

EDIT A TIME ENTRY

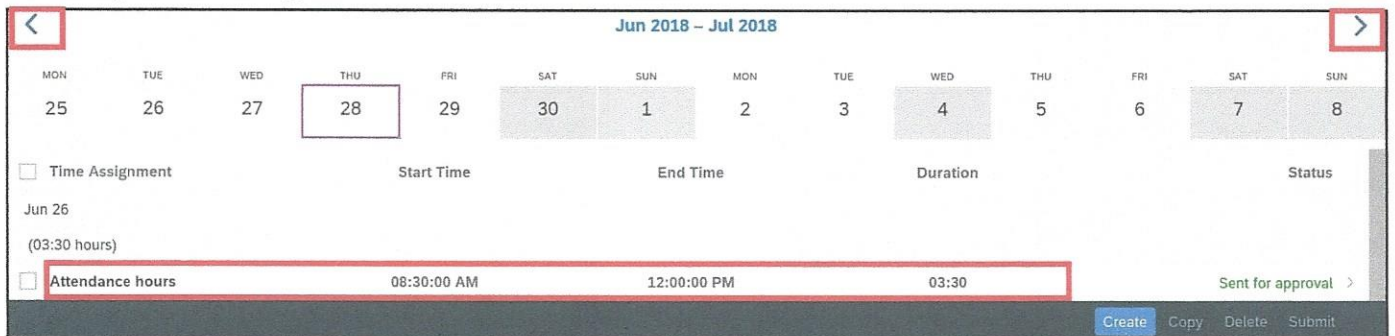
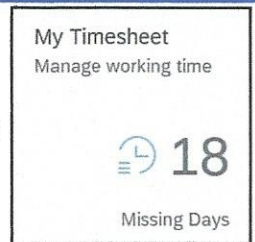


QUICK REFERENCE CARD

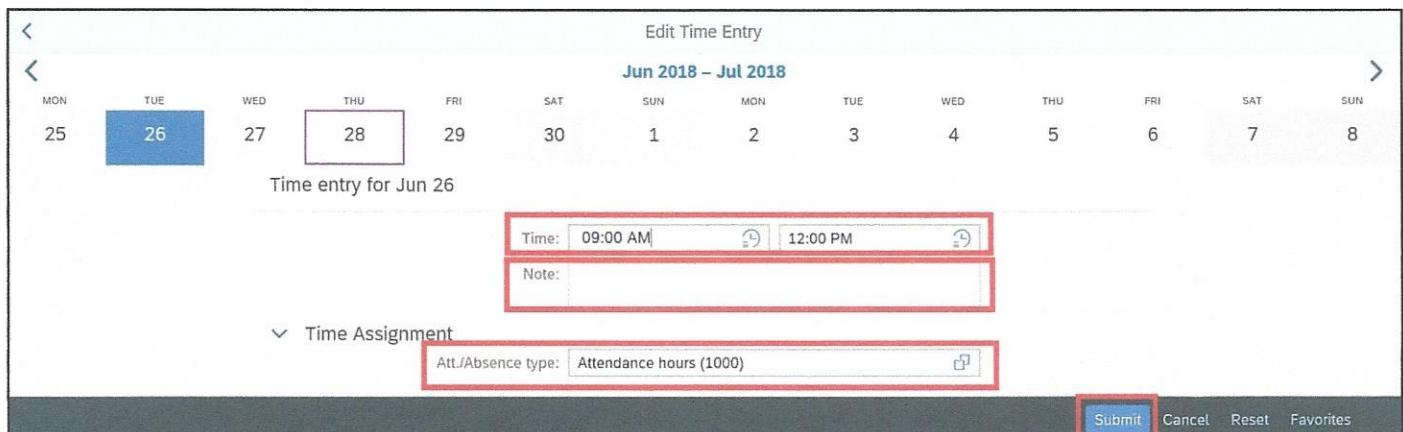
Employees can edit a time entry up until it is approved by their supervisor in the My Timesheet tile. After it is approved, employees will need to contact their Time Administrator if changes are needed.

PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.
2. **Locate the time entry you would like to edit** by navigating to the week of the time entry. To change the weeks on the calendar by **clicking the right arrow to move to the next week** or the **left arrow to move to the previous week**.
3. In the **Time Assignment** section, **click the time entry data field** you would like to edit. Clicking the check box beside the Time Assignment does not open the time entry for editing.



4. Edit the **From and To times, note, or attendance type** as needed.
5. Click the **Submit** button to send the time entry to your supervisor for approval.
6. Click the **Cancel** button to cancel the entry go back to the previous screen.
7. Click the **Reset** button to clear the entries in each field. You will have to select the date again and proceed to fill out the appropriate fields.



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PROCESS

12. After clicking Submit, the **Confirm Submission** window will appear.

13. Click **OK** if you are ready to submit the time to your supervisor. Click **Cancel** if you need to make additional changes.

14. The time entry will now appear in the **Time Assignment** section. You should see that the entry is **Sent for approval** in the Status column.

A screenshot of a "Confirm Submission" dialog box. The title bar says "Confirm Submission". The main content area displays: "Number of Entries: 1", "Start Time: 09:00 AM", and "End Time: 12:00 PM". At the bottom right, there are two buttons: "OK" (highlighted with a red dashed border) and "Cancel".

Confirm Submission	
Number of Entries:	1
Start Time:	09:00 AM
End Time:	12:00 PM
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

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.**