

9.2 Making Adjustments to Employee's Timesheet

Purpose : Use this document as a reference to view the appropriate time reporting code for timesheet in ctcLink.

Audience: Time and Labor Administrator.

! You must have at least one of these local college managed security roles:

- ZZ HCM Manager
- ZZ TL Process Time

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

! **If employee works on a Holiday, then they have to report HWK (Holiday Worked) and not HOL (Holiday). If they take alternate day as Holiday, then actual holiday needs to be reported as REG (Regular) and not HWK (Holiday Worked).**

Navigation: NavBar > Manager Self Service > Time Management > Report Time > Timesheet

1. The **Timesheet** search page displays.
2. Enter valid value in the **Employee ID** field or use the look up icon (magnifying glass).
3. Select the **Get Employees** button.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<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"/>

Get Employees
Clear Criteria
Save Criteria

- The **Search** result displays.
- Select the **Last Name** link.
- The **Timesheet** page displays.
- Enter **Time** against the reporting code.
- To view the appropriate time reporting code, change the **View By** drop down to **Day**.

 At times the appropriate Time Reporting code is not available for the selected timesheet's View by Calendar period option. For example: When an employee is enrolled in Time and Labor in mid-period of the calendar OR the workgroup is changed.

- Enter the time in appropriate date.
- Select **Submit**.

Example below of regular time.

Timesheet

Ju.....
SOCIAL WORK ASSISTANT,2

Employee ID 101.....
Empl Record 0

Earliest Change Date 11/01/2019

[Actions](#)

Select Another Timesheet

*View By Day [Previous Period](#) [Next Period](#)
*Date 12/16/2019 [Print Timesheet](#)
Reported Hours 0.00

From Monday 12/16/2019 to Tuesday 12/31/2019

Mon 12/16	Tue 12/17	Wed 12/18	Thu 12/19	Fri 12/20	Sat 12/21	Sun 12/22	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26
8.00										

Reported Time Status 1-1 of 1

Date	Total	TRC	Description	Comments
	0.000000			

[Return to Select Employee](#)
[Request Absence](#)
[Approve Absence](#)
[Manager Self Service](#)

11. The process to adjust an employee's timesheet is now complete.
12. End of procedure.