

Navigation: Main Menu > Self Service > Time Reporting > Report Time > Timesheet

Your timesheet defaults to the current time reporting period. Enter your worked time and/or leave requests (dependent on your agency's policy) and click **Submit** when completed.

Note: Approved time may be changed and re-submitted.

If a prior time sheet is grayed out, you are no longer permitted to change that timesheet. Contact HR, if you require a change to that reporting time period.

The screenshot shows the 'Timesheet' page for Wanda Brown, HR Director. The interface includes a navigation breadcrumb, a 'Submit' button, and a table for reporting time. Callout boxes provide the following instructions:

- Top Left:** Select a future or past time reporting period by entering a different date and clicking on the green arrows to refresh.
- Top Center:** Click on the Previous Period link to return to the previous time reporting period. Click on the Next Period link to go forward to the next reporting time period.
- Top Right:** To add another row for the same day, to record multiple Time Reporting Codes for a given day - Click the plus sign on the far right of the page.
- Middle Right:** Ensure you select the appropriate Time Reporting Code from the drop down list. List consists of codes associated with worked and/or leave time. You must have a balance to request current and future leave.
- Bottom Right:** Leave Requests require a leave reason. Click on the magnifying glass to select a leave reason.
- Bottom Right (Far Right):** To delete an extra row or a row you no longer need. Click the minus sign on the far right of the page.
- Bottom Center:** These tabs are explained on the next page.
- Bottom Left:** Reported Status indicates the approval status. Needs Approval has not been approved by your "Reports To" manager. Approved has been approved.

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These tabs are explained on the next page.

To delete an extra row or a row you no longer need. Click the minus sign on the far right of the page.

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time				
Reported Time Summary Personalize Find 1-4 of 4								
Category	Total	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10/25	Thu 10/26	Fri 10/27
Total Reported Hours	32.00			8.00	8.00	8.00	8.00	
No category Displayed	32.00			8.00	8.00	8.00	8.00	
Total Scheduled Hours	40.00			8.00	8.00	8.00	8.00	8.00
Schedule Deviation	-8.00							-8.00

The **Summary** tab shows time reported against time scheduled, including deviation to schedule by day and for the total time reporting period. Note: No Category Displayed – categories are currently not utilized, thus no categories appear. If your agency’s exempt employees’ only report leave, this tab is irrelevant for you.

The **Leave/Compensatory Time** tab displays your leave/comp balances, as of the end of the previous time reporting period. These balances are available for this current time period.

Note: Balances will not reflect future requests, or unapproved and/or unprocessed prior requests. However those items will be considered when you request additional leave, this prevents a negative balance.

Click on the icon, under “View Detail”, to see what earnings and takes are included in the calculation of each of your leave/comp balances.

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time	
Leave and Compensatory Time Balances Personalize Find 1-3 of 3					
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	355.79	0		
Comp Time	ESL	8.00	0		
Comp Time	SICKLEAVE	720.00	0		

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time
Exceptions Personalize Find 1 of 1				
Date	Exception ID	Exception Source	Status	Exception Severity

The **Exceptions** tab shows issues encountered during the running of the “Time Admin” process. The process applies approved leave/comp time earnings/takes to your leave/comp balances. Note: If there is an exception, no time associated with that day was processed to update leave/comp balances. HR or SAO will handle correcting exceptions.

The **Payable Time** tab displays reported time processed through the “Time Admin” process. The Time Admin process runs nightly Sunday through Thursday (Sunday processes Friday, Saturday, and Sunday entries). The only exceptions are payroll confirm nights. Time Admin does not run on a payroll confirm night to prevent interference with payroll check and direct deposit processing. Payroll Confirm dates are listed on the HCM Home Page.

Remember: Time Admin can only process **approved** reported time and leave requests.

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time	
Payable Time Viewing Option					
<input type="radio"/> By TRC and Status <input type="radio"/> By TRC, Status and Day <input checked="" type="radio"/> Show In Detail View Full Detail					
Payable Time Personalize Find 1-2 of 2					
Date	TRC	Description	TRC Type	Payable Status	Quantity
10/23/2017	ALX	Annual Leave Taken	Hours	Closed	8.00
10/24/2017	ALX	Annual Leave Taken	Hours	Closed	8.00