Time Entry on Behalf of Employee

In this topic Managers will learn how to enter time for an employee. This feature can be used in the event an employee is away or unable to enter time, Managers can enter the employee's time on their behalf.

After entering the time – you will need to approve the time. A job runs every night to process and validate time entered by employees and managers. The time you entered on behalf of the employee is not available for you to approve until the nightly job has run. If you have a special situation and need the job run during the day – please contact Payroll.

You may also enter absence requests on behalf of the employee. You will retrieve the employees through Manager Self Service. The details for entering the absence request are the same as when the employee enters the absence.

**Note:** Time sheets are only for time worked. Any leave must be entered in Absence Management by the employee in self service or by Payroll.

- Log into PeopleSoft HRMS
- Manager Self-Service
- Time Management
- Report Time
- Timesheet

![Manager Self Service](image1)

![Time Management](image2)
This page allows you select an employee. There is no need to add criteria to this page. If you do not add criteria and click on Get Employees, you will see only employees assigned to you.
Your employees are returned as shown above. **Click on the name of the employee** that you want to view.

If you do not see all of your employees – scroll to the right until you see the following. The **View 100 link** and the **left and right arrows** can be used to see additional employees.
You can click on the Previous Employee or the Next Employee to navigate to other employees on the list and view their payable time as well.

The Previous Time Period and Next Time Period links allow you to access previous or future timesheets. Managers can enter time sheets for employees up to four days after the end of the pay period. After the four days, data must be entered by Payroll.

Note: Although the Next Time Period link is available, you cannot approve future time and the employee cannot enter future time. You can view time in a Prior Pay Period but not edit the time.

The employee’s time sheet will appear. The time sheets will look different for wage and classified non-exempt employees. For details on completing the employee time sheets – see the Employee Self Service documents. The only difference is that Managers access the time sheets as shown in the navigation above. The rest of the process is the same as what the employee does. If you plan to enter time sheets on behalf of an employee – we recommend that you attend the employee training session for Wage and/or Non-exempt employees.

- Wage employees have a Punch Time sheet.
  - They must enter In and Out times
  - They do not enter total hours. The system calculates total hours.
- Classified Non-Exempt have an Elapsed Time sheet
  - They enter a total number of hours for each day.
  - They do not have punch in and out times.
  - Absences are entered using an absence request.
Notes:

- Do NOT use the Apply Schedule button. Wage employees are required to enter In and Out times to satisfy the FLSA requirements (Fair Labor Standards Act).

- Overtime should be entered as regular time. The system and payroll will calculate Overtime.
- After you have entered the time, hit Save for Later. Check your punch total to make sure the hours look correct.

If everything looks correct, click Submit.

You will be asked if you want to check for errors. Click YES.
Click OK

The time shows as submitted