input type="text"/>	<input type="text"/>
		<input type="button" value="Submit"/>		<input type="button" value="Apply Schedule"/>								

[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
Total Reported Hours								
Total Scheduled Hours		7.500	7.500	7.500	7.500	7.500		37.500
Schedule Deviation		7.500	7.500	7.500	7.500	7.500		37.500

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.

[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
Total Reported Hours								
Total Scheduled Hours		7.500	7.500	7.500	7.500	7.500		37.500
Schedule Deviation		7.500	7.500	7.500	7.500	7.500		37.500

[Balances - click to hide](#)

Plan Type	End balance as of 03/08/2009
Vacation	478.847
Sick	437.736
UMass Sick Bank	
Personal	6.420
Comp Time - H180DAYEXP	
Comp Time - H120DAYEXP	

Go To: [Manager Self Service](#)

[Time Management](#)

[Punch Timesheet](#)

[Return to SELECT Timesheet](#)

[Manage Schedules](#)



10.

On the **Weekly Schedules** page, click the **Get Employees** button.

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	19901222
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>

[Click for Instructions](#)

Date and Schedule Selection

View By: Date: Schedule Group:

[<< Previous Week](#) [Next Week >>](#)

Employees For Patricia Obrien										View All	First	1 of 1	Last
Select	Name	Job Title	Sunday 03/08/09	Monday 03/09/09	Tuesday 03/10/09	Wednesday 03/11/09	Thursday 03/12/09	Friday 03/13/09	Saturday 03/14/09	Total Hours	EmplID		
<input type="checkbox"/>	Name												

11. The employee's regular schedule displays at the bottom of the page.

Weekly Schedules

Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
EmplID	19901222
Empl Rcd Nbr	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Reports To Position Number	<input type="text"/>
Workgroup	<input type="text"/>
Employee Type	<input type="text"/>

[Click for Instructions](#)

Date and Schedule Selection

View By: Week Date: 03/08/2009 Schedule Group:

[<< Previous Week](#)
[Next Week >>](#)

Employees For Patricia Obrien

Select	Name	Job Title	Sunday 03/08/09	Monday 03/09/09	Tuesday 03/10/09	Wednesday 03/11/09	Thursday 03/12/09	Friday 03/13/09	Saturday 03/14/09	Total Hours	EmplID
<input type="checkbox"/>	Georgene Carmany	Clerk IV	9 Hours	7.6 Hours	7.6 Hours	7.6 Hours	7.6 Hours	7.6 Hours	9 Hours	38	10032023

Click the **7.5 Hours** link for Wednesday.

12.

Primary Schedule

Schedule Details
 Time Reporting Elements
 Task Reporting Elements
 ChartFields

Shift ID	Off Shift	Taskgroup	Sched Hrs
<input type="text"/>	<input type="checkbox"/>	UM_EXP	7.50

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: 19901222
 Job Title: Clerk IV Employee Record Number: 0

[Click to View Instructions](#)

Schedule Settings

Schedule Type: Punch Pattern: Default Taskgroup:

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

Primary Schedule

Schedule Details | Time Reporting Elements | Task Reporting Elements | ChartFields

Shift ID	Off Shift	Taskgroup	Sched Hrs
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="UM_EXP"/>	<input type="text" value="0.00"/>

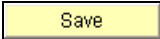
Training Details
No training data for today

Absence Details
No absence data for today

Holiday Details
No holiday data for today

[Return to Manage Schedules](#)

14. Click the **Save** button.



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

The Save was successful.



Click the **OK** button.

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

[Click for Instructions](#)

Date and Schedule Selection
 View By: Week Date: 03/08/2009 Refresh Schedule Group:
[<< Previous Week](#) [Next Week >>](#)

Employees For Patricia O'Brien

Select	Name	Job Title	Sunday 03/08/09	Monday 03/09/09	Tuesday 03/10/09	Wednesday 03/11/09	Thursday 03/12/09	Friday 03/13/09	Saturday 03/14/09	Total Hours	EmpID
<input type="checkbox"/>	Georgene Carmany	Clerk IV	9 Hours	7.6 Hours	7.6 Hours	9 Hours	7.6 Hours	7.6 Hours	9 Hours		30 10032023

Schedule Actions
Schedule Replacements Copy Schedules Swap Schedules

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.

Primary Schedule

Schedule Details Time Reporting Elements Task Reporting Elements ChartFields ...

Shift ID Off Shift Taskgroup Sched Hrs

+ -

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: 19901222
Employee Record Number: 0

[Click to View Instructions](#)

Schedule Settings

Schedule Type: Punch Pattern: Default Taskgroup:

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

Primary Schedule

Schedule Details | **Time Reporting Elements** | Task Reporting Elements | ChartFields

Shift ID	Off Shift	Taskgroup	Sched Hrs
<input type="text"/>	<input type="checkbox"/>	<input type="text" value="UM_EXP"/>	<input type="text" value="7.5"/>

Training Details
No training data for today

Absence Details
No absence data for today

Holiday Details
No holiday data for today

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

Primary Schedule

Schedule Details | Time Reporting Elements | **Task Reporting Elements** | ChartFields

Shift ID	Off Shift	Taskgroup	Sched Hrs
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text" value="UM_EXP"/>	<input type="text" value="0.00"/>

<p>20.</p>	<p>Indicate the Shift the employee is working in the Shift field</p> <p>Daily Detail for 03/14/2009</p> <p>Anna Davidson Employee ID: 19901222 Job Title: Clerk IV Employee Record Number: 0</p> <hr/> <p>Click to View Instructions</p> <p>Schedule Settings</p> <p>Schedule Type: <input type="text" value="Elapsed"/> Punch Pattern: <input type="text" value="Default"/> Default Taskgroup: <input type="text"/></p> <p><input type="button" value="Refresh Schedule"/> (Existing schedule will be cleared and refreshed based on the above selections.)</p> <p>Primary Schedule</p> <p>Schedule Details Time Reporting Elements Task Reporting Elements ChartFields</p> <table border="1"> <thead> <tr> <th>Shift ID</th> <th>Business Unit</th> <th>Combo Code</th> <th>Shift</th> <th>Shift Combo Code</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="WKND8FT1"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <p>Training Details No training data for today</p> <p>Absence Details No absence data for today</p> <p>Holiday Details No holiday data for today</p> <p><input type="button" value="Save"/></p>	Shift ID	Business Unit	Combo Code	Shift	Shift Combo Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WKND8FT1"/>	<input type="text"/>
Shift ID	Business Unit	Combo Code	Shift	Shift Combo Code							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="WKND8FT1"/>	<input type="text"/>							
<p>21.</p>	<p>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.</p>										
<p>22.</p>	<p>Click the Save button.</p> <p><input type="button" value="Save"/></p>										
<p>23.</p>	<p>Click the OK button.</p> <p>Daily Detail for 03/14/2009</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p><input type="button" value="OK"/></p>										

24. The employee's adjusted schedule displays with 0 hours for Wednesday and 7.5 hours for Saturday.

[Click for Instructions](#)

Date and Schedule Selection
View By: Date: Schedule Group:

<< Previous Week Next Week >>

Select	Name	Job Title	Sunday 03/08/09	Monday 03/09/09	Tuesday 03/10/09	Wednesday 03/11/09	Thursday 03/12/09	Friday 03/13/09	Saturday 03/14/09	Total Hours	EmplID
<input type="checkbox"/>	Georgene Carmany	Clerk IV	0 Hours	7.5 Hours	7.5 Hours	0 Hours	0 Hours	7.5 Hours	7.5 Hours	38	10032023

Schedule Actions

Legend
Approved Training Planned Absence Holiday Multiple Shifts
Crossover Shift Scheduled OFF Day OFF Replaced Employee R Shift has changing elements

Go To: [Manager Self Service](#)
[Time Management](#)
[Schedule Display Options](#)
[Assign Work Schedules](#)
[Return to Timesheet](#)

To record the time, click the **Return to Timesheet** link.

25. On the **Timesheet** page, click the **Refresh** button.

Timesheet
Anna Davidson Employee ID: 19901222
Job Title: Clerk IV Employee Record Number: 0 Department: A821100 Controller's Office

[Click for Instructions](#)

View By: Date: << Previous Week Next Week >>

Populate Time From:

Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours
Reported time on or before 03/14/2009 is for a prior period.


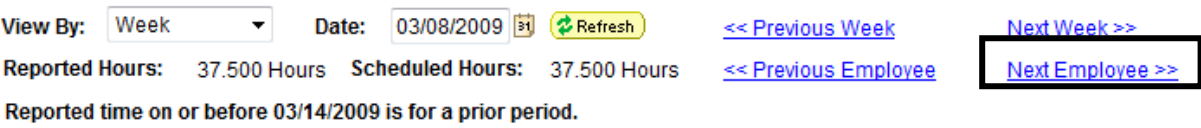
From Sunday 03/08/2009 to Saturday 03/14/2009

	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total	Time Reporting Code	Type	Shift	Shift Combo Code
	<input type="text"/>	7.500	7.500	7.500	7.500	7.500	<input type="text"/>		REG - Regular Pay SERS Elig	Hours	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit"/>		<input type="button" value="Apply Schedule"/>										

[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
Total Reported Hours								
Total Scheduled Hours		7.500	7.500	7.500	7.500	7.500		37.500
Schedule Deviation		7.500	7.500	7.500	7.500	7.500		37.500

<p>26.</p>	<p>If you had already applied a schedule, you will receive a warning message:</p> <p>You have unsaved Data on this page. Click OK to go back and save, or Cancel to continue. (13504,3621)</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>If you had entered any time prior to this point, you will lose it and will need to re-enter.</p>																																																																											
<p>27.</p>	<p>Click the Cancel button.</p> <p><input type="button" value="Cancel"/></p>																																																																											
<p>28.</p>	<p>Click the Apply Schedule button.</p> <p><input type="button" value="Apply Schedule"/></p>																																																																											
<p>29.</p>	<p>The employee's time displays with the adjusted schedule.</p> <p>Timesheet Anna Davidson Employee ID: 19901222 Job Title: Clerk IV Employee Record Number: 0 Department: A821100 Controller's Office</p> <p>Click for Instructions</p> <p>View By: <input type="button" value="Week"/> Date: <input type="text" value="03/08/2009"/> <input type="button" value="Refresh"/> << Previous Week Next Week >></p> <p>Populate Time From: <input type="button" value="Schedule Information"/></p> <p>Reported Hours: 0.000 Hours Scheduled Hours: 37.500 Hours Reported time on or before 03/14/2009 is for a prior period.</p> <p>From Sunday 03/08/2009 to Saturday 03/14/2009</p> <p><input type="button" value="Timesheet"/> <input type="button" value="Overrides"/> <input type="button" value="REG"/></p> <table border="1"> <thead> <tr> <th></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> <th>Time Reporting Code</th> <th>Type</th> <th>Shift</th> <th>Shift Combo Code</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="+"/> <input type="button" value="-"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7.500</td> <td></td> <td>REG - Regular Pay SERS Elig</td> <td>Hours</td> <td>WKNSDFT1</td> <td><input type="text"/></td> </tr> <tr> <td><input type="button" value="+"/> <input type="button" value="-"/></td> <td></td> <td>7.500</td> <td>7.500</td> <td></td> <td>7.500</td> <td>7.500</td> <td></td> <td></td> <td>REG - Regular Pay SERS Elig</td> <td>Hours</td> <td></td> <td><input type="text"/></td> </tr> </tbody> </table> <p><input type="button" value="Submit"/> <input type="button" value="Apply Schedule"/></p> <p>Reported Time Status - click to view Reported Hours Summary - click to hide</p> <table border="1"> <thead> <tr> <th>Category</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>Total Reported Hours</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Scheduled Hours</td> <td></td> <td>7.500</td> <td>7.500</td> <td></td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>37.500</td> </tr> <tr> <td>Schedule Deviation</td> <td></td> <td>7.500</td> <td>7.500</td> <td></td> <td>7.500</td> <td>7.500</td> <td>7.500</td> <td>37.500</td> </tr> </tbody> </table>		Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total	Time Reporting Code	Type	Shift	Shift Combo Code	<input type="button" value="+"/> <input type="button" value="-"/>							7.500		REG - Regular Pay SERS Elig	Hours	WKNSDFT1	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>		7.500	7.500		7.500	7.500			REG - Regular Pay SERS Elig	Hours		<input type="text"/>	Category	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total	Total Reported Hours									Total Scheduled Hours		7.500	7.500		7.500	7.500	7.500	37.500	Schedule Deviation		7.500	7.500		7.500	7.500	7.500	37.500
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<p>30.</p>	<p>Click the Submit button.</p> <p><input type="button" value="Submit"/></p>																																																																											

31.	<p>Click the OK button.</p> 
32.	<p>You are returned to the Timesheet page, where the recorded time is displayed in the Reported Hours Summary section.</p>
33.	<p>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.</p>
34.	<p>If your search returned multiple employees, you can click Next Employee >> near the top of the timesheet</p>  <p>Or</p> <p>click Return to Select Employee near the bottom of the timesheet</p> <p>Go To: Manager Self Service Time Management Punch Timesheet Return to Select Employee (highlighted with a black box) Manage Schedules</p>
35.	<p>End of Procedure.</p>

