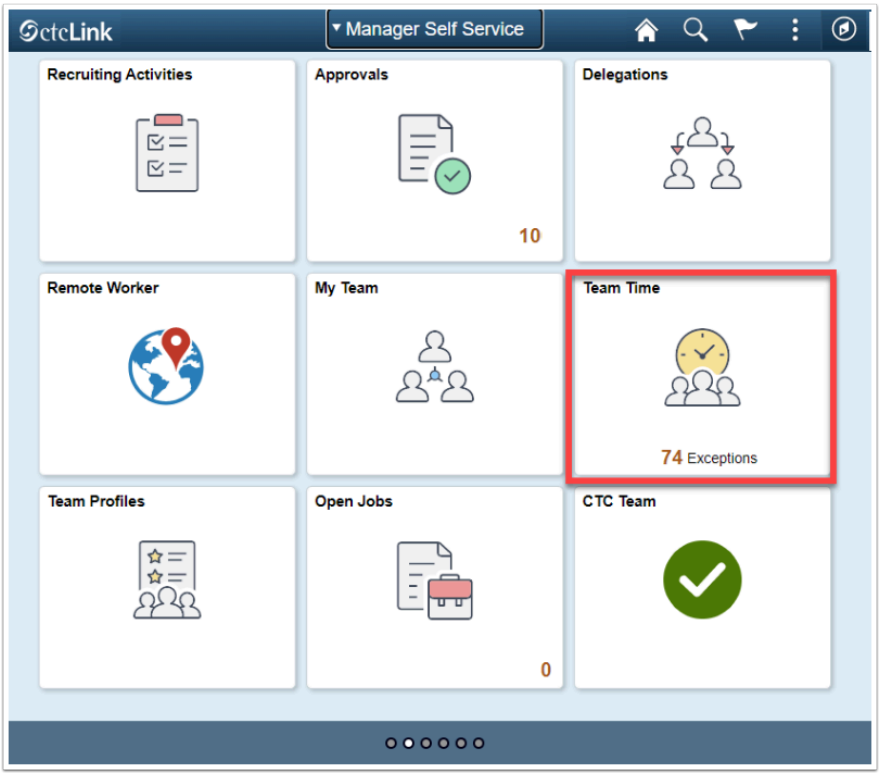
9.2 MSS Enter Time (Fluid)

Purpose: Use this document as a reference for entering time on behalf of employees in ctcLink.

Audience: Managers, Time Administrators.

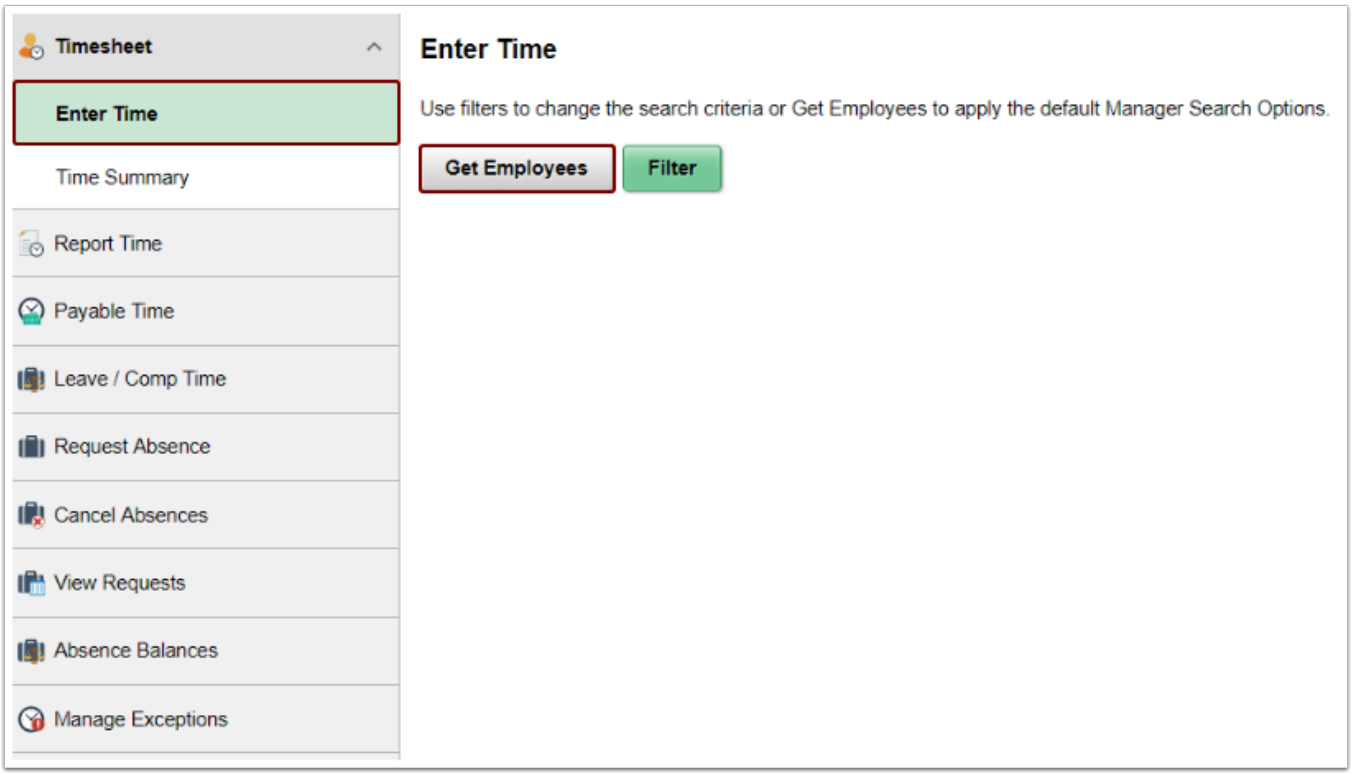
Manager Self-Service Enter time

Navigation: Manager Self Service (homepage) > Team Time (tile) > Enter Time



Enter Elapsed Time

1. The **Team Time** homepage displays.
2. Select the **Enter Time** heading from the left side.
3. The **Enter Time** page displays.
4. Select the **Get Employees** to return all direct reports, or use the **Filter** button to select a specific employee.
   - ***Note:*** If a Time Admin selects Get Employees it will return all time reporters in a college.

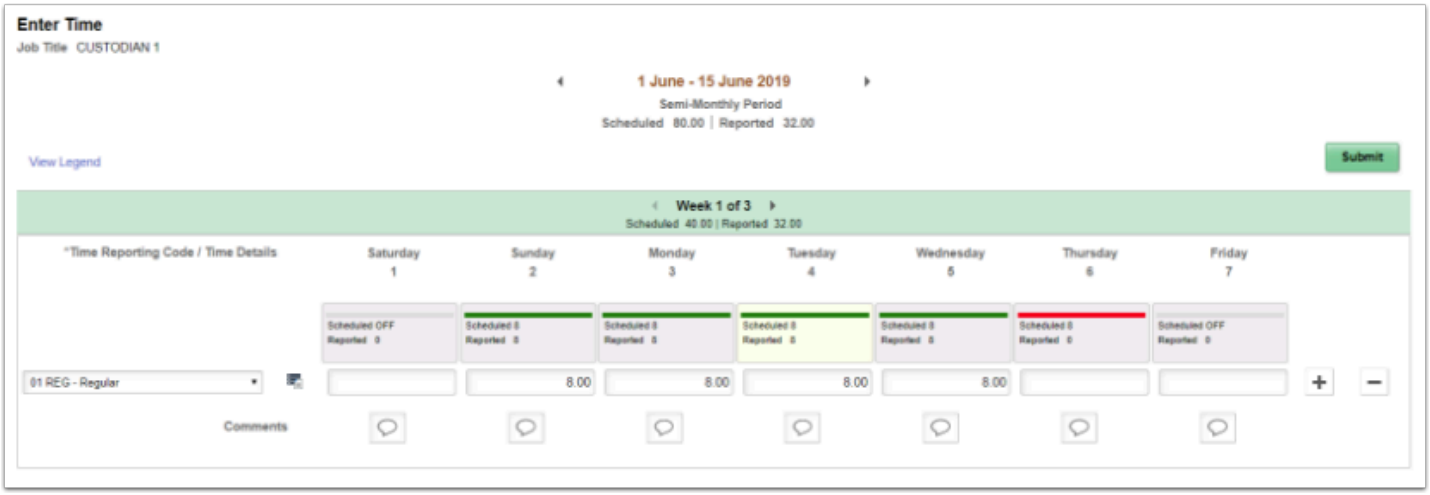


5. The **Search Results** display.
6. Select the **Name/Title** of the employee that needs time entered on their behalf.
7. The **Enter Time** page displays for the selected employee.
8. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
9. Select a **Time Reporting Code (TRC)** from the drop-down on the left.
10. Enter the number of hours worked on the day selected. (Partial hours must be represented in the decimal, for instance eight and a half hours would be 8.5).
11. Select the **Submit** button.
12. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
13. If an **additional TRC** was worked in the period:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select the new TRC from the drop-down on the left.
    - Enter the number of hours worked on the new TRC.
    - Select the **Submit** button.
14. If **Comp Time** was earned in the period:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select **CTE** from the TRC drop-down on the left.
    - Enter the number of hours to accrue under CTE.
    - Select the **Submit** button.
15. If **Comp Time** was taken in the period:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select **CMP** from the TRC drop-down on the left.
    - Enter the number of hours used under CMP.

- Select the **Submit** button.

16. If time needs to be changed:
    - Enter a new hour value under the relevant day.
    - Select the **Submit** button.
17. If a TRC needs to be removed from the timesheet:
    - Select the **(-)** on the right hand side of the screen to remove a row.
        - The system will prompt a question, select either:
            1. **Yes Delete**
            2. **No Do Not Delete**
    - If **Yes Delete** was chosen and the employee wishes to finalize their choice, select the **Submit** button.
18. If a Comment is needed select the comment box below the day in which a comment is needed, type in text, and select **Add Comment.**
    - Comments, once entered, cannot be altered or removed. Additionally, all comments recorded by employees are considered discoverable.
19. ***NOTE:*** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.

If employee works on 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).



20. The process to enter elapsed time is now complete.
21. Return to the **Enter Time** search page.

Enter Punch Time

1. From the **Enter Time** page, select the **Get Employees** to return all direct reports, or use the **Filter** button to select a specific employee.
   - ***Note:*** If a Time Admin selects Get Employees it will return all time reporters in a college.
2. Select the **Name/Title** of the employee that needs time entered on their behalf.
3. There is a **View Legend** link at the top of the page that gives additional details about information that can be seen on the screen.
4. Select a **Time Reporting Code (TRC)** from the drop-down on the right.
5. Enter the following:
   - **In**: time that the employee started work for the day.
   - **Lunch**: time that the employee left for their meal.
   - **In (from Lunch)**: time that the employee returned to work.
   - **Out:** time that the employee finished work for the day.
6. If **no meal** is taken enter the following:
   - **In**: time the employee started work for the day.
   - **Out**: time the employee finished work for the day.
7. Time is assumed to be 24 time if no AM or PM entry is indicated.
   - For example, 8:00 AM can be entered as either 8 or 8AM in the timesheet.
   - For example, 2:00 PM can be entered as either 14 or 2PM in the timesheet (i.e. if 2 is entered without the PM then the system will assume that means 2AM).
8. Select the **Submit** button.
9. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
10. If an additional TRC was worked in that day:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select the new TRC from the drop-down on the right.

- Enter the hours worked on the new TRC.
- Select the **Submit** button.

11. If time needs to be changed:
    - Enter a new hour ranges on the day that needs to be altered.
    - Select the **Submit** button.

12. If there is a **large break** in the day this is **not a meal**:
    - Select the **(+)** on the right hand side of the screen to add a row.
    - Select the same TRC as before from the drop-down on the right.
    - Enter the hours worked.
    - Select the **Submit** button.

13. If a TRC needs to be removed from the timesheet:
    - Select the **(-)** on the right hand side of the screen to remove a row.
    - The system will prompt a question, select either:
        1. **Yes Delete**
        2. **No Do Not Delete**

    - If **Yes Delete** was chosen and the employee wishes to finalize their choice, select the **Submit** button.

14. If a Comment is needed select the comment box below the day in which a comment is needed, type in text, and select **Add Comment.**
    - Comments, once entered, cannot be altered or removed.
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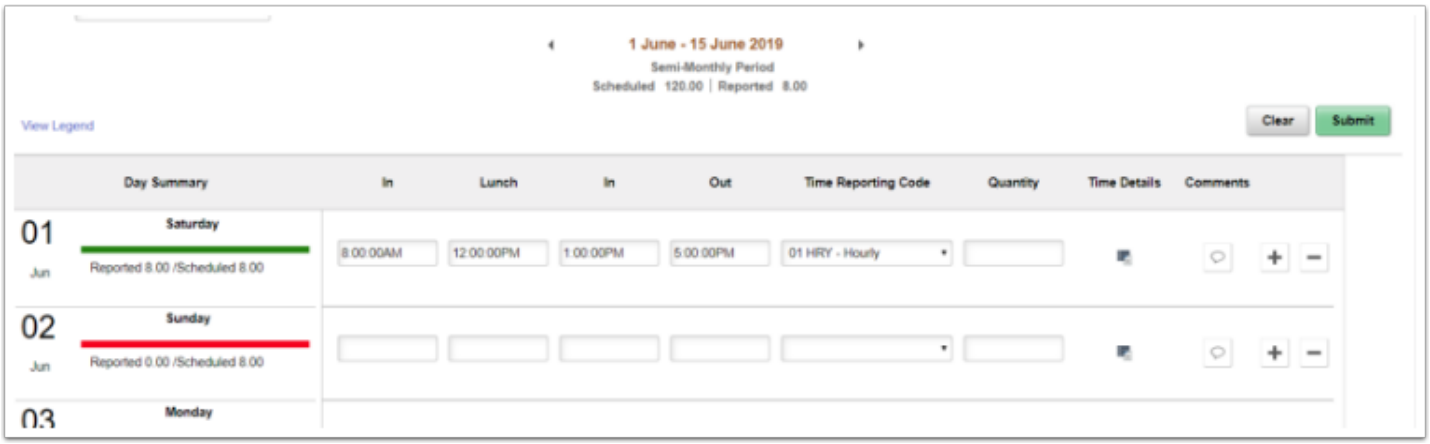
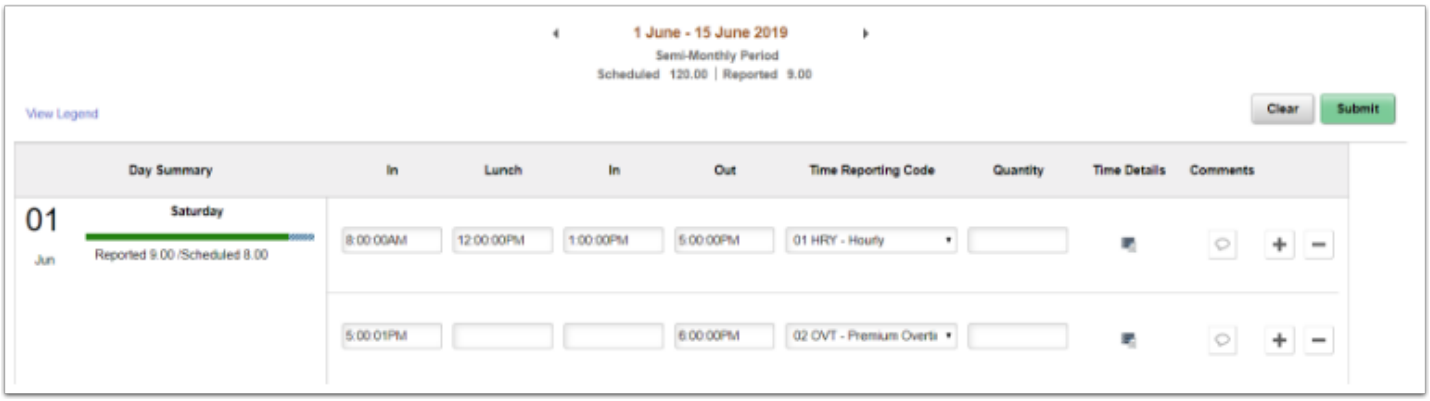
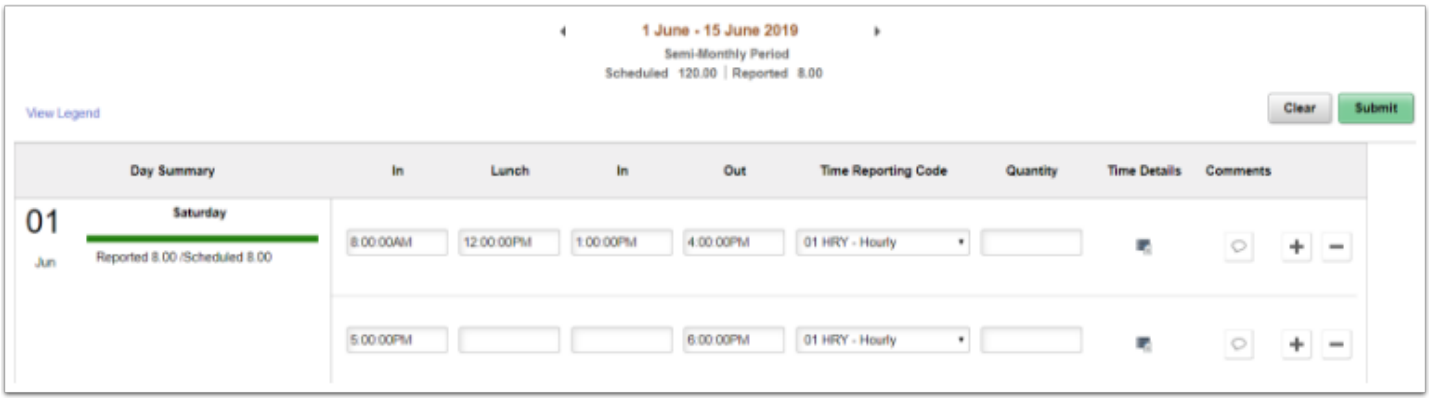
15. ***NOTE:*** Time is processed periodically, but at minimum overnight. Time entered may not be visible to the employee or manager in other screens until the overnight processing has occurred.







16. The process to enter punch time is now complete.
17. End of procedure.