


9.2 Enter or Modify Direct Report Timesheet

Purpose: To enter or modify the timesheet of a direct report employee in ctcLink.

Audience: Manager.

Enter or Modify Direct Report Timesheet

 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).

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

1. The Report Time Timesheet Summary search page displays.
2. Use the **Employee Selection** page to refine your search for employees. Some options include:
 - a. Group
 - b. Employee ID
 - c. Last Name
3. You can also simply return all the employees for whom you have authority by leaving the Employee Selection Criteria fields blank.
4. Enter an **Employee ID**.
5. 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 Timesheet page displays.
- On the Time Summary tab, select the **Last Name** hyperlink.

Employees For Francis Nidless, Totals From 03/04/2019 - 03/10/2019

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Time Summary Demographics

| Last Name | First Name | Employee ID | Empl Record | Job Title | Reported Hours | Hours to be Approved | Scheduled Hours | Exception | Reported Absence | Hours Approved or Submitted | Denied Hours |
|-----------|------------|-------------|-------------|--------------------|----------------|----------------------|-----------------|-----------|------------------|-----------------------------|--------------|
| Crawford | Lumi | 201003800 | 0 | CHILD CARE AIDE II | 0.00 | 0.00 | 56.00 | | | 0.00 | 0.00 |

- The Timesheet page displays.
- Create the timesheet entry for a certain day and amount.
- Select the appropriate **Time Reporting Code (TRC)** from the drop-down menu.
- Select the **Submit** button.

Timesheet

Lumi Crawford
CHILD CARE AIDE II
Actions ▾

Employee ID 201003800
Empl Record 0
Earliest Change Date 09/01/2018

Select Another Timesheet

*View By Week ▾ Previous Week Next Week

*Date 03/04/2019 📅 Reported Hours 0.00 Print Timesheet

From 03/04/2019 to 03/10/2019 ⓘ

| Add Comments | Day | Date | Reported Status | In | Lunch | In | Out | Punch Total | Time Reporting Code | Quantity | Override Reason | Business Unit | Combination Code | ChartFields |
|--------------|-----|------|-----------------|----------------------|----------------------|----------------------|----------------------|-------------|----------------------|----------------------|----------------------|---------------|----------------------|-------------|
| ○ | Mon | 3/4 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | HR170 | <input type="text"/> | ChartFields |
| ○ | Tue | 3/5 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | HR170 | <input type="text"/> | ChartFields |
| ○ | Wed | 3/6 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | HR170 | <input type="text"/> | ChartFields |
| ○ | Thu | 3/7 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | HR170 | <input type="text"/> | ChartFields |
| ○ | Fri | 3/8 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | HR170 | <input type="text"/> | ChartFields |
| ○ | Sat | 3/9 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | HR170 | <input type="text"/> | ChartFields |
| ○ | Sun | 3/10 | New | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | HR170 | <input type="text"/> | ChartFields |

Save for Later Submit Clear Apply Schedule

12. The Submit Confirmation pagelet displays.
13. Select the **OK** button.

Timesheet

Submit Confirmation

✓ The Submit was successful.
Time for the Week of 2019-03-04 to 2019-03-10 is submitted

OK

14. The Timesheet page displays with updated information.

Timesheet

Lumi Crawford
CHILD CARE AIDE II
Actions

Employee ID 201003800
Empl Record 0
Earliest Change Date 09/01/2018

Select Another Timesheet

*View By Week Previous Week Next Week
*Date 03/04/2019
Reported Hours 8.00 Print Timesheet

From 03/04/2019 to 03/10/2019

| Add Comments | Day | Date | Reported Status | In | Lunch | In | Out | Punch Total | Time Reporting Code |
|--------------|-----|------|-----------------|-----------|------------|------------|-----------|-------------|---------------------|
| | Mon | 3/4 | Submitted | 7:00:00AM | 11:00:00AM | 11:30:00AM | 3:30:00PM | 8.00 | 01 HRY - Hourly |
| | Tue | 3/5 | New | | | | | | |
| | Wed | 3/6 | New | | | | | | |
| | Thu | 3/7 | New | | | | | | |
| | Fri | 3/8 | New | | | | | | |
| | Sat | 3/9 | New | | | | | | |
| | Sun | 3/10 | New | | | | | | |

Save for Later Submit Clear

15. The **Reported Time Status** tab gives the ability for comments to be entered by day or time reporting code.

Reported Time Status Summary Exceptions Payable Time

Reported Time Status

1-1 of 1

| Date | Total | TRC | Description | Sched Hrs | Comments |
|------|-------|-----|-------------|-----------|----------|
| | | | | | |

16. Select the **Summary** tab. It shows reported hours versus scheduled hours.

Summary Exceptions Payable Time

Reported Time Summary

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| Category | Total | Mon 3/4 | Tue 3/5 | Wed 3/6 | Thu 3/7 | Fri 3/8 | Sat 3/9 | Sun 3/10 |
|-----------------------|-------|---------|---------|---------|---------|---------|---------|----------|
| Total Reported Hours | 8.00 | 8.00 | | | | | | |
| No category Displayed | 8.00 | 8.00 | | | | | | |

i The **Leave / Compensatory Time** tab shows the Comp Time balance as of the begin date of the timesheet being viewed.

17. The **Exceptions** tab is where a manager can view any outstanding exceptions related to the time reported for the period covered in the timesheet.

The screenshot shows the 'Exceptions' tab selected in a navigation bar with 'Summary' and 'Payable Time' tabs. Below the tabs is a section titled 'Exceptions' with a search icon and a '1-1 of 1' dropdown. A table with five columns is displayed: 'Date', 'Exception ID', 'Exception Source', 'Status', and 'Exception Severity'. The table is currently empty. Below the table is a button labeled 'Update Exception'.

| Date | Exception ID | Exception Source | Status | Exception Severity |
|------|--------------|------------------|--------|--------------------|
|------|--------------|------------------|--------|--------------------|

18. The **Payable Time** tab displays time that has passed all of the edits, validations, and rules within the time administration process.

The screenshot shows the 'Payable Time' tab selected in a navigation bar with 'Summary' and 'Exceptions' tabs. Below the tabs is a section titled 'Payable Time Viewing Option' with three radio buttons: 'By TRC and Status', 'By TRC, Status and Day', and 'Show In Detail' (which is selected). Below this is a section titled 'Payable Time' with a search icon and a '1-1 of 1' dropdown. A table with six columns is displayed: 'Date', 'TRC', 'Description', 'TRC Type', 'Payable Status', and 'Quantity'. The table is currently empty.

| Date | TRC | Description | TRC Type | Payable Status | Quantity |
|------|-----|-------------|----------|----------------|----------|
|------|-----|-------------|----------|----------------|----------|

19. The process to create or modify a direct report timesheet is now complete.
20. End of procedure.