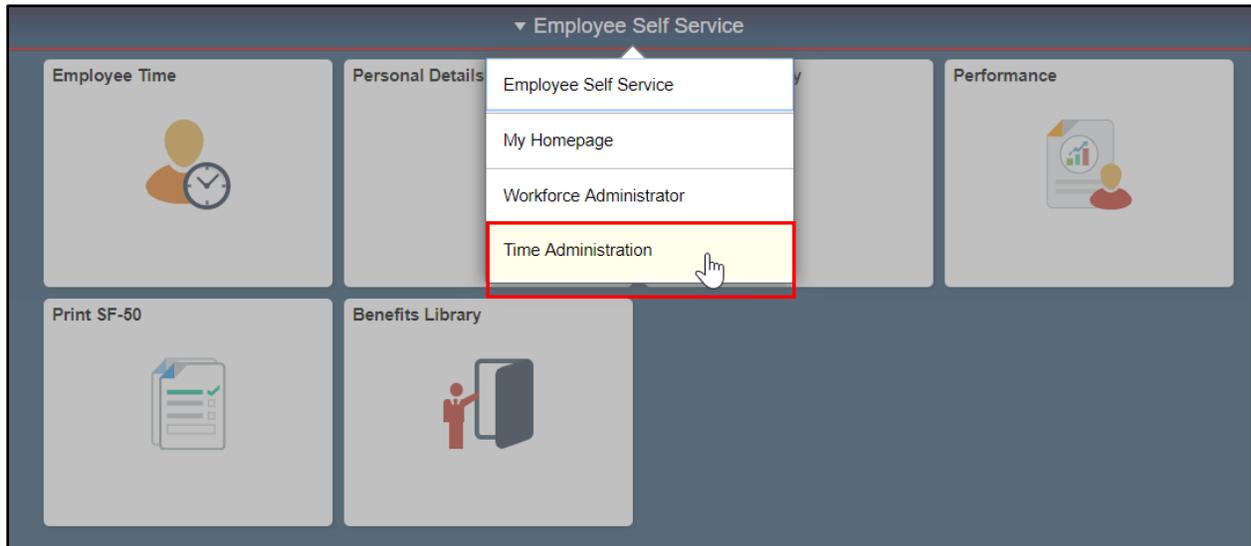
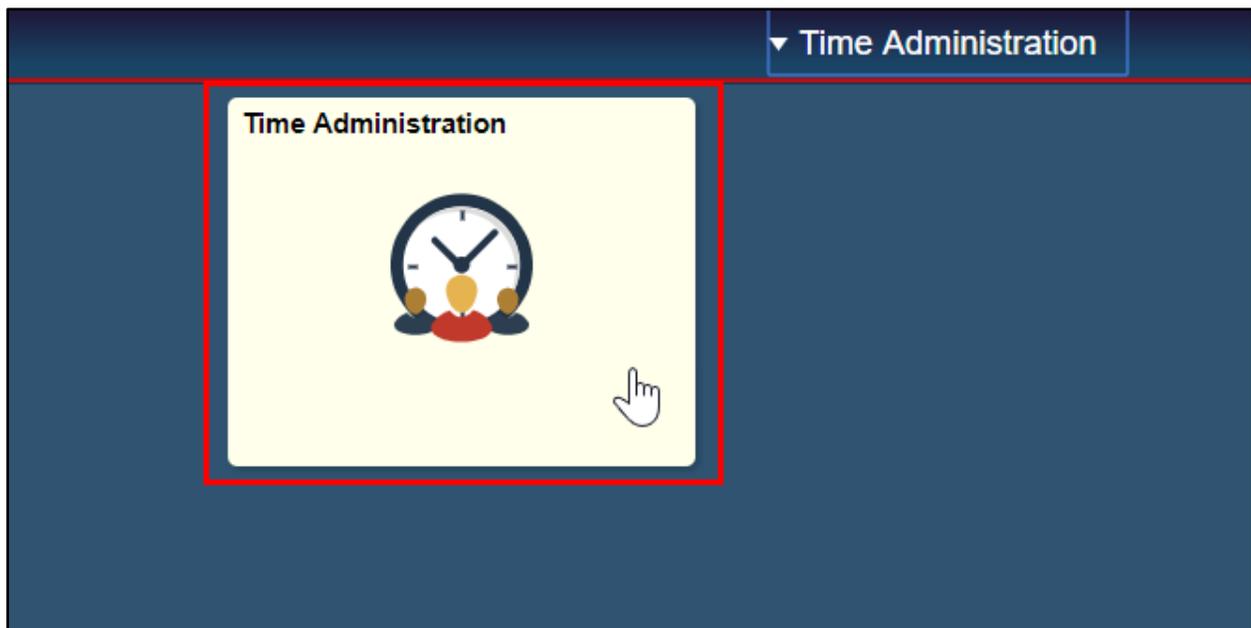


Create a Timesheet (Timekeeper)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



3. Select the **Report Employee Time** tab.

The screenshot shows the 'Time Administration' interface. The left sidebar has 'Report Employee Time' highlighted. The main content area shows 'Report Time Timesheet Summary'. Below this is the 'Employee Selection' section with a 'Change View' dropdown, a 'View By' dropdown set to 'Calendar Period', a 'Date' field set to '08/19/2018', and a 'Show Schedule Information' checkbox. Below the selection area is a table titled 'Employees For , Time Needing Approval From 08/19/2018 - 09/01/2018'. The table has columns for Last Name, First Name, Employee ID, Job Title, Hours to be Approved, Reported Hours, Scheduled Hours, and Exception.

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception
Abbott	Janet	00000483	Program Analyst	0.0	0.0	80.0	
Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	0.0	0.0	80.0	
Alvarez	Kadyn	00000093	Realty Officer	0.0	0.0	80.0	
Andrade	Zander	00000794	Preservation Specialist	0.0	0.0	80.0	
Aqua	Julie	00000044	Realty Services Officer	0.0	0.0	80.0	

4. Click on the Employee Selection arrow to make the Employee Selection Criteria section appear. Enter full or partial search items to refine the list of employees, and select the **Get Employees** button.
- If you do not enter search criteria and simply click *Get Employees*, all employees will appear in the Search Results section.

The screenshot shows the 'Time Administration' interface with the 'Employee Selection' section expanded. The 'Employee Selection Criteria' section is visible, containing a table with 'Selection Criterion' and 'Selection Criterion Value' columns. The criteria listed are Time Reporter Group, Employee ID, Last Name, First Name, Department, Workgroup, and Taskgroup, each with a search icon. To the right of the criteria table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. Below the criteria section is the 'Change View' section, which is identical to the one in the previous screenshot.



- A list of employees will appear. Select the employee for whom you would like to create a timesheet.

Time Administration

Change View

*View By: Calendar Period
Date: 08/19/2018
Show Schedule Information:
Previous Period Next Period

Employees For: Time Needing Approval From 08/19/2018 - 09/01/2018

Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Schedu Ho
Davenport	Islah	00000764	Supervisory Realty Specialist	08/19/2018	09/01/2018	0.0	0.0	
Dickson	Christine	00000802	Supervisory Financial Managem	08/19/2018	09/01/2018	0.0	0.0	
Dominguez	Kyle	00000031	Building Manager	08/19/2018	09/01/2018	0.0	0.0	
Donaldson	Klara	00000761	Transportation Operations Spec	08/19/2018	09/01/2018	0.0	0.0	
Downs	Caylee	00000808	Program Manager	08/19/2018	09/01/2018	0.0	0.0	
Doyle	Karla	00000117	Program and Procurement Suppor	08/19/2018	09/01/2018	0.0	0.0	
Durham	Shamar	00000746	Assisted Acquisition Project M	08/19/2018	09/01/2018	0.0	0.0	
Ellis	Toby	00000835	Operations Manager	08/19/2018	09/01/2018	0.0	0.0	
Espinoza	Miriam	00000800	Asset Manager	08/19/2018	09/01/2018	0.0	0.0	

- The employee's timesheet will appear. Select the **Apply Schedule** button. This will apply the default base schedule to the employee's timesheet.

Time Administration

Timesheet

Kyle Dominguez Employee ID 00000031
Building Manager Emp Record 0
Earliest Change Date 07/08/2016

Actions

Select Another Timesheet

*View By: Calendar Period
Date: 08/19/2018
Scheduled Hours 80.0 Reported Hours 0.0
Print Timesheet

From Sunday 08/19/2018 to Saturday 09/01/2018

Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Sat 9/1	Total	Time Reporting Code

Save for Later Submit **Apply Schedule**

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status

Date	Total	TRC	Description	Sched Hrs	Comments
	0.00000			0.00	



- Once the schedule is applied, go to the Absence/OT tab to ensure there are no items that are in saved status. If an item is in saved status, select the Edit button and choose the Submit button to change the item to Needs Approval status.
 - If the employee did not take the leave, then cancel the request.

The screenshot shows a table of absence events. The first row is highlighted with a red box around the 'Edit' button and the 'Saved' status. The second row shows a 'Sick Leave' event with an 'Approved' status.

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	Edit	06/11/2018	06/12/2018	Annual Leave	17.00 Hours		Details	Saved	Approval Monitor
<input type="checkbox"/>	Edit	06/18/2018	06/18/2018	Sick Leave	9.00 Hours		Details	Approved	Approval Monitor

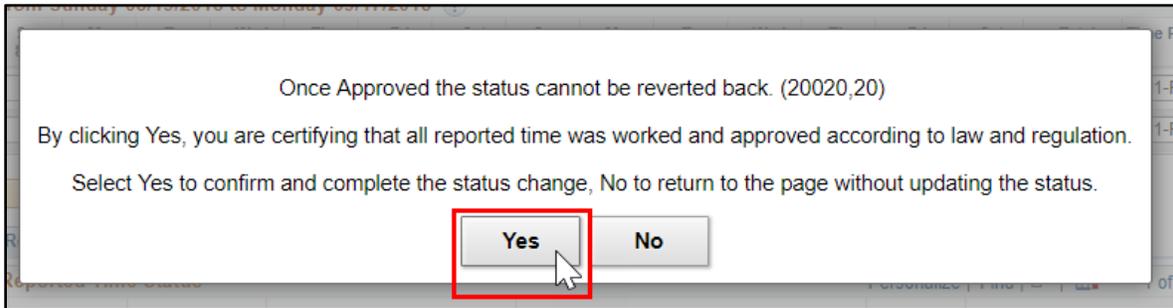
- Review the hours displayed on the timesheet, and make any necessary changes or updates. Once you've made any changes, choose the **Submit** button.

The screenshot shows the 'Time Administration' interface. The 'Submit' button is highlighted with a red box. Below the timesheet table, there is a 'Reported Time Status' section with a table showing 'Total' and 'TRC' values.

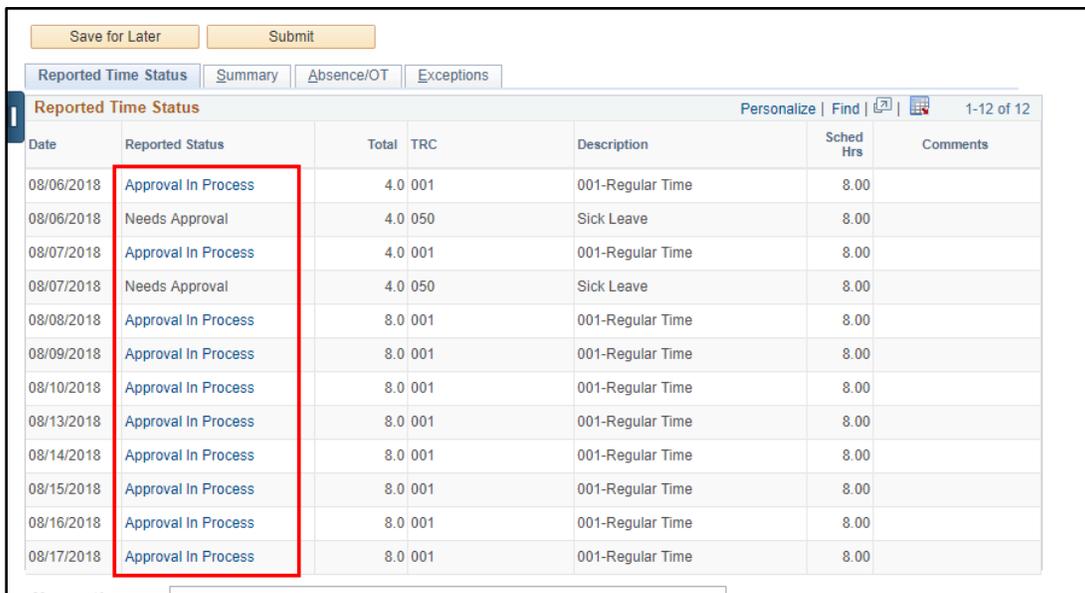
Sun 8/19	Mon 8/20	Tue 8/21	Wed 8/22	Thu 8/23	Fri 8/24	Sat 8/25	Sun 8/26	Mon 8/27	Tue 8/28	Wed 8/29	Thu 8/30	Fri 8/31	Sat 9/1	Total	Time Reporting Code	Type	Addit	
			8.0						8.0		8.0		8.0			001-Regular Time	Hours	
	8.0	8.0		8.0	8.0				8.0		8.0					001-Regular Time	Hours	092

Date	Total	TRC	Description	Sched Hrs	Comments
	0.000000			0.00	

- A pop-up message will appear, asking you to confirm the submission of the timesheet. Select the **Yes** button.

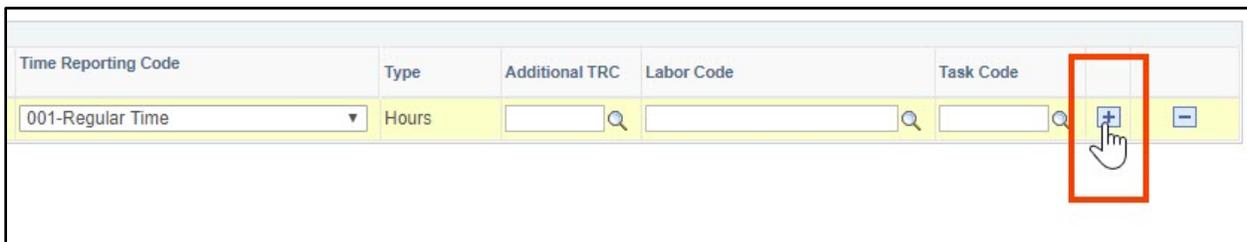


- Once you submit the timesheet, you will receive an error message if there are any errors (exceptions) that exist. As a reminder, high exceptions must be resolved before you can successfully submit the timesheet. [Read here for more information on exceptions.](#)
- You will return to the timesheet and see that the Reported Time Status section shows **Needs Approval** or **Approval in Process** as the reported status.



Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
08/06/2018	Approval In Process	4.0	001	001-Regular Time	8.00	
08/06/2018	Needs Approval	4.0	050	Sick Leave	8.00	
08/07/2018	Approval In Process	4.0	001	001-Regular Time	8.00	
08/07/2018	Needs Approval	4.0	050	Sick Leave	8.00	
08/08/2018	Approval In Process	8.0	001	001-Regular Time	8.00	
08/09/2018	Approval In Process	8.0	001	001-Regular Time	8.00	
08/10/2018	Approval In Process	8.0	001	001-Regular Time	8.00	
08/13/2018	Approval In Process	8.0	001	001-Regular Time	8.00	
08/14/2018	Approval In Process	8.0	001	001-Regular Time	8.00	
08/15/2018	Approval In Process	8.0	001	001-Regular Time	8.00	
08/16/2018	Approval In Process	8.0	001	001-Regular Time	8.00	
08/17/2018	Approval In Process	8.0	001	001-Regular Time	8.00	

- If the event you added was overtime, comp time earned, credit hours earned or religious comp hours earned, you will need to add those hours to the timesheet manually. To do this, select the plus sign to add a row to the timesheet.





13. Enter hours earned/worked on the appropriate date, and select the necessary **Time Reporting Code** from the drop-down menu.

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Actions Time Source Schedule Earliest Change Date 09/16/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 09/02/2018
Scheduled Hours 80.0 Reported Hours 0.0 Print Timesheet

From Sunday 09/02/2018 to Monday 10/01/2018

Sun 9/2	Mon 9/3	Tue 9/4	Wed 9/5	Thu 9/6	Fri 9/7	Sat 9/8	Sun 9/9	Mon 9/10	Tue 9/11	Wed 9/12	Thu 9/13	Fri 9/14	Sat 9/15	Total	Time Reporting Code	Type	Additional TRC	Labor Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			001-Regular Time	Hours		
4.0																		

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events

Absence Take

Edit	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
Edit	09/02/2018	09/02/2018	Overtime Request	Irregular Scheduled Overtime	4.00	Hours	Details	Needs Approval

Add Absence Event

Absence Entitlement Balances

Entitlement Name	Balance as of 05/26/2018**
Sick Leave Balance	627.00 Hours

001-Regular Time
002-Holiday Observed
006-Actual AUO Hours Worked
007-FLSA Hours Worked
009-Make Up Hours before OT
010-Regular Scheduled OT
011-Holiday Worked
012-Sunday Premium
013-Comp Time Earned
014-Irregular Scheduled OT
015-Call Back OT
016-Travel Comp Time Earned
017-OT Rotating Shift
020-2nd Shift Night Diff
022-EDP Act Expose/OT 4%
023-EDP Act Expose/OT 6%
024-EDP Act Expose/OT 25%
025-EDP Act Expose/OT 50%
026-EDP Act Expose/OT 8%

14. Select the **Submit** button to submit the timesheet for approval.