Managing Monthly Timesheet

Step	Action
1.	Click the **Manager Self Service** link. Manager Self Service
2.	Click the **Time Management** link. Time Management
3.	Click the **Report Time** link. Report Time
4.	Click the **Timesheet** link. Timesheet
5.	Click the **Look up** button.
6.	Click the **Group ID** link.
7.	Click the **Get Employees** button. Get Employees
8.	**Note:** All monthly employees will have access to submit reported time off on their own timesheet through Self Service. Based on the business process of your particular area, you may see time off reported by your employee. Please review all time off carefully.
9.	Employee information will display at the top of the page. The **Click for Instructions** link will provide detailed information regarding the page you are viewing. Instructions can be collapsed by selecting the **Click to hide Instructions** link.
10.	**Available Views:** The default **Time Period** view will display. Use the **View By**: drop down list to select the **Week** or **Day** view. (If viewing by day, enter the desired day in the **Date** field.) Then, select **Refresh** to see the date chosen in the selected view.
11.	You can view previous or future pay periods by clicking on the **Previous Time Period or Next Time Period** links. **Note:** TIMEaccess will allow you to edit two previous pay periods and one future pay period. In addition, you can also navigate between employees by selecting the **Previous Employee** or **Next Employee** links.
12.	A **Time Reporting Code** will be used to designate the type of hours being reported. The list of Time Reporting Codes are based on your employee's eligibility and is subject to change.
13.	**Add a New Row** by selecting the **+** button.

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14.	Click the desired **Time Reporting Code**.
15.	Enter the desired hours into the **date** field.
16.	**Deleting rows:** Should you need to delete a row, scroll to the right and click the **Delete (-)** button.
17.	Select the desired **Delete** button. Yes - Delete
18.	**Reporting No Time Off:** If no time off was taken in the reported time period, select NLT No Leave Taken - Monthly. If time off of any kind is reported in the month (VAC, ILL, etc.) then NLT cannot be submitted on the timesheet. Click the **NLT - No Leave Taken-Monthly** from the **Time Reporting Code** item.
19.	Enter "**0**" **date** field.
20.	Click the **Submit** button. Submit
21.	Click the **OK** button. OK
22.	**Note:** The number of "hours" reported for **No Leave Taken** must be entered as 0; otherwise you will receive a warning. If this occurs, click **OK**, correct the number of hours, and click **Submit** again.
23.	A total of **Reported Hours** will be displayed at the top of the screen.
24.	Each date with time off reported will be displayed below the timesheet grid in the Reported Time Status section, along with the status (Needs Approval or Approved).
25.	Click the **Reported Hours Summary - click to view** link. Reported Hours Summary - click to view
26.	The **Reported Hours Summary** displays 7 consecutive days from the first of the month. This may not necessarily be the start of the work week.
27.	**Entering Comments:** Comments can be added for an employee to review. **Note:** Once a comment is added it cannot be edited or deleted. To add a comment, click the **Comments** button.
28.	Enter the desired comment. Click the **Save** button. Save
29.	Click the **OK** button. OK

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30.	The **Comments** button is now populated. You can view the comment at any time by clicking the comment icon.
31.	Select the desired rows or choose **Select All**. Then, click the **Approve Selected** button. Approve Selected
32.	**Note:** While you cannot "unapprove" hours once you have approved them, you can make edits and/or delete hours that have been approved as necessary. The edited hours will need to be approved again. Click the **OK** button. OK
33.	**End of Procedure.**