Manager Self Service Job Aid:

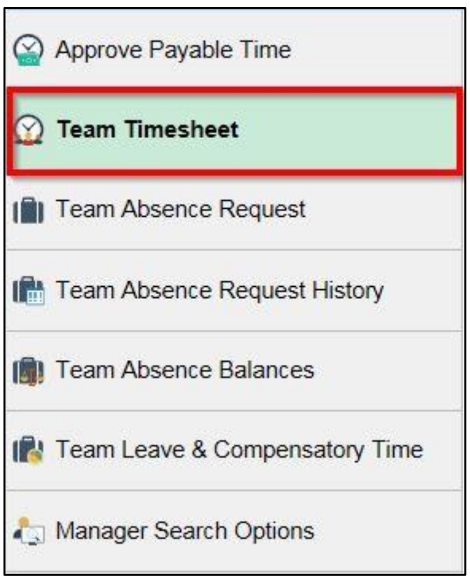
Adjusting Reported Time / Entering Time

On Behalf of Other – Punch Time

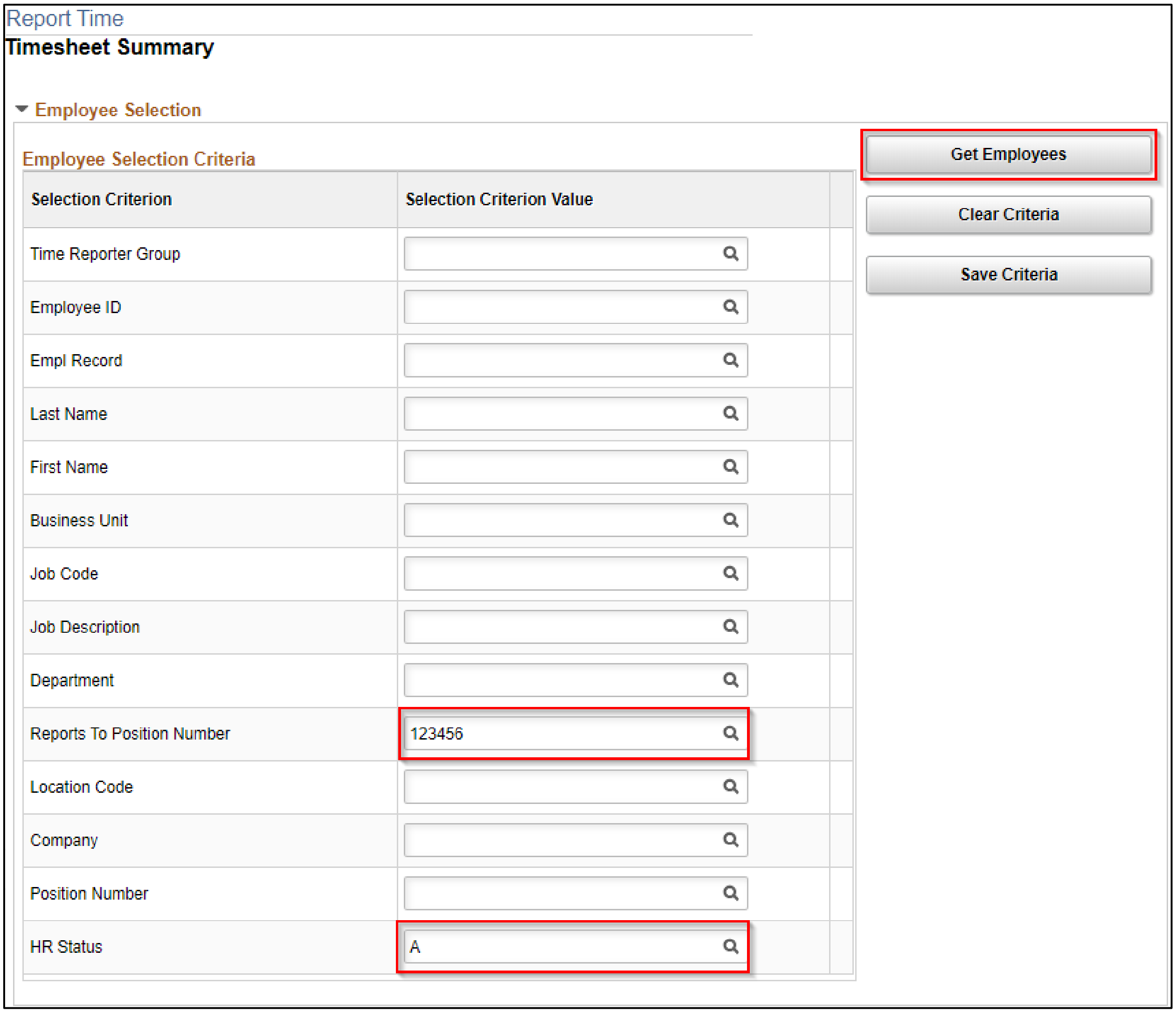
Adjust Reported Time

1. From the **Manager Self Service Homepage**, select Team Time

2. Select **Team Timesheet**

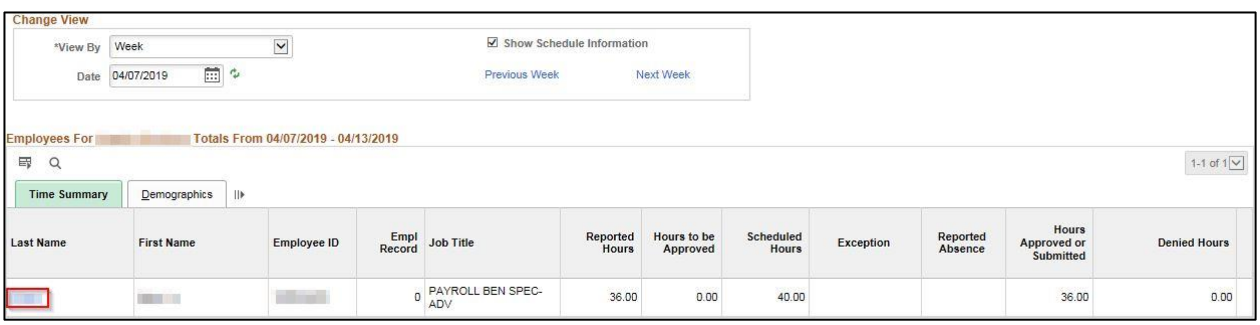


3. Update criteria (if applicable) and click **Get Employees**

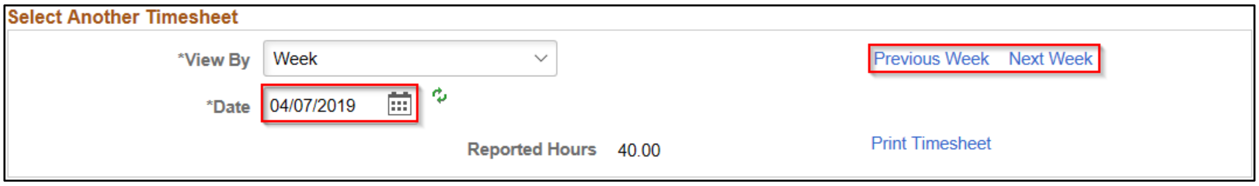


NOTE: Reports to Position Number defaults to your position number and HR Status defaults to A for active employees. HR Status can be changed to X for both active and inactive employees or I for inactive employees only. Enter additional criteria to narrow results further if desired.

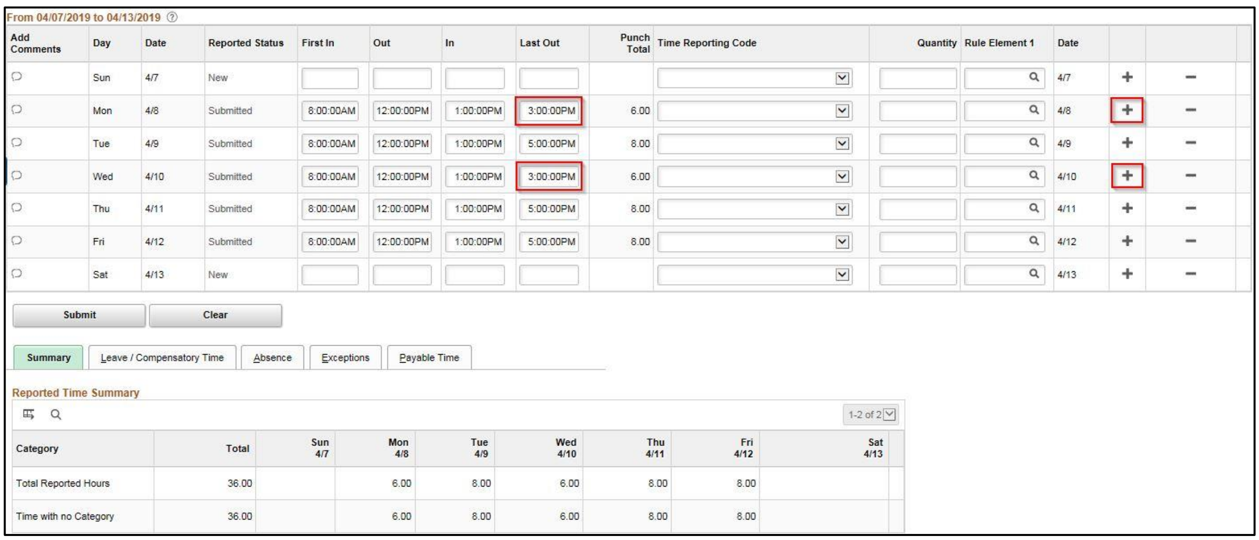
4. Click the last name of the employee for which you wish to adjust time



5. The system defaults to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the Calendar icon to locate the appropriate timeframe



6. Update punches and/or add rows to report hours to a different Time Reporting Code. When you have finished making changes, click **Submit**



From 04/07/2019 to 04/13/2019

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date		
	Sun	4/7	New									4/7	+	−
	Mon	4/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00				4/8	+	−
	Tue	4/9	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/9	+	−
	Wed	4/10	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	3:00:00PM	6.00				4/10	+	−
	Thu	4/11	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/11	+	−
	Fri	4/12	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/12	+	−
	Sat	4/13	New									4/13	+	−

Submit Clear

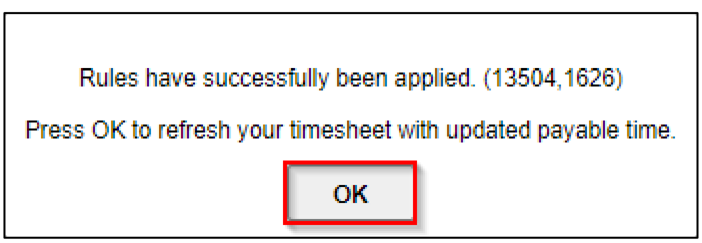
Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Summary

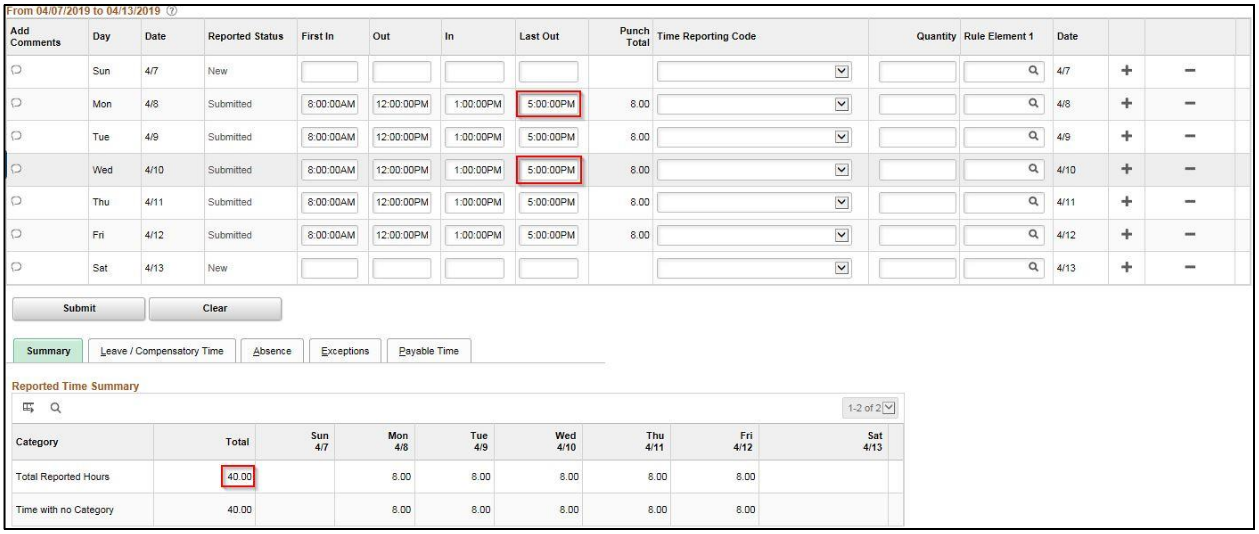
1-2 of 2

Category	Total	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Total Reported Hours	36.00		6.00	8.00	6.00	8.00	8.00	
Time with no Category	36.00		6.00	8.00	6.00	8.00	8.00	

7. If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**



8. Verify reported hours are correct



From 04/07/2019 to 04/13/2019

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	4/7	New									4/7
	Mon	4/8	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/8
	Tue	4/9	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/9
	Wed	4/10	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/10
	Thu	4/11	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/11
	Fri	4/12	Submitted	8:00:00AM	12:00:00PM	1:00:00PM	5:00:00PM	8.00				4/12
	Sat	4/13	New									4/13

Submit Clear

Summary | Leave / Compensatory Time | Absence | Exceptions | Payable Time

Reported Time Summary

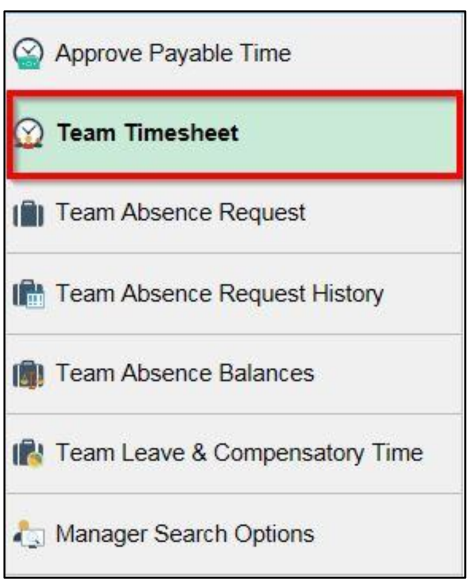
1-2 of 2

Category	Total	Sun 4/7	Mon 4/8	Tue 4/9	Wed 4/10	Thu 4/11	Fri 4/12	Sat 4/13
Total Reported Hours	40.00		8.00	8.00	8.00	8.00	8.00	
Time with no Category	40.00		8.00	8.00	8.00	8.00	8.00	

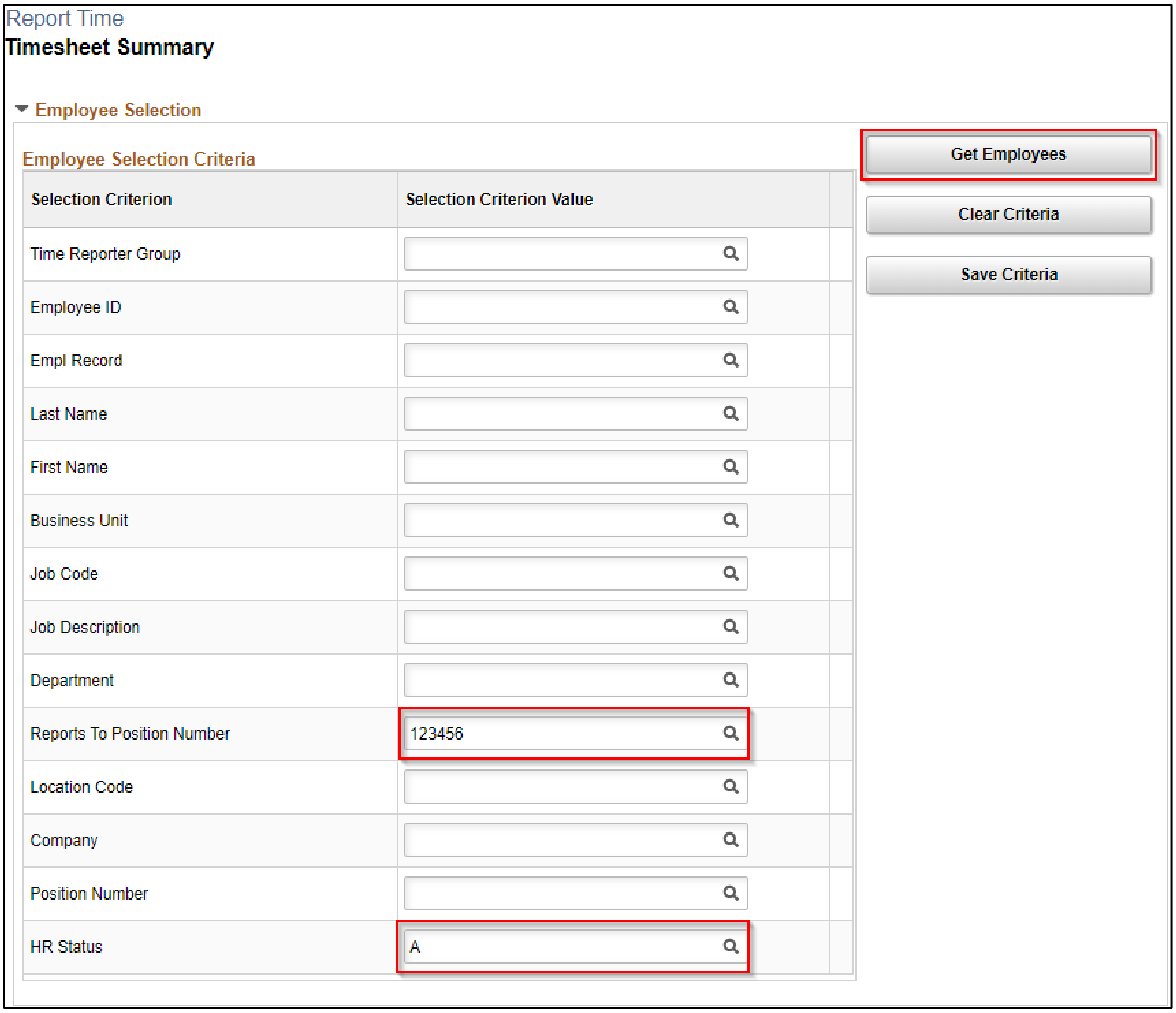
Enter Time on Behalf of Others

1. From the **Manager Self Service Homepage**, select Team Time

2. Select **Team Timesheet**

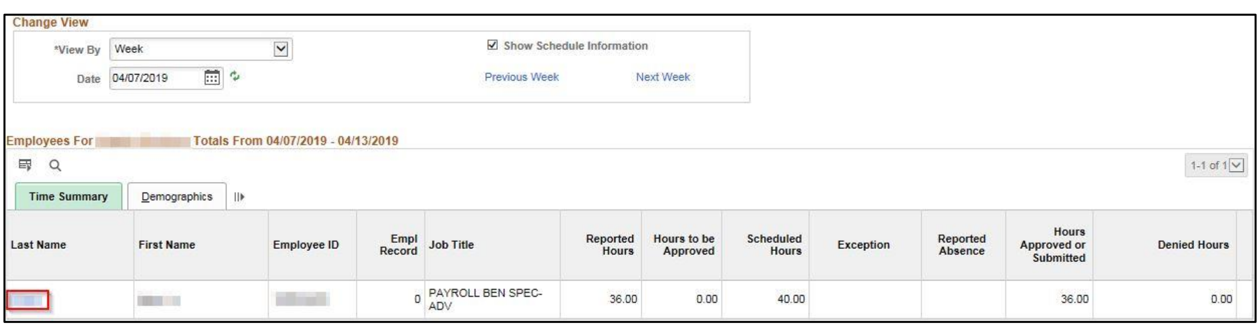


3. Update criteria (if applicable) and click **Get Employees**

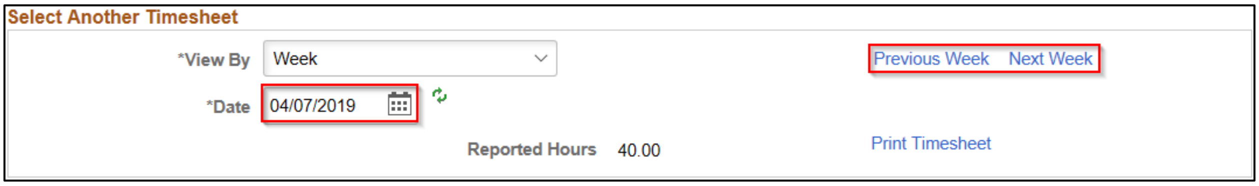


NOTE: Reports to Position Number defaults to your position number and HR Status defaults to A for active employees. HR Status can be changed to X for both active and inactive employees or I for inactive employees only. Enter additional criteria to narrow results further if desired.

4. Click the last name of the employee for which you wish to enter time

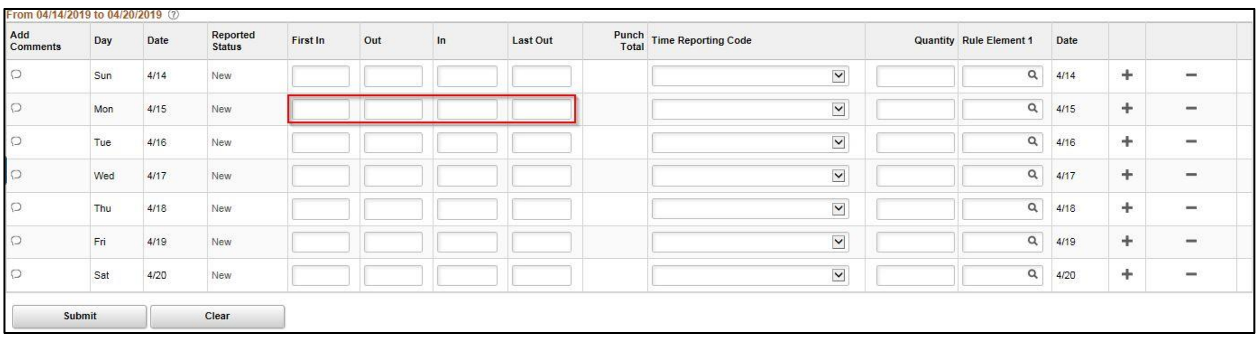


5. The system defaults to the current week upon opening the timesheet. Use the **Previous Week** and **Next Week** links or the Calendar icon to locate the appropriate timeframe



6. Enter punches for the selected week

    a. Enter the time the employee began working for the day in the **First In** column
    b. Use the **Out** column and the **In** column to account for unpaid hours (lunch break)
    c. Enter the time the employee ended their work day in the **Last Out** column

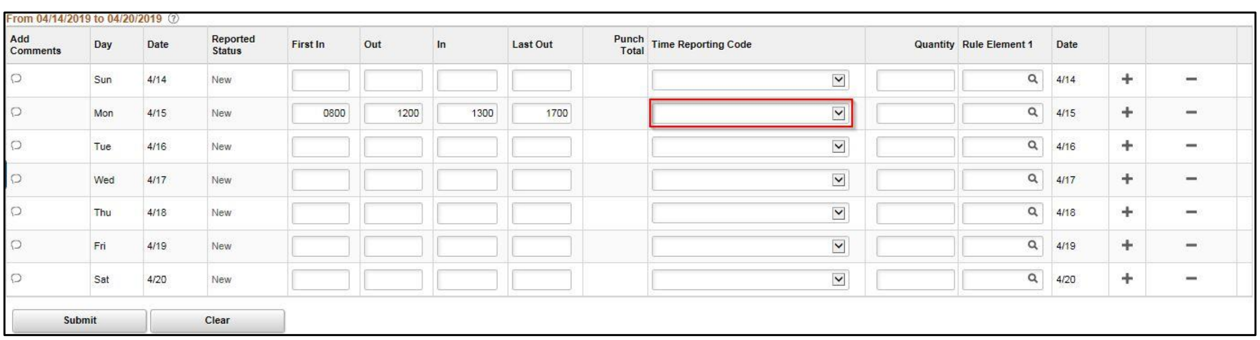


From 04/14/2019 to 04/20/2019

Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	4/14	New									4/14
	Mon	4/15	New									4/15
	Tue	4/16	New									4/16
	Wed	4/17	New									4/17
	Thu	4/18	New									4/18
	Fri	4/19	New									4/19
	Sat	4/20	New									4/20

Submit Clear

7. Enter time reporting codes for the selected week using the drop-down list. If no selection is made, it will default to *01 REGLR-Regular Hours Worked*

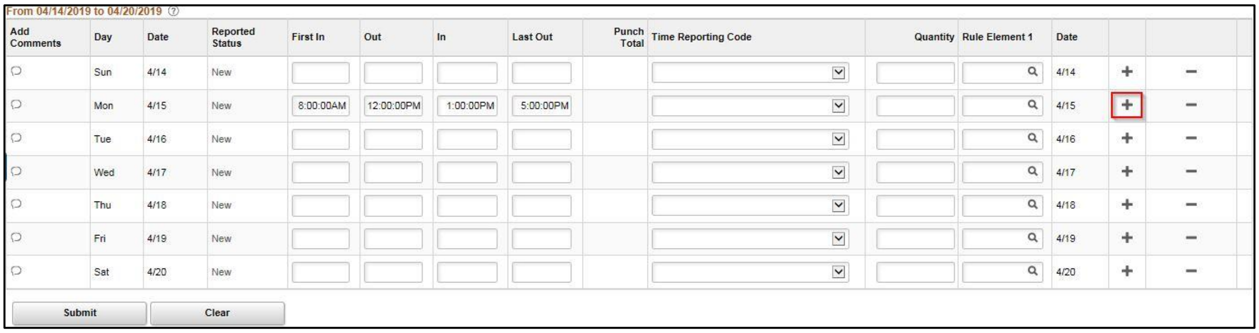


From 04/14/2019 to 04/20/2019

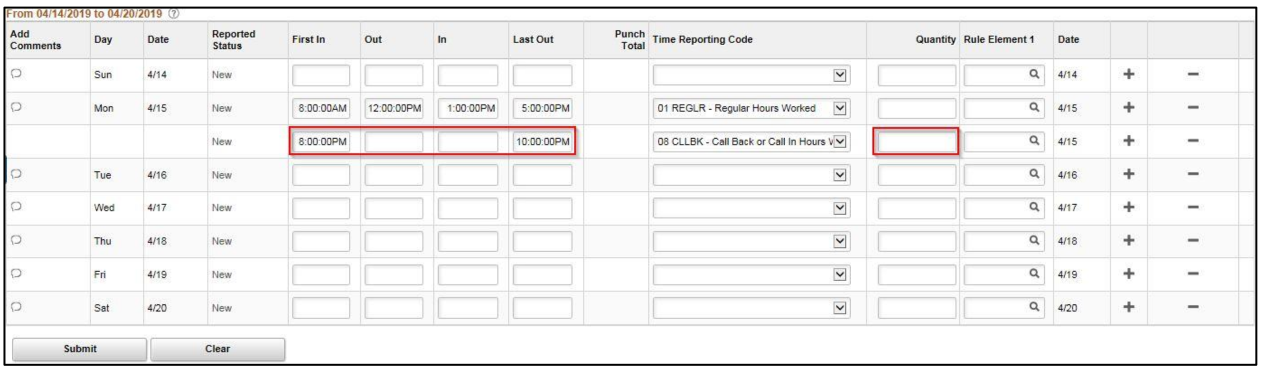
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
	Sun	4/14	New									4/14
	Mon	4/15	New	0800	1200	1300	1700					4/15
	Tue	4/16	New									4/16
	Wed	4/17	New									4/17
	Thu	4/18	New									4/18
	Fri	4/19	New									4/19
	Sat	4/20	New									4/20

Submit Clear

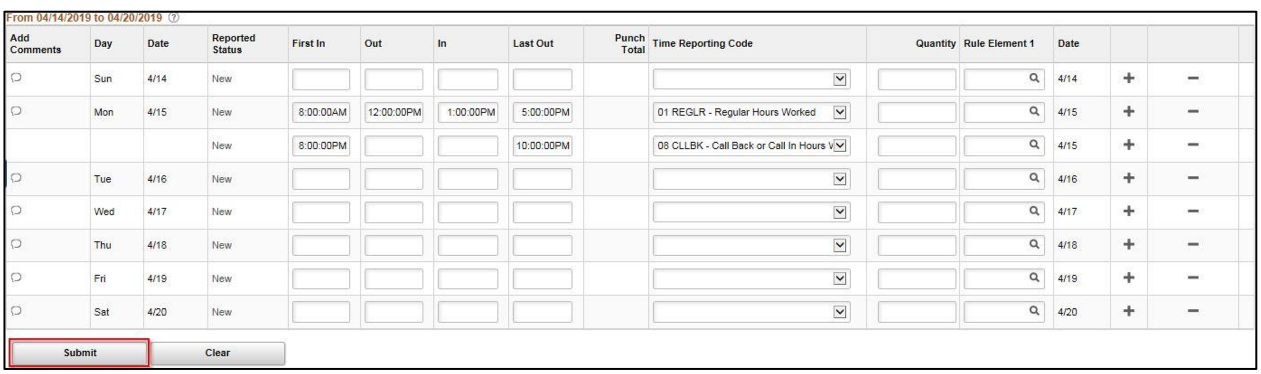
8. If multiple time reporting codes are needed on a specific day, add another row by clicking the corresponding **Plus** button



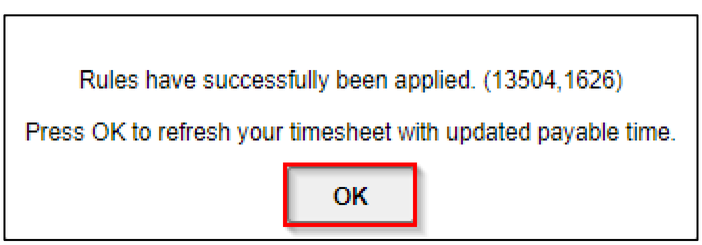
9. Enter punches and time reporting code for the added row



10. When you have finished recording time for the week, click **Submit**



11. If everything is entered correctly, a message will appear confirming that the rules have been applied successfully. Click **OK**



Additional Resources

More specific information related to time reporting is in the ESS Punch Time Reporting Job Aids:

- Punch Time Reporting
- Punch Time - Task Profiles
- Punch Time - Speed Types

If you have further questions about any of the topics presented in this Job Aid, additional resources are available at https://dpm.wi.gov/Pages/Managers_and_Supervisors/HcmJobAids.aspx.