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University of Connecticut

Entering Time on Behalf of an Employee

Overview This job aid instructs timekeepers, or supervisors, the steps necessary to enter time on a timesheet on behalf of an employee.

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Manager Self Service > Time Management > Report Time > Timesheet	
2	<p>On the Report Time: Timesheet Summary search page, enter the applicable search criteria, including:</p> <ul style="list-style-type: none"> • Time Reporter Group • Employee ID • Last Name • First Name • Department <p>The current date auto-populates in the Date field. Update the field to open the timesheet for a different date, if applicable.</p> <p>When all search criteria is entered, click Get Employees.</p>	

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3	<p>Review the search results at the bottom of the page. Click on the employee's Last Name to open the timesheet for that employee.</p>	<p>Employees Totals From 07/22/2016 - 07/28/2016</p> <table border="1"> <thead> <tr> <th>Employee ID</th> <th>Empl Record</th> <th>Last Name</th> <th>First Name</th> <th>Job Title</th> <th>Hourly Rate</th> <th>Reported Hours</th> <th>Scheduled Hours</th> <th>Exception</th> <th>Taskgroup ID</th> </tr> </thead> <tbody> <tr> <td>187887</td> <td>0</td> <td>Sameep</td> <td>Sam</td> <td>UnivStudentWorker</td> <td>1.000000</td> <td>0.00</td> <td>0.00</td> <td></td> <td>UOC67000G</td> </tr> <tr> <td>529220</td> <td>0</td> <td>Shonies</td> <td>Mazur</td> <td>U Staff Professional 3</td> <td>42.754875</td> <td>0.00</td> <td>35.00</td> <td></td> <td>UOC67000G</td> </tr> <tr> <td>086263</td> <td>0</td> <td>Sleep</td> <td>Louis</td> <td>UnivStudentWorker</td> <td>0.000000</td> <td>0.00</td> <td>0.00</td> <td></td> <td>UOC67000G</td> </tr> <tr> <td>266359</td> <td>0</td> <td>Sleep</td> <td>King</td> <td>U Ed Asst 1</td> <td>0.000000</td> <td>0.00</td> <td>40.00</td> <td></td> <td>UOC67000G</td> </tr> <tr> <td>187911</td> <td>0</td> <td>Sleep</td> <td>Louis</td> <td>UnivStudentWorker</td> <td>15.000000</td> <td>0.00</td> <td>0.00</td> <td></td> <td>UOC67000G</td> </tr> <tr> <td>583799</td> <td>0</td> <td>South</td> <td>Bruno</td> <td>UConnFaculty/Staff</td> <td>0.000000</td> <td>0.00</td> <td>35.00</td> <td></td> <td>UOC67000G</td> </tr> <tr> <td>644530</td> <td>0</td> <td>Song</td> <td>Mortimer</td> <td>U Staff Professional 3</td> <td>24.983250</td> <td>0.00</td> <td>40.00</td> <td></td> <td>UOC67000G</td> </tr> </tbody> </table>	Employee ID	Empl Record	Last Name	First Name	Job Title	Hourly Rate	Reported Hours	Scheduled Hours	Exception	Taskgroup ID	187887	0	Sameep	Sam	UnivStudentWorker	1.000000	0.00	0.00		UOC67000G	529220	0	Shonies	Mazur	U Staff Professional 3	42.754875	0.00	35.00		UOC67000G	086263	0	Sleep	Louis	UnivStudentWorker	0.000000	0.00	0.00		UOC67000G	266359	0	Sleep	King	U Ed Asst 1	0.000000	0.00	40.00		UOC67000G	187911	0	Sleep	Louis	UnivStudentWorker	15.000000	0.00	0.00		UOC67000G	583799	0	South	Bruno	UConnFaculty/Staff	0.000000	0.00	35.00		UOC67000G	644530	0	Song	Mortimer	U Staff Professional 3	24.983250	0.00	40.00		UOC67000G
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4	<p>The employee's regularly scheduled time may auto-populate on the Timesheet. Time will <u>not</u> auto-populate for student employees.</p> <p>If there are no updates to the employee's schedule, click Submit to submit the timesheet to run in Time Administration and get ready for approval.</p>	<p>Timesheet</p> <p>Bruno South UConnFaculty/Staff Employee ID 583799 Empl Record 0 Earliest Change Date 02/19/2016</p> <p>Time Period: View By Week *Date 07/22/2016 Scheduled Hours 70.00 Reported Hours 0.00</p> <table border="1"> <thead> <tr> <th></th> <th>Fri 7/22</th> <th>Sat 7/23</th> <th>Sun 7/24</th> <th>Mon 7/25</th> <th>Tue 7/26</th> <th>Wed 7/27</th> <th>Thu 7/28</th> <th>Fri 7/29</th> <th>Sat 7/30</th> <th>Sun 7/31</th> <th>Mon 8/1</th> <th>Tue 8/2</th> <th>Wed 8/3</th> <th>Thu 8/4</th> <th>Total</th> <th>Time Reporting Code</th> <th>Description</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>7.00</td> <td></td> <td></td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td></td> <td></td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>70.00</td> <td>REG</td> <td>Regular</td> <td>Hours</td> </tr> </tbody> </table> <p>Submit</p>		Fri 7/22	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Total	Time Reporting Code	Description	Type		7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	7.00	70.00	REG	Regular	Hours																																										
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5	<p>If the employee's schedule differs from the auto-populated time, or if the time does not auto-populate, update the timesheet accordingly.</p> <p>Click on the plus sign (+) to add a new time reporting code.</p> <p>Click Submit when the Timesheet is filled accurately. The reported time will run through the nightly Time Administration process and become payable time. Time Approvers (supervisors) approve payable time.</p> <p>Note: Time that is entered by a Timekeeper does not need to be approved by a time approver. However, time that is interfaced by HuskyTime will need approval in Core-CT.</p>	<p>Timesheet</p> <p>Bruno South UConnFaculty/Staff Employee ID 583799 Empl Record 0 Earliest Change Date 02/19/2016</p> <p>Time Period: View By Week *Date 07/22/2016 Scheduled Hours 70.00 Reported Hours 0.00</p> <table border="1"> <thead> <tr> <th></th> <th>Fri 7/22</th> <th>Sat 7/23</th> <th>Sun 7/24</th> <th>Mon 7/25</th> <th>Tue 7/26</th> <th>Wed 7/27</th> <th>Thu 7/28</th> <th>Fri 7/29</th> <th>Sat 7/30</th> <th>Sun 7/31</th> <th>Mon 8/1</th> <th>Tue 8/2</th> <th>Wed 8/3</th> <th>Thu 8/4</th> <th>Total</th> <th>Time Reporting Code</th> <th>Description</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>7.00</td> <td></td> <td></td> <td>7.00</td> <td></td> <td>7.00</td> <td>7.00</td> <td></td> <td></td> <td></td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>7.00</td> <td>70.00</td> <td>REG</td> <td>Regular</td> <td>Hours</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7.00</td> <td></td> <td>SICK</td> <td>Sick</td> <td>Hours</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>7.00</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>VAC</td> <td>Vacation</td> <td>Hours</td> </tr> </tbody> </table> <p>Submit</p>		Fri 7/22	Sat 7/23	Sun 7/24	Mon 7/25	Tue 7/26	Wed 7/27	Thu 7/28	Fri 7/29	Sat 7/30	Sun 7/31	Mon 8/1	Tue 8/2	Wed 8/3	Thu 8/4	Total	Time Reporting Code	Description	Type		7.00			7.00		7.00	7.00				7.00	7.00	7.00	7.00	70.00	REG	Regular	Hours						7.00												SICK	Sick	Hours									7.00									VAC	Vacation	Hours		
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