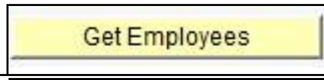
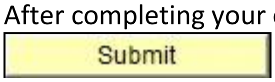
Timesheet Adjustments: Current, Previous & Future Pay Periods

Step	Action
1.	Click the **Manager Self Service** link. Manager Self Service
2.	Under **Time Management**, click the **Report Time** link. Report Time
3.	Click the **Timesheet** link. Timesheet
4.	**Searching for Employees:** The **Employee Selection Criteria** will allow you to search for employees in multiple ways. See the following examples: • Enter the **Group ID** to retrieve all bi-weekly employees. • Enter the letter "B" in the **Group ID** to retrieve all bi-weekly employees. **Note:** Group ID's that begin with "M" refer to monthly employees. Those that begin with "B" are for biweekly employees. • Enter an employee's **Empl ID** (SMU ID).
5.	**[Contains Audio]** • Search using **Last Name** and **First Name** fields. **Note:** If you are searching by name, you **must** enter the name in title case, i.e., John Doe. If the name is populated in lowercase you **will not** retrieve results. • Enter an org number into the **Department** field. • To retrieve all employees click the **Get Employees** button. **Note:** This search will populate both bi-weekly and monthly employees that are assigned to you.
6.	**Searching by Group ID:** Multiple **Group ID's** may be assigned to you for bi-weekly and monthly employees. If you are unsure of your Group ID, click the **Look up** button. **Note:** For security purposes, when changes are made to your group, you may be asked to provide your Group ID when submitting Help Desk requests.
7.	On the **Look Up Value** screen, click the **Look Up** button. Look Up
8.	Click the desired **Group ID** link.

Step	Action
9.	Criteria can be saved for a later search by selecting the **Save Selection Criteria** button. To return to the default search containing empty values select the **Clear Selection Criteria** button and then **Save Selection Criteria**. This will overwrite previously saved criteria.
10.	Once the desired search criteria has been entered, click the **Get Employees** button. 
11.	Click the **Name** of the desired employee. 
12.	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.
13.	**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.
14.	**Editing Pay Periods:** 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.
15.	**Viewing Employees:** You can also navigate between employees by selecting the **Previous Employee** or **Next Employee** links.
16.	**Reported Hours:** Information about **Reported Hours** is displayed at the top of the page. **Note:** This is raw data and does not reflect Payable Time. To view instructions for Payable Time see the training materials *"View Payable Time Details"* or *"View Payable Time Summary."*
17.	**Important!** • Every employee should have an initial **IN** punch when the day's work is started. • When the employee takes a lunch (or meal) break, his time record will reflect a **MEAL OUT** and subsequent **IN** punch. • An **OUT** punch is required at the end of each workday. **There is no automatic [lunch] deduction, so ensure that the employee has correctly recorded his meal break.**

18.	The clock, **exception time icon**, indicates that there is an exception on an employee's timesheet. This must be resolved to ensure that the record reflects the correct activity for the time period - **before** you approve the employee's timesheet activity. For detailed instructions regarding exception time refer to the "Manage Exceptions" training materials.
19.	If an employee has worked more than 5.5 hours without a break, you will be alerted by the exception time icon. This will allow you to determine if an employee has worked through lunch (**working through lunch:** only IN/OUT punches need) **or** if meal punches were missed. (**Note:** This exception is referred to as a **HIGH** - allowable exception. Payable Time will not generate for hours for that day until either the exception is allowed by the supervisor, or meal punches are entered on the timesheet.)
20.	Click the **Exception** button. 
21.	**[Contains Audio]** **Exception Information:** Certain exceptions are not allowable and will prevent time being passed through to Payroll. The disallowable exceptions are noted with a **High** severity level, you must correct these in order for the Payable Time to generate for that day or time span. You must return to the employee's timesheet and correct the row/data that generated the error. Other exceptions are allowable; they are "warnings" to prompt you that a condition exists in case you need to correct the timesheet. The allowable exceptions are noted with a **Medium** severity level. You can approve the exception by clicking the Allow next to the exception row and Save.
22.	To allow all exceptions, click the **Allow All** button. Then, click the **Save** button. Allow All
23.	If you are only allowing "some" exceptions click the appropriate exceptions. Then, click the **Save** button. **Note:** If you edit a timesheet to correct the data that generated an exception, you must wait for the Time Administration process to run to see the changes reflected in Payable Time. The Time Administration process is scheduled to run every **15 minutes.** Save
24.	Click the **OK** button. OK
25.	To return to the timesheet, click the **Return to Previous Page** link. Return to Previous Page

26.	**Missed Punches:** If an employee has missed a punch an exception icon will display. You **must** correct these in order for Payable Time to generate for that day or time span. On the timesheet, click in the field that you need to edit and add the missing punch. Enter the desired information into the **In** field. (**Note:** When entering time, always indicate if the time is am or pm by adding "a" or "p" after the time. Otherwise, the time entered will default to a.m.)
27.	**Retrieving Comments:** An employee can alert you about missed punches. The **Comments** icon will populate to signify a comment is available for viewing. Click the **Comments** icon.
28.	The comment is available for your review. A time supervisor can also enter comments by clicking the **+ (add a new row)** button on the right side of the page. Once you add a comment click the **Save** button. **Note:** Once comments are entered they cannot be deleted or edited. Click the **Cancel** button to return to the previous page. Cancel
29.	**Adding Paid Time to an Employee's Current Work Day:** An employee may need you to add paid leave time for a personal appointment such as a doctor's visit. To add additional hours to an employee's workday (vacation, ill, jury, etc...) you **must** insert them on a separate row. To do so, **scroll** to the right at the bottom of the page. Select the appropriate row click the **Add** button to **Insert an additional row**.
30.	A new row has displayed. Select the desired the **Time Reporting Code**.
31.	Enter the appropriate number of hours into the **Quantity** field.
32.	Click the **Submit** button to save changes. Submit
33.	A confirmation displays. Click the **OK** button. OK

34.	**Adding Paid Time to an entire day:** An employee may need you to record payable time for an entire day (ill, vacation, jury, etc.) On the empty row, select the desired form of payable time from the **Time Reporting Code** list item.
35.	Enter the desired information into the **Quantity** field.
36.	**Deleting Rows:** Rows can be deleted if necessary. (For example, you may have realized that you added vacation time to the wrong employee.) To delete a row, first **scroll** to the right. Then, click the **Delete** button. 
37.	A delete confirmation page will display. Click the appropriate **Delete** button. 
38.	**Time Clocks:** When an employee uses a time clock to record hours, you will see the location of each different clock listed in a separate row under the **Time Collection Device Description** column.
39.	**Reported Hours:** Click the **Reported Hours Summary - click to view** link. 
40.	Reported hours are displayed. (**Note**: This is raw data. To view instructions for Payable Time see the *"View Payable Time Detail"* or *"View Payable Time Summary"* training materials.) Click the **Reported Hours Summary - click to hide** link. 
41.	**Before you exit:** After completing your edits and review of the timesheet, click the **Submit** button. 
42.	**End of Procedure.**