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:

   ![Punch Timesheet Image]

   b. Elapsed Time:

   ![Elapsed Timesheet Image]

3. Press submit
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   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

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
3. Select the correct Time Reporting Code (TRC)

4. Press 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)

3. Press Submit
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.