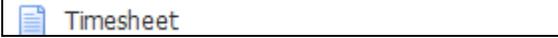


Reporting Time on Timesheet (Full Schedule)

Step	Action
1.	Click the Main Menu button. 
2.	Click the Self Service menu. 
3.	Click the Time Reporting menu. 
4.	Click the Report Time menu. 
5.	Click the Timesheet menu. 
6.	Use the Timesheet page to review, enter and update time.
7.	The View By field selection indicates the period that displays on the Timesheet . Click the View By list. 
8.	The default for this field is Week . Available values for the View By field are Day , Calendar Period , and Week . Note: Vannie Selekmán has set an employee preference for the View By to Calendar Period which is discussed in the ESS Preference topic.
9.	The Date field defaults to Sunday (first day of week) of the current week; however, this date may be changed. The Date field should be changed to reflect the beginning of the pay period being reported.
10.	Click the Refresh button to change the dates displayed on the Timesheet based on the date entered in the Date field.
11.	Use the << Previous Period and Next Period >> links to view the previous or next time reporting periods. Links will change based on the View By option that is selected.



Step	Action
12.	<p>The Reported Hours field displays the number of hours reported for the specified period on the Timesheet.</p> <p>This field displays 0.00 until the time has been submitted.</p>
13.	<p>The Scheduled Hours field displays the number of hours based on the work schedule.</p> <p>If no schedule exists, Scheduled Hours displays 0.00.</p>
14.	<p>Use the Timesheet to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code (TRC).</p> <p>Note: Exception Hourly employees with a Work Schedule only need to report exceptions to their schedule. If no exceptions to the Work Schedule exist no time entry is required.</p> <p>Note: Positive time reporters must enter all time worked on the Timesheet.</p>
15.	<p>Use TRCs to report time and leave. Enter TRCs directly in the field or use the lookup button to ensure valid TRCs are selected.</p> <p>Note: If a non-existent TRC is entered directly in the field an error message displays.</p>
16.	<p>Click the scrollbar.</p>
17.	<p>Enter Combination Code and/or click the edit ChartFields link only if instructed by your Timekeeper.</p>
18.	<p>The Wilmington Wage Tax checkbox flags the row's hours as being subject to Wilmington Wage Tax.</p> <p>Note: If you do not reside or regularly work within the City of Wilmington and are reporting occasional time worked within the City, contact your Timekeeper for the appropriate use of this checkbox.</p>
19.	<p>When reporting time on the Timesheet, click the Plus (+) sign to add a row or the Minus (-) sign to delete a row.</p>
20.	<p>Click the scrollbar.</p>
21.	<p>The Submit button saves the Reported Time for processing.</p>
22.	<p>After clicking the Submit button, the Reported Time Status section will display the Reported Time by date with a status of Submitted.</p>

Step	Action
23.	<p>The Reported Time Summary section displays categories of Total REG and Total Overtime only when reported.</p> <p>Values are displayed in Total Reported Hours when Hours are reported on the Timesheet.</p> <p>Values are displayed in Total Scheduled Hours if the employee is assigned a Schedule.</p> <p>Values are displayed in Schedule Deviation when there is a difference between the Reported Hours and the Scheduled Hours.</p>
24.	<p>Click the Expand section button.</p> 
25.	<p>The Leave and Compensatory Time Balances section displays Sick, Vacation, and Comp Time Balances.</p> <p>The Balances section only displays balances for leave plans the employee is enrolled in.</p>
26.	<p>Comp Time balances change after Time Administration runs and will be updated based on the View By date entered on the Timesheet. Comp Time balances may change by refreshing the View By date.</p>
27.	<p>Some employees have Work Schedules associated with their time reporting. If a day has scheduled time, but no time is reported on the Timesheet, the scheduled time is paid.</p> <p>If there are no exceptions for the week, there is no need to enter any time.</p> <p>If time is manually entered on the timesheet for a scheduled day, only the hours entered are paid. Therefore, when entering Exceptions, all Scheduled Hours for that day must be accounted for. For example, if you are scheduled to work 7.5 hours and you worked 5 hours and took 2.5 hours of leave, you must also enter 2.5 hours of ALT and 5 hours of REG.</p> <p>Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.</p>
28.	<p>In this example, Vannie Selekman will enter each day he works, which overrides scheduled hours.</p>
29.	<p>Enter the desired information into the Hours field.</p> <p>Enter a valid value e.g. "7.5".</p>
30.	<p>Click in the Hours field.</p> 
31.	<p>Enter the desired information into the field.</p> <p>Enter a valid value e.g. "7.5".</p>



Step	Action
32.	Click in the Hours field. <input data-bbox="354 331 435 373" type="text"/>
33.	Enter the desired information into the Hours field. Enter a valid value e.g. " 7.5 ".
34.	Click in the Hours field. <input data-bbox="354 531 435 573" type="text"/>
35.	Enter the desired information into the Hours field. Enter a valid value e.g. " 7.5 ".
36.	Click in the Hours field. <input data-bbox="354 741 435 783" type="text"/>
37.	Enter the desired information into the Hours field. Enter a valid value e.g. " 7.5 ".
38.	Click in the Hours field. <input data-bbox="354 951 435 993" type="text"/>
39.	Enter the desired information into the Hours field. Enter a valid value e.g. " 7.5 ".
40.	Click in the Hours field. <input data-bbox="354 1161 435 1203" type="text"/>
41.	Enter the desired information into the Hours field. Enter a valid value e.g. " 7.5 ".
42.	Click in the Hours field. <input data-bbox="354 1371 435 1413" type="text"/>
43.	Enter the desired information into the Hours field. Enter a valid value e.g. " 7.5 ".
44.	Click in the Hours field. <input data-bbox="354 1581 435 1623" type="text"/>
45.	Enter the desired information into the field. Enter a valid value e.g. " 2.5 ".
46.	Click in the TRC field. <input data-bbox="354 1791 435 1833" type="text"/>

Step	Action
47.	Enter the desired information into the TRC field. Enter a valid value e.g. " REG ".
48.	Click in the Hours field. <input type="text"/>
49.	Enter the desired information into the Hours field. Enter a valid value e.g. " 5.0 ".
50.	Click in the TRC field. <input type="text"/>
51.	Enter the desired information into the TRC field. Enter a valid value e.g. " SLT ".
52.	Click in the Hours field. <input type="text"/>
53.	Enter the desired information into the Hours field. Enter a valid value e.g. " 7.5 ".
54.	Click in the TRC field. <input type="text"/>
55.	Enter the desired information into the TRC field. Enter a valid value e.g. " A ".
56.	Click the Look up Time Reporting Code button. 
57.	Locate the Annual Leave Taken (ALT) Time Reporting Code for this example. Click the scrollbar.
58.	Click the ALT link. <input type="text" value="ALT"/>
59.	Click the Submit button. <input type="button" value="Submit"/>
60.	Click the OK button. <input type="button" value="OK"/>
61.	Notice the Reported Hours field now reflects the 75.00 hours submitted.
62.	After submitting the Timesheet , the Time Reporting Codes (TRCs) are reordered alphabetically.
63.	The Reported Time Status section is now populated.



Step	Action
64.	The Reported Time Summary section displays details of the Total REG, Total Reported Hours, Total Scheduled Hours, and Schedule Deviation.
65.	The Leave and Compensatory Time Balances button displays Sick, Vacation, and Comp Time Balances.
66.	After submitting time, Sick and Vacation balances update to reflect the leave taken.
67.	A Comp Time balance displays if the employee is enrolled in a Comp Time plan. Comp Time balances update after the Time Admin Process, and are based on the date entered on the Timesheet.
68.	Congratulations! You now know how to: <ul style="list-style-type: none"> - Navigate to the Timesheet page - Enter time on the Timesheet - View Leave Balance information End of Procedure.