

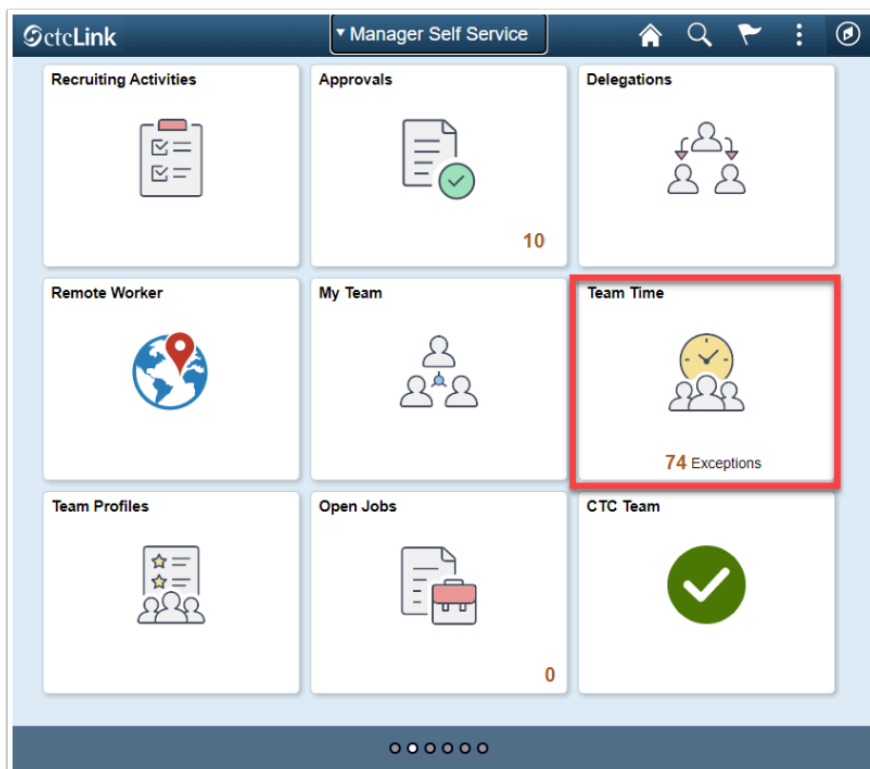
## 9.2 MSS Report Time (Fluid)

**Purpose:** Use this document as a reference for accessible time entry for employees in ctcLink.

**Audience:** Employees who use screen reader mode.

### Manager Self Service Report Time

**Navigation:** Manager Self Service (homepage) > Team Time (Tile)



1. The **Team Time** homepage displays.
2. Select the **Report Time** heading on the sidebar.
3. Select **Get Employees** to return all direct reports.
4. Select **Filter** if only a specific employee is needed and use the filter fields to locate the employee.

**Timesheet** ▼

- Report Time**
- Payable Time
- Leave / Comp Time
- Request Absence
- Cancel Absences
- View Requests
- Absence Balances
- Manage Exceptions

## Report Time

Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.

**Get Employees** **Filter**

## Enter Elapsed Time

- The **Report Time** page displays.
- Select a **Time Reporting Code (TRC)** from the drop-down menu on the left.
- Enter the number of hours in **Quantity**. (Partial hours must be represented in the decimal, for instance eight and a half hours would be 8.5).
- Select the **Submit** button.

Wednesday, Aug 28, 2019

▼ Reported Status

Reported 9.00 Scheduled 8.00

Time Reporting Code  Quantity

**Submit**

► Time Details

Submitted 9.00 Hours

**Summary** Detail

Regular	8.00 Hours	>
Compensatory Time Earned	1.00 Hours	>

- Select **OK** to acknowledge the affirmation statement.
- Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).
- If an additional TRC was worked in the period:
  - Select the **TRC** on the left side of the screen.
  - Enter the number of hours worked on the new TRC in **Quantity**.
  - Select **Submit** and **OK**.
- If Comp Time was earned in the period:

- Select **Compensatory Time Earned** from the TRC drop-down menu on the left.
- Enter the number of hours to accrue under CTE in **Quantity**.
- Select **Submit** and **OK**.

13. If Comp Time was taken in the period:

- Select **Compensatory Time Taken** from the TRC drop-down menu on the left.
- Enter the number of hours used under CMP in **Quantity**.
- Select **Submit** and **OK**.

14. If time needs to be changed:

- Select the correct **Day** at the top.
- Select the TRC under the **Summary/Detail** tabs.
- Enter a new hour value in **Quantity**.
- Select **Submit** and **OK**.

15. If a TRC needs to be removed from the timesheet:

- Select the correct **Day** at the top.
- Select the TRC under the **Summary/Detail** tabs.
- Select **Delete** at the bottom of the page.

**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 elapsed time is now complete.

## Enter Punch Time

- From the **Report Time Details** page, select a **Job** at top from drop-down menu if user has more than one job.
- Select **Get Employees** to return all direct reports.

- Select **Filter** if only a specific employee is needed and use the filter fields to locate the employee.

19. Select the **Punch Type** from the drop-down menu on the left:

- **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.

20. 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.

21. Select a **Time Reporting Code (TRC)** on the right from the drop-down menu.

22. Select the **Submit** button.


23. Time will be processed periodically and sent to the employee's manager for approval (if it is a TRC that needs approval).

24. If time needs to be changed:

- Contact a Manager to edit the time in MSS Timesheet.

25. If a TRC or Punch Type needs to be removed from the timesheet:

- Select the (>) for the row of the Punch Type.
- Select **Delete**.
- The system will prompt a question if necessary as punch logic dictates.

 **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.

26. The process to enter punch time is now complete.
27. End of procedure.