

Recording Time with a Schedule Change

Timekeepers will use the Timesheet page for all timesheet entries, for both positive and exception time reporters.

This topic describes the procedure for recording time for a time reporter with a schedule change.

NOTE: Some time recording codes have changed, review description when choosing a code

Procedure

Consider this scenario:

You will make a schedule change for an exception employee who works on a Saturday instead of the regularly scheduled Wednesday.

Key Information:

Employee Id #

Click link to review procedure for navigating to employee timesheet. ([Hyperlink](#))

Timesheet - Microsoft Internet Explorer

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Timesheet

Employee ID: [REDACTED]

Job Title: [REDACTED] Employee Record Number: 0 Department: [REDACTED]

View By: Week **Date:** 12/14/2008 Refresh [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.000 Hours **Scheduled Hours:** 40.000 Hours

Reported time on or before 02/14/2009 is for a prior period.

From Sunday 12/14/2008 to Saturday 12/20/2008

Timesheet Overrides

Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Total	Time Reporting Code	Type	Shift	Shift Combo Code

Submit **Apply Schedule**

[Reported Time Status - click to view](#)

[Reported Hours Summary - click to hide](#)

Internet

Step	Action
1.	<p>To populate the grid with the employee's scheduled time, click the Apply Schedule button.</p> <p>Apply Schedule</p>

Timesheet - Microsoft Internet Explorer

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Timesheet

Employee ID:

Job Title: Employee Record Number: 0 Department:

View By: Week Date: 12/14/2008 Refresh << Previous Week Next Week >>

Populate Time From: Schedule Information

Reported Hours: 0.000 Hours Scheduled Hours: 40.000 Hours

Reported time on or before 02/14/2009 is for a prior period.

From Sunday 12/14/2008 to Saturday 12/20/2008

Timesheet Overrides

Sun 12/14	Mon 12/15	Tue 12/16	Wed 12/17	Thu 12/18	Fri 12/19	Sat 12/20	Total	Time Reporting Code	Type	Shift	Shift Combo Code
8.000	8.000	8.000	8.000	8.000	8.000			REG - Regular Pay SERS Elig	Hours		

Submit Apply Schedule

Reported Time Status - click to view

Done Internet

Step	Action
2.	<p>The employee's regular schedule displays with the appropriate Time Reporting Code.</p> <p>For this example, the employee will work 8 hours on Saturday instead of 8 hours on Wednesday (the regular schedule).</p>

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From Sunday 02/01/2009 to Saturday 02/07/2009

Timesheet
Overrides

	Sun 2/1	Mon 2/2	Tue 2/3	Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Total	Time Reporting Code	Type	Shift	Shift Combo Code
		8.000	8.000	8.000	8.000	8.000			REG - Regular Pay SERS Elig	Hours		
<div>Submit</div> <div>Apply Schedule</div>												

Reported Time Status - [click to view](#)

Reported Hours Summary - [click to hide](#)

Category	Sun 2/1	Mon 2/2	Tue 2/3	Wed 2/4	Thu 2/5	Fri 2/6	Sat 2/7	Total
Total Reported Hours								
Total Scheduled Hours		8.000000	8.000000	8.000000	8.000000	8.000000		40.000000
Schedule Deviation		8.000000	8.000000	8.000000	8.000000	8.000000		40.000000

Balances - [click to hide](#)

Plan Type	End balance as of 02/01/2009
Vacation	30.778
Sick	382.940
Personal	8.000

Comp Time - H120DAYEXP

Go To:
[Manager Self Service](#)
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[Punch Timesheet](#)
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[Manage Schedules](#)

Step	Action
3.	Scroll to the bottom of the page and click the Manage Schedules link. Manage Schedules

Timesheet - Microsoft Internet Explorer

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Job Code

Department

Supervisor ID

Reports To Position Number

Workgroup

Employee Type

Clear Selection Criteria Save Selection Criteria Get Employees

[Click for Instructions](#)

Date and Schedule Selection

View By: Week Date: 12/14/2008 Schedule Group:

[<< Previous Week](#) [Next Week >>](#)

Employees For Sharon Vieira

Select	Name	Job Title	Sunday 12/14/08	Monday 12/15/08	Tuesday 12/16/08	Wednesday 12/17/08	Thursday 12/18/08	Friday 12/19/08	Sat 12/20/08
<input type="checkbox"/>	Name								

Schedule Actions

Internet

Step	Action
4.	On the Weekly Schedules page, click the Get Employees button.
	<div>Get Employees</div>

Timesheet - Microsoft Internet Explorer

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Supervisor ID

Reports To Position Number

Workgroup

Employee Type

Clear Selection Criteria Save Selection Criteria **Get Employees**

[Click for Instructions](#)

Date and Schedule Selection

View By: Date: Refresh Schedule Group:

[<< Previous Week](#) [Next Week >>](#)

Employees For Sharon Vieira

Select	Name	Job Title	Sunday 12/14/08	Monday 12/15/08	Tuesday 12/16/08	Wednesday 12/17/08	Thursday 12/18/08	Friday 12/19/08	Saturday 12/20/08	Total Hours	EmplID
<input type="checkbox"/>	Amy Spencer	Payroll Supervisor	0 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	0 Hours	40	101053

Done Internet

Step	Action
5.	<p>The employee's regular schedule displays at the bottom of the page.</p> <p>Click the 8 Hours link for Wednesday.</p> <p>8 Hours</p>

Timesheet - Microsoft Internet Explorer

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Daily Detail for 12/17/2008

Amy Spencer Employee ID: 10105362
Job Title: Payroll Supervisor Employee Record Number: 0

[Click to View Instructions](#)

Schedule Settings

Schedule Type: Elapsed Punch Pattern: Default Default Taskgroup: UM_EXP

Refresh Schedule (Existing schedule will be cleared and refreshed based on the above selections.)

Primary Schedule

Schedule Details Time Reporting Elements Task Reporting Elements ChartFields


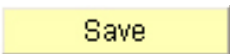
Shift ID	Off Shift	Taskgroup	Sched Hrs
	<input type="checkbox"/>	UM_EXP	8.00

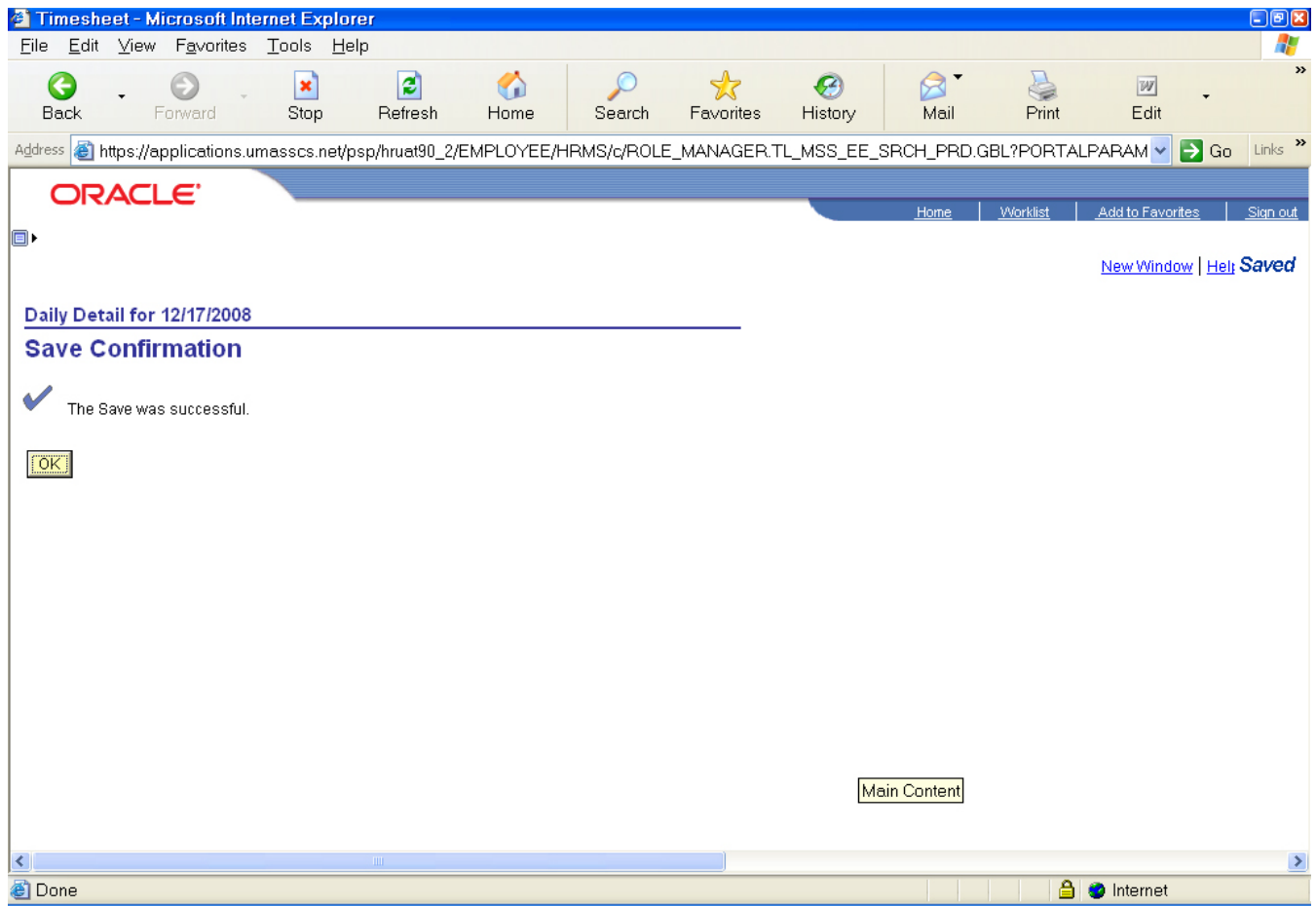
Training Details


No training data for today

Absence Details

Internet

Step	Action
6.	On the Daily Detail page, click the Off Shift option. 
7.	Enter the desired information into the Sched Hrs field. Enter "0".
8.	Click the Save button. 



Step	Action
9.	Click the OK button. <div></div>

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Employee Type

Clear Selection Criteria Save Selection Criteria Get Employees

[Click for Instructions](#)

Date and Schedule Selection

View By: Week Date: 12/14/2008 Refresh Schedule Group:

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Employees For Sharon Vieira

Select	Name	Job Title	Sunday 12/14/08	Monday 12/15/08	Tuesday 12/16/08	Wednesday 12/17/08	Thursday 12/18/08	Friday 12/19/08	Saturday 12/20/08	Total Hours	EmpID
<input type="checkbox"/>	Amy Spencer	Payroll Supervisor	0 Hours	8 Hours	8 Hours	0 Hours	8 Hours	8 Hours	0 Hours	32	101053

Schedule Actions

Schedule Replacements Copy Schedules Swap Schedules

Legend

Internet

Step	Action
10.	On the Weekly Schedules page, click the 0 Hours link for Saturday. 0 Hours

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Employee Type

Clear Selection Criteria Save Selection Criteria Get Employees

[Click for Instructions](#)

Date and Schedule Selection

View By: Week Date: 12/14/2008 Refresh Schedule Group:

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Employees For Sharon Vieira

Select	Name	Job Title	Sunday 12/14/08	Monday 12/15/08	Tuesday 12/16/08	Wednesday 12/17/08	Thursday 12/18/08	Friday 12/19/08	Saturday 12/20/08	Total Hours	EmpID
<input type="checkbox"/>	Amy Spencer	Payroll Supervisor	0 Hours	8 Hours	8 Hours	0 Hours	8 Hours	8 Hours	0 Hours	32	101053

Schedule Actions

Schedule Replacements Copy Schedules Swap Schedules

Legend

Internet

Step	Action
10.	On the Weekly Schedules page, click the 0 Hours link for Saturday. 0 Hours