

RECORD WORKING TIME ON BEHALF OF EMPLOYEE



QUICK REFERENCE CARD

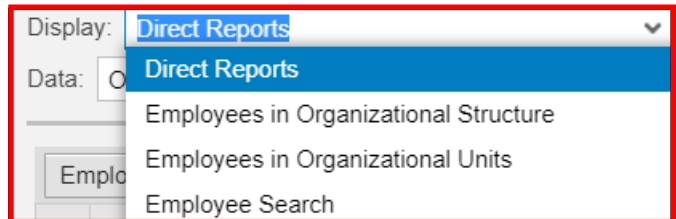
Managers can record working time on behalf of their employee in the Employee Profile in the Team Services tile. The manager will then have to approve the working time in Manager Self-Service.

PROCESS

1. Under the Manager Self-Service section, click the **Team Services** tile. Under the **My Team** section, in the **Employee Information** subsection, click **General Information**.

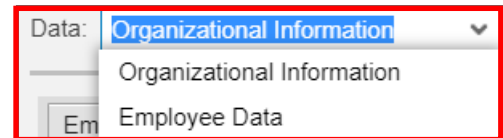
Team Services
Manage team services

2. Click the **Display** drop-down menu. Select **Direct Reports** to see your direct reports. Select **Employees in Organizational**



- Structure to see the organizational structure under your management. **Employees in Organizational Units** will display a list of organizational units under your management. Select **Employee Search** to search for a particular employee. For this example, we are using Direct Reports.

3. Click the **Data** drop-down menu. Select **Organizational Information** to display organizational information on your employees. Select **Employee Data** to display employee contact information and attendance status of your employees. For this example, we are using Organizational Information.

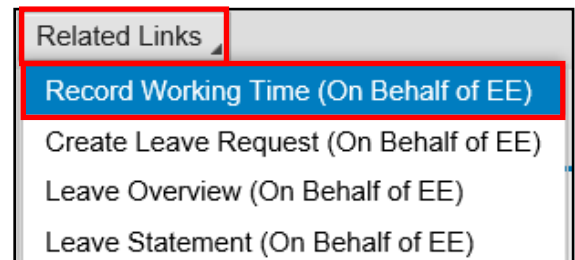


4. Click the **grey square** beside the employee you would like to see. When selected, the grey square will turn blue.

Employee Profile	Employee Photo	Employee Name	Personnel Number
		EMPLOYEE JAMES	10000068
		EMPLOYEE EMILY	10000004

5. Click the **Employee Profile** button. The Employee Profile should now appear.

6. Click the **Related Links** drop-down menu and select **Record Working Time (On Behalf of EE)**.



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PROCESS

- The calendar at the top of the screen provides an overview of the time entered and its status.
- Navigate to the appropriate week by using the **Previous Period** or **Next Period** buttons.

Timesheet

Week From: 12/03/2018

De...	Date	Att./abs. type	Actual	Content
			0.00	
	MO, 12/03		0.00	

- Locate the day you need to record working time on behalf of the employee.

Entering the total number of hours worked without the start and end times

- In the **Att./abs. type** field, click the drop-down arrow and **select the appropriate attendance type**.
- In the **Content** field, enter the **total number of hours** the employee worked that day. For example, if the employee worked 7.5 hours, enter 7.5 in the Content field.
- Repeat steps 10 and 11 for each day you need to record working time on behalf of your employee.

De...	Date	Att./abs. type	Actual	Content	D...	Start time	End time
			7.50				
	MO, 11/26	Attendance hours	7.50	7.50			
	TU, 11/27		0.00				

- Click the **Save** button in the top left corner of the screen.

Record Working Times: On Behalf of EMPLOYEE EMILY

Calendar

September 2018 October 2018 November 2018

Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su

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Entering the number of hours worked with the start and end times

14. In the **Att./abs. type field**, click the drop-down arrow and **select the appropriate attendance type**.
15. In the **Start time field**, enter the **time the employee started work that day in military time**.
16. In the **End time field**, enter the **time the employee ended work before lunch/break in military time**.
17. Click the **grey square** by the date you just entered the morning hours. (The grey square will turn blue when selected.)
18. Click the **Insert Row** button.

De...	Date	Att./abs. type	Actual	Content	D...	Start time	End time
			0.00				
	MO, 11/26	Attendance hours	0.00			08:30	12:00
	TU, 11/27		0.00				

19. In the first blank row you just inserted, in the **Att./abs. type field**, click the drop-down arrow and **select the appropriate attendance type**.
20. In the **Start time field**, enter the **time the employee returned from lunch/break in military time**.
21. In the **End time field**, enter the **time the employee left work for the day in military time**.

De...	Date	Att./abs. type	Actual	Content	D...	Start time	End time
			7.50				
	MO, 11/26	Attendance hours	7.50	3.50		08:30	12:00
		Attendance hours		4		13:00	17:00
	TU, 11/27		0.00				

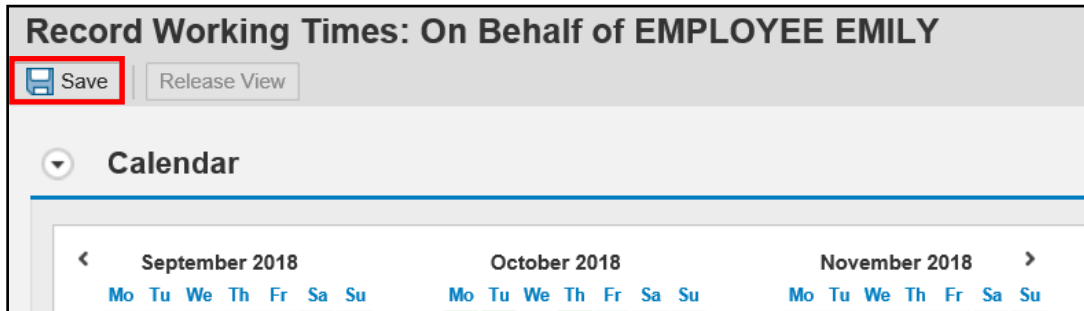
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PROCESS

22. Repeat steps 14 and 21 for each day you need to record working time on behalf of your employee.
23. Click the **Save** button in the top left corner of the screen.



If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**