

Applying Non-Closure Emergency Leave/Teleworking as the manager:

Punch Timesheet

1. Navigate to the employee's timesheet
 - a. For Reports To: Manager Self Service > Team Time > Report/Approve Time
 - b. For Time&Absence Approvers: Time Approver > Time Approver > Report/Approve Time
2. Enter the hours as punch or elapsed time and choose the correct TRC
 - a. Punch Time:

Timesheet

From 04/05/2020 to 04/18/2020

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
<input type="checkbox"/>		Sun	4/5	New								4/5	+	-
<input type="checkbox"/>		Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	00REG - Regular		4/6	+	-
<input type="checkbox"/>		Tue	4/7	New								4/7	+	-
<input type="checkbox"/>		Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	00REG - Regular		4/8	+	-
<input type="checkbox"/>		Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	2.50	00REG - Regular		4/9	+	-
<input type="checkbox"/>		Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25	00NHP - BIWK Non-Closure Emer Leave		4/10	+	-
<input type="checkbox"/>		Sat	4/11	New								4/11	+	-
<input type="checkbox"/>		Sun	4/12	New								4/12	+	-
<input type="checkbox"/>		Mon	4/13	New								4/13	+	-
<input type="checkbox"/>		Tue	4/14	New								4/14	+	-
<input type="checkbox"/>		Wed	4/15	New								4/15	+	-
<input type="checkbox"/>		Thu	4/16	New								4/16	+	-
<input type="checkbox"/>		Fri	4/17	New								4/17	+	-
<input type="checkbox"/>		Sat	4/18	New								4/18	+	-

Submit Clear

b. Elapsed Time:

Timesheet

From 04/05/2020 to 04/18/2020

Select	Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date		
<input type="checkbox"/>		Sun	4/5	New								4/5	+	-
<input type="checkbox"/>		Mon	4/6	Needs Approval	1:00:00PM			2:45:00PM	1.75	00NHP - BIWK Non-Closure Emer Leave		4/6	+	-
<input type="checkbox"/>		Tue	4/7	New								4/7	+	-
<input type="checkbox"/>		Wed	4/8	Needs Approval	9:30:00AM	1:45:00PM	5:00:00PM	6:00:00PM	5.25	00WSP - Work Study Pymt Non-Closure EM		4/8	+	-
<input type="checkbox"/>		Thu	4/9	Needs Approval	10:45:00AM	12:45:00PM	3:00:00PM	3:30:00PM	2.50	18SHO - Housing Holiday 1.5x		4/9	+	-
<input type="checkbox"/>		Fri	4/10	Needs Approval	12:00:00PM			2:15:00PM	2.25	18SRH - Rec Holiday 1.5x		4/10	+	-
<input type="checkbox"/>		Sat	4/11	New								4/11	+	-
<input type="checkbox"/>		Sun	4/12	New							4	4/12	+	-
<input type="checkbox"/>		Mon	4/13	New								4/13	+	-
<input type="checkbox"/>		Tue	4/14	New								4/14	+	-
<input type="checkbox"/>		Wed	4/15	New								4/15	+	-

3. Press submit

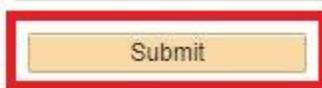


Punch Timesheet

1. Navigate to the employee's timesheet
 - a. For Reports To: Manager Self Service > Team Time > Report/Approve Time
 - b. For Time&Absence Approvers: Time Approver > Time Approver > Report/Approve Time
2. Enter the hours as punch or elapsed time and choose the correct TRC

A screenshot of the 'Timesheet' application interface. The title bar reads 'Timesheet'. On the left, there is a dropdown menu for 'Timesheet' with a list of TRC codes, including '00TWH - Teleworking Non-Exempt' which is highlighted with a red box. Below the dropdown is a 'From Sun' section with a grid of input fields for days of the week. The 'Mon 4/6' and 'Tue 4/7' cells are highlighted with a red box and contain the number '8'. The 'Submit' button is visible at the bottom left. The main area shows employee information: Employee ID [redacted], Empl Record 0, and Earliest Change Date 04/05/2020. There are also fields for 'Total Reported Hours' and 'Reported Hours', both showing 0.00. A 'Print Timesheet' button is located below these fields.

3. Press Submit



Applying Teleworking as an employee:

For Pay From Schedule Employees:

1. Navigate to your timesheet
 - a. Employee Self Service > Time and Absence > Weekly Timesheet
2. Apply schedule

From Sunday 04/12/2020 to Saturday 04/18/2020

Time Reporting Code	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total
<input type="text"/>								
<input type="text"/>								
<input type="text"/>								

Submit

Apply Schedule

3. Select the correct Time Reporting Code (TRC)

From Sunday 04/12/2020 to Monday 05/11/2020

Time Reporting Code	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total
<input type="text"/>	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	<input type="text"/>

00ACA - ACA Tracking

00CIP - Call-in Pay

00REG - Regular

00TWH - Teleworking Non-Exempt

18TIP - UGA Tips (Cash)

Reported

Reported

Date

Description

Comments

4. Press Submit

Submit

For Manual Time Entry Employees:

1. Navigate to your timesheet
 - a. Employee Self Service > Time and Absence > Weekly Timesheet
2. Enter your hours, and select the correct Time Reporting Code (TRC)

From 04/12/2020 to 04/18/2020

Add Comments	Day	Date	Reported Status	In	Lunch	In	Out	Punch Total	Time Reporting Code	Quantity	Date
	Sun	4/12	New	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM		<input type="text"/>		4/12
	Mon	4/13	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		4/13
	Tue	4/14	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		4/14
	Wed	4/15	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		4/15
	Thu	4/16	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		4/16
	Fri	4/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		4/17
	Sat	4/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		4/18

00ACA - ACA Tracking

00CIP - Call-in Pay

00REG - Regular

00TWH - Teleworking Non-Exempt

18TIP - UGA Tips (Cash)

Submit

Clear

3. Press Submit

Submit

Clear

Web Clock Employees and Kaba employees cannot apply Teleworking to their own timesheets. If these employees are teleworking, the TRC will need to be added by the manager.