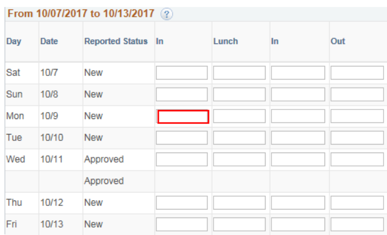
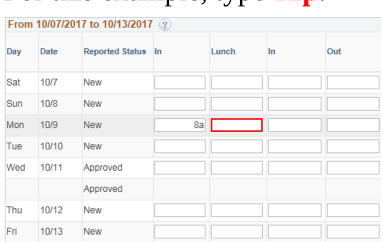
# Punched Time (Salary Employee) - ESS

| Step | Action |
|---|---|
| 1. | Click the **Main Menu** link.<br>Main Menu |
| 2. | Click the **Self Service** link.<br>Self Service |
| 3. | Click the **Time Reporting** link.<br>Time Reporting |
| 4. | Click the **Report Time** link.<br>Report Time |
| 5. | Click the **Timesheet** link.<br>Timesheet |
| 6. | Use the **Timesheet** page to enter punched time.<br><br>The timesheet **View By** field is defaulted to the Calendar Period view. The Calendar Period represents the Assigned Work Schedule, and the date under View By represents the first day of the Assigned Work Schedule Period. An Assigned Work Schedule Period could be a week, semi-monthly, 28 days, monthly, etc.<br><br>Time can be submitted for dates up to 45 days in the past and up to 180 days in the future. |
| 7. | The timesheet displays the **Scheduled Hours** that are set by the employee's Assigned Work Schedule.<br><br>The timesheet also displays the **Reported Hours** for the total hours associated with the Time Reporting Codes (TRCs). These TRCs are related to the current reporting period include: time worked, taken and unpaid time. The Reported Hours will display 0.00 until hours are submitted.<br><br>The current timesheet displays the **Scheduled Hours** and the **Reported Hours** that are used to calculate the **Schedule Deviation**. |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8.</td><td>The Assigned Work Schedule sets the date range for the Calendar Period for which the user will be entering time is displayed in the timesheet header.<br><br>The system displays one row for each day within the selected period. In this example, we will use the Calendar Period view for the week of October 7th - October 13th, and the system displays the rows for each Day and Date within that period, accordingly.<br><br>For new timesheets, the Reported Status of each row is New.</td></tr>
<tr><td>9.</td><td>Use the first In column to indicate the time you started your work day.<br><br>Click in the In field.<br><br>From 10/07/2017 to 10/13/2017
<table>
<tr><th>Day</th><th>Date</th><th>Reported Status</th><th>In</th><th>Lunch</th><th>In</th><th>Out</th></tr>
<tr><td>Sat</td><td>10/7</td><td>New</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Sun</td><td>10/8</td><td>New</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Mon</td><td>10/9</td><td>New</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Tue</td><td>10/10</td><td>New</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Wed</td><td>10/11</td><td>Approved</td><td></td><td></td><td></td><td></td></tr>
<tr><td></td><td></td><td>Approved</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Thu</td><td>10/12</td><td>New</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Fri</td><td>10/13</td><td>New</td><td></td><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>10.</td><td>Enter the appropriate information into the In field.<br><br>For this example, type 8a.</td></tr>
<tr><td>11.</td><td>Use the Lunch column to indicate the time you started your lunch time.<br><br>Press [Tab].</td></tr>
<tr><td>12.</td><td>Enter the appropriate information into the Lunch field.<br><br>For this example, type 12p.<br><br>From 10/07/2017 to 10/13/2017
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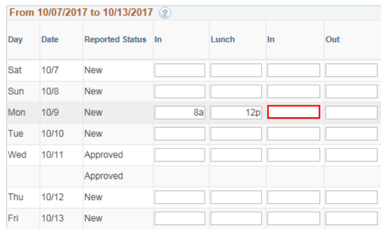
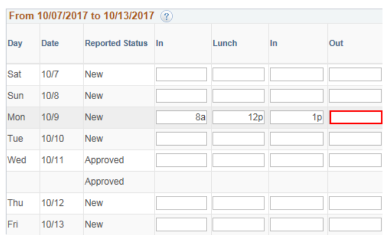
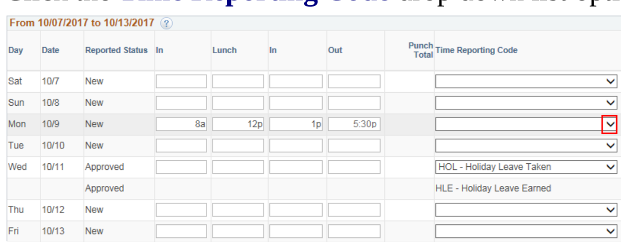
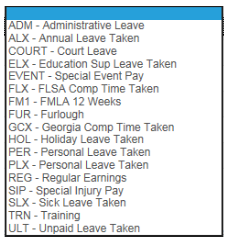
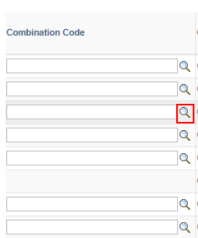
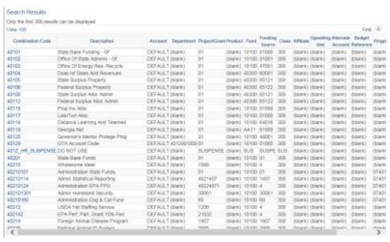
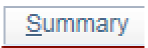
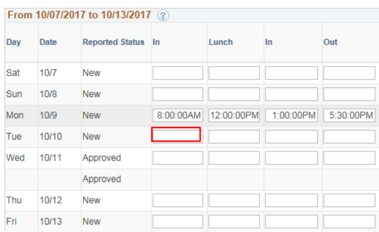
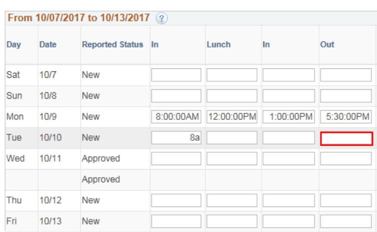
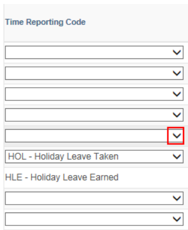
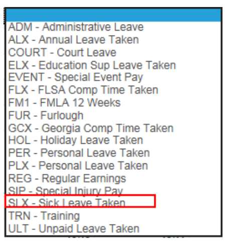
</table></td></tr>
<tr><td>13.</td><td>Use the second In column to indicate the time you resumed working after lunch.<br><br>Press [Tab].</td></tr>
</table>

| Step | Action |
|---|---|
| 14. | Enter the appropriate information into the **In** field.<br><br>For this example, type **1p**.<br><br> |
| 15. | Use the **Out** column to indicate the time you completed your work day.<br><br>Press **[Tab]**. |
| 16. | Enter the appropriate information into the **Out** field.<br><br>For this example, type **5:30p**.<br> |
| 17. | You may choose to report time against a specific **Time Reporting Code (TRC)**.<br><br>Click the **Time Reporting Code** drop down list option.<br> |
| 18. | Reporting time against a TRC is required for all Time Reporting Codes - except Regular Hours. Depending on the employee type and/or agency, the Time Reporting Code selection may change.<br><br>For this example, the employee has access to the following TRCs.<br><br>Note: Selecting the TRC for Regular hours is not necessary. The application will automatically default the TRCs for Regular Hours.<br><br>In this example, we will proceed without selecting a TRC, since the employee has only worked Regular Hours. |

| Step | Action |
|---|---|
| 19. | Military Leave follows the Federal Calendar Year, which is October 1 through September 30.<br><br>Any existing Military balances are cleared for October 1 to begin the new Federal Calendar Year. |
| 20. | Click the **Blue No Selection** list item.<br> |
| 21. | To view the right side of the timesheet, the user needs to use the horizontal scrollbar.<br><br>Click the **Horizontal** scrollbar. |
| 22. | The *Taskgroup column contains editable fields, which defaults: SOGALL-CC.<br><br><u>DO NOT</u> change the value in this field. If the field does NOT contain SOGALL-CC notify your T&L Administrator to correct your T&L setup data. |
| 23. | You may need to report time against a specific **Combination Code**.<br><br>A **Combination Code** is only used when time must be reported against a specific project or task (such as a grant).<br><br>Click the **Look up** button.<br> |

| Step | Action |
|---|---|
| 24. | If a combination code is not required, the system will charge the reported time to the default account code set up for your job.<br><br>**Note:** Contact your manager to help you determine if you need to report time against a combination code.<br><br>In this example, we will proceed without selecting a combination code, since the employee has not worked on any special projects.<br><br>Click the **Cancel** button.<br> |
| 25. | To go back to the left side of the timesheet, the user needs to use the horizontal scrollbar.<br><br>Click the **Horizontal** scrollbar. |
| 26. | A Time and Labor employee will enter/view time and leave data on the Timesheet. Employee will enter a Leave Request on the Timesheet, and rows entered by a process and/or an administrative adjustment are for information only; therefore, they are display only to prevent edits or deletion. An Employee can view Leave Balances on the Leave/Compensatory Time tab. T&L Leave include the following TRCs:<br><br>•ALX – Annual Leave<br>•ELX – Education Support Leave<br>•HOL – Holiday Leave<br>•MLX18 – Military Leave 18 Day<br>•MLX30 – Military Leave 30 Day<br>•PLX – Personal Leave<br>•SLX – Sick Leave<br><br>Click **here** to view examples of how to enter TRCs for Leave and Special Pay to include a split day with punch time and leave time with Special Pay.<br><br>Note: Available Forfeited Annual Leave and Forfeited Sick Leave balances will display on the **Leave/Compensatory Time** tab. |
| 27. | Click the **Leave/Compensatory Time** tab.<br> |

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>28.</td><td>Note: It is important to first to review your balances before selecting a TRC. If you do not have a balance to pull from then with manager approval, you need to work the extra hours scheduled above 8 hours at some point in the same work week or to use the ULT – Unpaid Leave Taken.<br><br>In the Recorded Balance field, the system displays leave balances based on the individual Plan Type and Plan.<br><br>Click the Summary tab.<br>
</td></tr>
<tr><td>29.</td><td>Note: With manager approval, employee have the option to make-up their time instead of using earned leave time.<br><br>For this example, the employee took 4-hours of Sick Leave.<br><br>Click in the In field.<br>
</td></tr>
<tr><td>30.</td><td>Enter the appropriate information into the In field.<br><br>For this example, type 8a.</td></tr>
<tr><td>31.</td><td>Click in the Out field.<br>
</td></tr>
<tr><td>32.</td><td>Enter the appropriate information into the Out field.<br><br>For this examples, type 12p.</td></tr>
<tr><td>33.</td><td>To view the right side of the timesheet, the user needs to use the horizontal scrollbar.<br><br>Click the Horizontal scrollbar.</td></tr>
<tr><td>34.</td><td>Click the 10/10 Add a new row button.<br></td></tr>
</table>

| Step | Action |
| --- | --- |
| 35. | Notice a new row has been added for the date *10/10*. The **Reported Status** for the new row also indicates *New*.<br><br>Click the **Time Reporting Code** list.<br> |
| 36. | For this example, the employee is requesting Sick Leave.<br><br>Click the **SLX - Sick Leave Taken** list item.<br> |
| 37. | Click in the **Quantity** field.<br> |
| 38. | Enter the appropriate information into the **Quantity** field.<br><br>For this example, type **4**. |
| 39. | To view the right side of the timesheet, the user needs to use the horizontal scrollbar.<br><br>Click the **Horizontal** scrollbar. |

<table>
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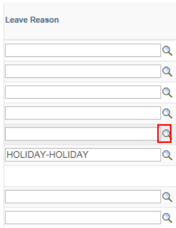
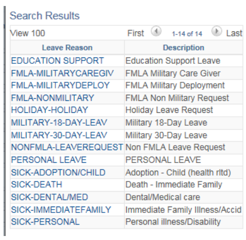
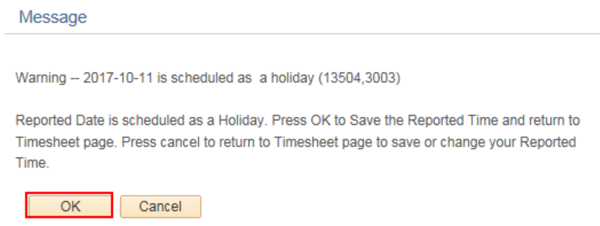
<tr><td>40.</td><td>When submitting leave hours, the employee must select a Leave Reason code.<br><br>Click the Lookup button.<br></td></tr>
<tr><td>41.</td><td>Select the appropriate reason code from the search results. For this example, the employee is electing to take Personal Leave<br><br>Click the Personal Leave link.<br></td></tr>
<tr><td>42.</td><td>To go back to the left side of the timesheet, the user needs to use the horizontal scrollbar.<br><br>Click the Horizontal scrollbar.</td></tr>
<tr><td>43.</td><td>Note: <u>You must report the exact time you start and stop working.</u> You may enter both hours and minutes as needed to reflect the exact time. For example, if you start your work day at 8:01am, break for lunch at 11:57am, resume work at 12:58pm, and stop your work day at 4:05pm, you should report:<br><br>In: 8:01a<br>Lunch: 11:57a<br>In: 12:58p<br>Out: 4:05p<br><br>In the example that follows, 8:00am-12:00pm and 1:00pm-5:00pm are the hours the employee actually worked in the period October 7th - October 13th. However the employee worked until 5:30pm on Monday, Thursday and Friday, which is an extra 30 minutes each day.</td></tr>
<tr><td>44.</td><td>Repeat previous steps for the remainder of the week starting on Thursday provided no additional holiday or leave time needs to be submitted.<br><br>For this example, the employee worked their Regular Hours for the remainder of the week except Monday, Thursday and Friday. On each day, the employee worked until 5:30pm.<br><br>Note: For this simulation, the remainder of the week will be completed for you.</td></tr>
</table>

| Step | Action |
|---|---|
| 45. | Use the **Submit** button to submit your timesheet.<br><br>Click the **Submit** button.<br> |
| 46. | Note the Warning Message stating that 10/11 was a scheduled holiday.<br><br>Click the **OK** button.<br> |
| 47. | The system displays a confirmation page to indicate the timesheet has been submitted.<br><br>Click the **OK** button.<br> |
| 48. | Click the **Vertical** scrollbar. |
| 49. | The **Summary** tab displays the **Reported Time Summary** section which compares your scheduled hours to your actual worked to show any deviation from your Assigned Work Schedule. This section will display default information from your Assigned Work Schedule until after you submit. |
| 50. | **Total Reported Hours** indicate the sum of submitted Hours Worked for each day. The timesheet must be submitted for the **Total Reported Hours** and **Schedule Deviation** hours to calculate and display. Review the Total Reported Hours equal 41.50 and Schedule Deviation to identify the extra 30 minutes worked on Monday, Thursday and Friday of this week. |
| 51. | Click the **Vertical** scrollbar to return to the top of the timesheet. |

| Step | Action |
|---|---|
| 52. | The user may also review the punches (**In**, **Lunch**, **In**, **Out**), the total hours reported in each row (**Punch Total**), and the total reported hours in the timesheet (**Reported Hours**) to validate that time was reported correctly.<br><br>**Note:** The **Reported Hours** field reflects all hours (working and non-working) reported in the timesheet for the period being submitted. The timesheet displays the Reported Hours for the total hours associated with the Time Reporting Codes (TRCs). These TRCs are related to time worked, taken and unpaid time for the current reporting period.<br><br>The Reported Status field for each day in the week now reads "Needs Approval". |
| 53. | **Note:** After reviewing the submitted time, the user determines that the reported time needs to be corrected, the user may modify the timesheet and resubmit the modified changed reported time.<br><br>Changes can be made to dates up to 45 days in the past and up to 180 days in the future. |
| 54. | **Congratulations!** You have completed submitting punched time using the timesheet.<br>**End of Procedure.** |