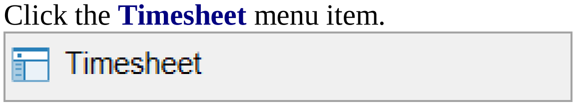
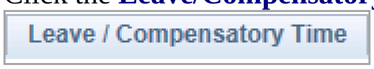
Reporting Time on Timesheet (Full Schedule)

Step	Action
1.	Click the **User ID** field. 
2.	Enter the employee ID into the **User ID** field. Enter a valid value, for example "**999999**".
3.	Click the **Password** field. 
4.	Enter the desired information into the **Password** field. Enter a valid value, for example "**abcd123$**".
5.	Click the **Sign In** button. 
6.	Click the **Employee Self Service** link. 
7.	Click the **Time Reporting** tile. 
8.	Click the **Timesheet** menu item. 
9.	Use the **Timesheet** page to review, enter and update time.
10.	The **View By** field selection indicates the period that displays on the **Timesheet**. Click the **View By** list.
11.	The default for this field is **Week**. Available values for the **View By** field are **Day**, **Calendar Period**, and **Week**.

Step	Action
12.	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.
13.	Click the **Refresh** button to change the dates displayed on the **Timesheet** based on the date entered in the **Date** field.
14.	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.
15.	The **Reported Hours** field displays the number of hours reported for the specified period on the **Timesheet**. This field displays 0.00 until the time has been submitted.
16.	The **Scheduled Hours** field displays the number of hours based on the work schedule. If no schedule exists, **Scheduled Hours** displays 0.00.
17.	Use the **Timesheet** to input the hours worked for the specified date as well as assigning the appropriate Time Reporting Code **(TRC)**. **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. **Note:** Positive time reporters must enter all time worked on the **Timesheet**.
18.	Use **TRCs** to report time and leave. Enter **TRCs** directly in the field or use the lookup button to ensure valid **TRCs** are selected. **Note:** If a non-existent **TRC** is entered directly in the field an error message displays.
19.	Click the scrollbar.
20.	Enter **Combination Code** and/or click the edit **ChartFields** link **only** if instructed by your Timekeeper.
21.	The **Wilmington Wage Tax** checkbox flags the row's hours as being subject to Wilmington Wage Tax. **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.
22.	When reporting time on the **Timesheet**, click the **Plus (+)** sign to add a row or the **Minus (-)** sign to delete a row.
23.	Click the scrollbar.
24.	The **Submit** button saves the Reported Time for processing.

Step	Action
25.	After clicking the **Submit** button, the **Reported Time Status** section will display the Reported Time by date with a status of **Submitted.**
26.	Click the **Summary** tab. 
27.	The **Reported Time Summary** section displays categories of Total REG and Total Overtime only when reported. Values are displayed in **Total Reported Hours** when Hours are reported on the Timesheet. Values are displayed in **Total Scheduled Hours** if the employee is assigned a Schedule. Values are displayed in **Schedule Deviation** when there is a difference between the **Reported Hours** and the **Scheduled Hours**.
28.	Click the **Leave/Compensatory Time** tab. 
29.	The **Leave and Compensatory Time Balances** section displays **Sick**, **Vacation**, and **Comp Time** Balances. The **Balances** section only displays balances for leave plans the employee is enrolled in.
30.	**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.
31.	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. If there are no exceptions for the week, there is no need to enter any time. 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. Check with your Timekeeper on how to enter time on Pay Periods that include a State Holiday.
32.	In this example, Vannie Selekman will enter each day he works, which overrides scheduled hours.
33.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
34.	Click in the **Hours** field. 

Step	Action
35.	Enter the desired information into the field. Enter a valid value, for example "**7.5**".
36.	Click in the **Hours** field.
37.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
38.	Click in the **Hours** field.
39.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
40.	Click in the **Hours** field.
41.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
42.	Click in the **Hours** field.
43.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
44.	Click in the **Hours** field.
45.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
46.	Click in the **Hours** field.
47.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
48.	Click in the **Hours** field.
49.	Enter the desired information into the field. Enter a valid value, for example "**2.5**".

Step	Action
50.	Click in the **TRC** field.
51.	Enter the desired information into the **TRC** field. Enter a valid value, for example "**REG**".
52.	Click in the **Hours** field.
53.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**5.0**".
54.	Click in the **TRC** field.
55.	Enter the desired information into the **TRC** field. Enter a valid value, for example "**SLT**".
56.	Click in the **Hours** field.
57.	Enter the desired information into the **Hours** field. Enter a valid value, for example "**7.5**".
58.	Click in the **TRC** field.
59.	Enter the desired information into the **TRC** field. Enter a valid value, for example "**A**".
60.	Click the **Look up Time Reporting Code** button.
61.	Locate the Annual Leave Taken (ALT) **Time Reporting Code** for this example. Click the scrollbar.
62.	Click the **ALT** link. ALT
63.	Click the **Submit** button. Submit
64.	Click the **OK** button. OK
65.	Notice the **Reported Hours** field now reflects the 75.00 hours submitted.

Step	Action
66.	After submitting the **Timesheet**, the **Time Reporting Codes (TRCs)** are reordered alphabetically.
67.	The **Reported Time Status** section is now populated.
68.	The **Reported Time Summary** section displays details of the **Total REG**, **Total Reported Hours**, **Total Scheduled Hours**, and **Schedule Deviation**.
69.	The **Leave and Compensatory Time Balances** section displays **Sick**, **Vacation**, and **Comp Time** Balances.
70.	After submitting time, **Sick** and **Vacation** balances update to reflect the leave taken.
71.	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**.
72.	Congratulations! You now know how to: - Navigate to the **Timesheet** page. - Enter time on the **Timesheet.** - View Leave Balance information. **End of Procedure.**