## 9.2 Enter or Modify Direct Report Timesheet

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

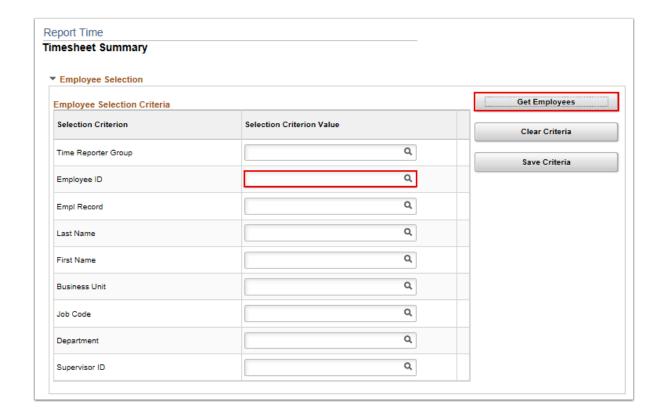
**Audience:** Manager.

## **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

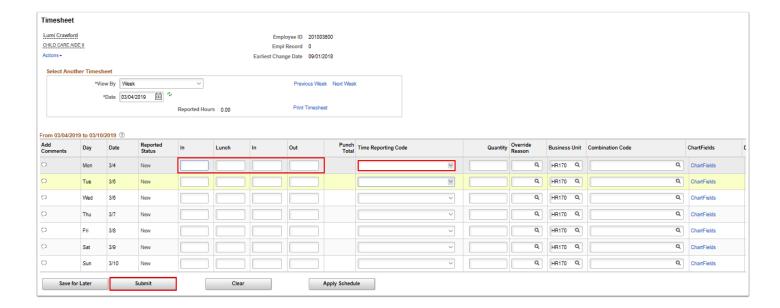
- 1. The Report Time Timesheet Summary search page displays.
- 2. Use the **Employee Selection** page to refine your search for employees. Some options include:
  - a. Group
  - b. Employee ID
  - c. Last Name
- 3. You can also simply return all the employees for whom you have authority by leaving the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



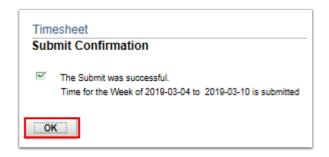
- 6. The Timesheet page displays.
- 7. On the Time Summary tab, select the **Last Name** hyperlink.



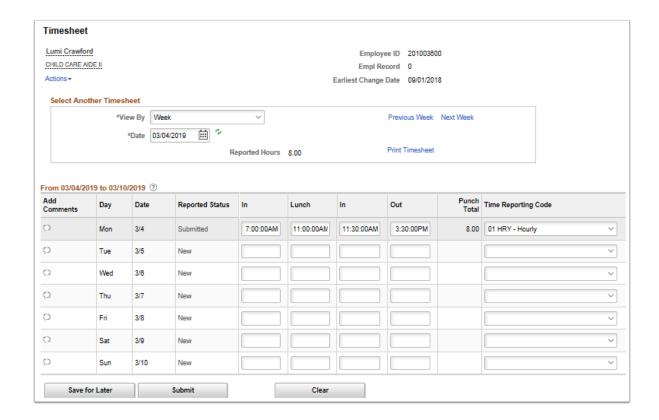
- 8. The Timesheet page displays.
- 9. Create the timesheet entry for a certain day and amount.
- 10. Select the appropriate **Time Reporting Code (TRC)** from the drop-down menu.
- 11. Select the **Submit** button.



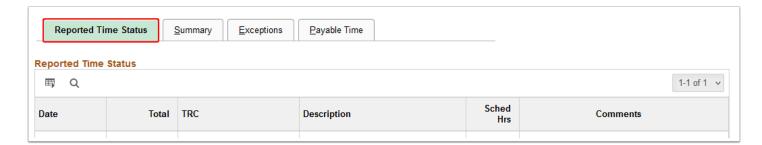
- 12. The Submit Confirmation pagelet displays.
- 13. Select the **OK** button.



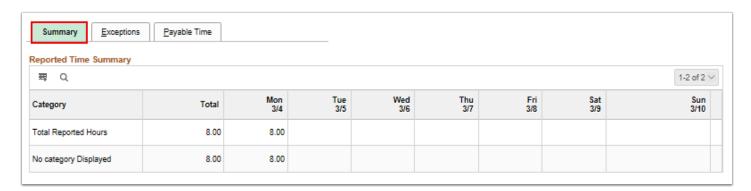
14. The Timesheet page displays with updated information.



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



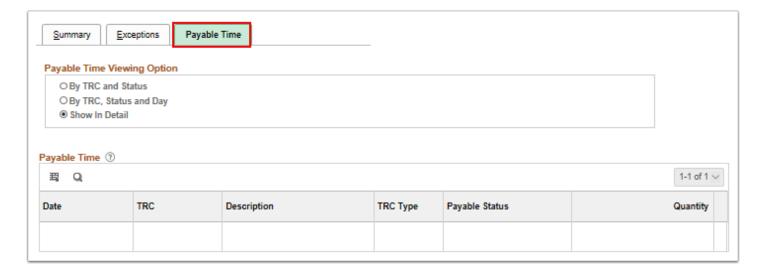
16. Select the **Summary** tab. It shows reported hours versus scheduled hours.



- 1 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.



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



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