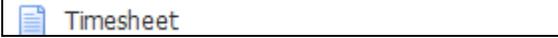
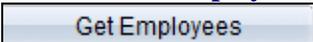


## Viewing and Understanding Reported Time

Step	Action
1.	Click the <b>Main Menu</b> button. 
2.	Click the <b>Manager Self Service</b> menu. 
3.	Click the <b>Time Management</b> menu. 
4.	Click the <b>Report Time</b> menu. 
5.	Click the <b>Timesheet</b> menu. 
6.	<b>Timesheet Summary</b> page is used for employee selection.  Under <b>Employee Selection Criteria</b> section, choose to search by <b>Time Reporter Group</b> , <b>Empl ID</b> , <b>Empl Record</b> , or <b>Last Name</b> .
7.	Click in the <b>Empl ID</b> field. 
8.	Enter the desired information into the <b>Empl ID</b> field.  Enter a valid value e.g. " <b>022740</b> ".
9.	Enter the Pay Period begin date for the reported time to be reviewed.  Enter the desired information into the <b>Date</b> field.  Enter a valid value e.g. " <b>05202012</b> ".
10.	Click the <b>Get Employees</b> button. 
11.	Click the <b>Shawnla McGarvey</b> link. 



Step	Action
12.	<p>The <b>View By</b> field selection indicates the period that displays on the <b>Timesheet</b>. The default for this field is <b>Week</b>. Available values for the <b>View By</b> field are <b>Day</b>, <b>Calendar Period</b>, and <b>Week</b>.</p> <p>Notice the <b>View By</b> and <b>Date</b> fields can not be changed.</p>
13.	<p>The <b>Reported Hours</b> field displays the number of hours reported for the specified period on the <b>Timesheet</b>.</p>
14.	<p>The <b>Scheduled Hours</b> field displays the number of hours based on the work schedule for the employee.</p> <p>This field displays 0.00 if the employee is not enrolled in a Work Schedule.</p>
15.	<p>Use the &lt;&lt;<b>Previous Week</b> and <b>Next Week</b>&gt;&gt; links to view the previous or next week.</p>
16.	<p>The <b>Timesheet</b> displays the hours worked for the specified date as well as the appropriate <b>Time Reporting Code (TRC)</b>.</p> <p><b>Note:</b> If no exceptions to the <b>Work Schedule</b> exist for an Exception Hourly employee, no time entry is required.</p> <p><b>Note:</b> Positive time reporters must enter all time worked on the <b>Timesheet</b>.</p>
17.	<p>Shawnla McGarvey's hours reported overrides her scheduled hours. Monday, 5/21/2012 is a holiday in this example, so those hours would not be reported.</p> <p><b>Note:</b> Employees with a holiday schedule receive their holiday hours on the holiday date in <b>Payable Time</b>.</p>
18.	<p>Viewing the <b>Total Hours</b> column is another way to verify <b>Reported Time</b>.</p>
19.	<p><b>TRCs (Time Reporting Codes)</b> are used to track time and leave.</p>
20.	<p>If there is an override to funding, this field displays the <b>Combination Code</b> value.</p> <p>If there is no override to funding, this field will be blank.</p>
21.	<p>Click the scrollbar.</p> 
22.	<p>The <b>Wilmington Wage Tax</b> checkbox flags the row's hours as being subject to Wilmington Wage Tax.</p> <p><b>Note:</b> 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>
23.	<p>Click the scrollbar.</p> 
24.	<p>Click the <b>Expand section</b> button.</p> 



Step	Action
25.	The <b>Reported Time Status</b> section displays the details of reported time with a <b>Submitted</b> status.
26.	The <b>Comments</b> bubble would contain lines to signify that a <b>Comment</b> exists. In this example, <b>Comments</b> have not been added.  <b>Note:</b> If two different <b>TRCs</b> are entered for a single date, there would be two rows of Reported Time for that date and both rows reflect the same <b>Comment</b> .
27.	Click the <b>Expand section</b> button. 
28.	The <b>Reported Time Summary</b> section displays details of the hours reported on the <b>Total REG, Total Reported Hours, Total Scheduled Hours, and Schedule Deviation</b> .
29.	Click the <b>Next Week</b> link. 
30.	No exceptions have been entered for the employee for the week of 05/27/12 - 06/02/12.  Since this is a full time employee (Exception Time Reporter), the Work Schedule assigns the hours for the week.
31.	Congratulations! You are now able to:  -Navigate to an employee's <b>Timesheet</b> -Review an employee's Reported Time <b>End of Procedure.</b>