

# Modify an Absence/OT Request (Timekeeper)

- 1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
  - a. <u>Follow these instructions</u> to add the Time Administration page/tile to your homepage.

	▼ Employee Self Service												
Employee Time	Personal Details	Employee Self Service	y	Performance									
		My Homepage											
		Workforce Administrator											
Print SF-50	Benefits Library												
	•												
	l II												
		_											

2. Select the **Time Administration** tile.

	<ul> <li>Time Administration</li> </ul>	
Time Administration		

a. It might take a moment for the Time Administration page to load.

Modify Absence/OT Request (Timekeeper) | 1



3. On the **Report Employee Time** tab, change the **Date** field or **Previous/Next Period** hyperlinks in the **Change View** section.

C Time Administration									Time	Admin	istrat	ion		
☑ Report Employee Time		Report Time												
Assign Employee Schedule		Employee Se	election											
Time Administration Analytics	~	Change View *View By	Change View *View By Calendar Period						Show	Show Schedule Information				
Time Administration Queries	~	Date Date	, Time Needing	E Ca	alendar .ugust	¥ 2	2018	×	2018	Previous	Period	N	ext Period	
		Last Name	First Name	5	6 7	1 8 15	T F 2 3 9 10 16 17	3 4 11 18		Hou Ap	rs to be oproved	Reported Hours	Scheduled Hours	Exce
		Abbott	Janet	19	9 20 21	22	23 24	25			0.0	0.0	80.0	
		Abbott	Ruby	26	6 27 28	29	30 31		TSPT)		0.0	0.0	80.0	
		Alvarez	Kadyn								0.0	0.0	80.0	
		Andrade	Zander		🕚 Ci	irrent l	Date 💽	)	ialist		0.0	0.0	80.0	
	П	Aqua	Julie		0000004	4	Realty :	Services	Officer		0.0	0.0	80.0	
		Ayala	Brielle		0000009	6	Building	g Manage	r		0.0	0.0	80.0	

- 4. Select the **refresh** button ( <sup>4</sup>) if you navigate using the Date field.
- 5. A list of employees will appear. Enter search criteria in the **Employee Selection** section, and select the **Get Employees** button.

Report Time	ummary							
Timeoneer er	election							
Employee Selec	tion Criteria				Get Employees			
Selection Criterion		Selectio	n Criterion Value		h	2		
Time Reporter Gro	up			a	Clear Criteria			
Employee ID					Save Criteria			
Last Name								
First Name		Kylie						
Department		T () IIO						
Workgroup								
Taakgroup								
Taskyroup								
Change View								
*View By	Calendar Period	•		Show Schedule Inf	ormation			
Date 0	18/05/2018 🖬 🗘			Previous Period	Next Period			
Employees For	, Time Needing App	roval From 08	8/05/2018 - 08/18/2018					
Time Summary	Demographics	•						
Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Scheduled Hours
Abbott	Janet	00000483	Program Analyst	08/05/2018	08/18/2018	0.0	0.0	80.0
Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	08/05/2018	08/18/2018	0.0	0.0	80.0
Alvarez	Kadyn	0000093	Realty Officer	08/05/2018	08/18/2018	0.0	0.0	80.0
Andrade	Zander	00000794	Preservation Specialist	08/05/2018	08/18/2018	0.0	0.0	80.0
	1.10	00000044	D	00/05/00 40	00/40/0040			00.0



6. Select the employee for whom you would like to modify the absence or overtime request.

<ul> <li>Employee 3</li> </ul>	election							
Employee Sele	ction Criteria				Get Emplo	oyees		
Selection Criterion		Selectio	on Criterion Value		Clear Cri	torio		
Time Reporter Gr	oup			Q	Clear Cri	lena		
Employee ID				Q	Save Cri			
Last Name				0				
First Name		Kylie						
Dopartmont		i quo		~				
Wednessur								
vvorkgroup				Q				
Taskgroup				Q				
Change View								
*View By	Calendar Period	•		Show So	chedule Information			
Date	08/05/2018	φ		Previous Per	riod Ne	xt Period		
Employees Fo	. Time Needing A	pproval From 08	3/05/2018 - 08/18/2018	}				
Time Summary	Demographics	<b></b> )						
Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Scheduled Hours

7. The employee's timesheet will appear. Go to the **Absence/OT** tab.

Time Administration								Ti	ime A	dmini	istrati	ion			
Report Employee Time	Timeshee	t													
🛗 Assign Employee Schedule	Kylie Domi Building Mana	<b>inguez</b> Iger									Employe Empl Re	eID 0000 cord 0	00031		
III Time Administration Analytics 🗸 🗸	Actions Select Ano	ther Timesh	eet							Earliest	Change	Date 08/0	6/2018		
🔯 Time Administration Queries 🛛 🗸		*Viev *I	v By Cale Date 08/0	endar Pei 5/2018	riod		Ŧ				Pre	evious Peri	iod Ne	xt Period	
		Scheduled H	ours 80.0	)		Repor	ted Hours	80.0			Pr	int Timesh	eet		
	From Sunda	ay 08/05/201	8 to Sati	urday 08	8/18/2018	?									
	Sun M 8/5 8	lon Tue 3/6 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Code
		4.0 4.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001-Regular Time
		4.0 4.0												8.0	Sick Leave
	Save fo	or Later		Submit											
	Reported Ti	ime Status	<u>S</u> ummar	y <u>A</u> b	sence/OT	Exc	eptions	กร							
	Reported T	ime Status			2h	7					P	ersonalize	Find	2   🔣	1-12 of 12
	Date	Reported Star	tus		Total	TRC			Descripti	ion			Sched Hrs	Com	ments
	08/06/2018	Approved			4.	0 001			001-Reg	ular Time			8.00		
	08/06/2018	Approved			4.	0 050			Sick Lea	ive			8.00		
	08/07/2018	08/07/2018 Approved			4.	0 001			001-Reg	ular Time			8.00		
	08/07/2018	08/07/2018 Approved			4.	0 050			Sick Lea	ive			8.00		
	08/08/2018	Approved			8.	0 001			001-Reg	ular Time			8.00		
	08/09/2018	Approved			8.	0 001			001-Reg	ular Time			8.00		
	08/10/2018	Approved			8.	0 001			001-Reg	ular Time			8.00		



8. Select the **Edit** button on the absence event that needs to be modified.

bsence	e Events 👔									Personalize   2
bsence	e Take	•								
Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/2018	08/07/2018	Sick Leave	8.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	

## 9. Choose the **Details** hyperlink.

Reported Time Status         Summary         Absence/OT         Exceptions													
Absence Absence	Events ?										Personalize   🔄		
Edit	*Start Date	End Date	Absence Name		Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel		
Edit	08/06/201	08/07/20	Sick Leave	T	8.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet			
Add A	Absence Event						2						

10. Make the necessary changes on the Absence Event Details page, and select OK.

en		SS Create Al	bsence Req	×
Absence Event Details				
An Kylie Domingu Building Manager	ez			
I Instructions				
Enter Start Date, End Date, and Abs	nce Name. Then complete the	he rest of the requi	ired fields before returning to the Timesheet page.	
Absence Detail (?)				
*Start Date	08/06/2018		View Monthly Calendar	
End Date	08/07/2018			
Filter by Type	All	٣		
e *Absence Name	Sick Leave	Ŧ		
Partial Days	All Days	Ŧ		
All Days Hours	6.00			
Duration	12.00 Hours			
Calculate Duration				
ice Comments				
Ent Baparter Commentar				
ive				
ea				
ип ок С		Cancel		
COT * Required Field				•
Me created	030110			• •



11. The timesheet will display again. Make any necessary edits to the timesheet based on the changes you made to the absence/OT event.

Timesheet						
Kylie Dominguez		Emplo	yee ID 00000031			
Building Manager		Empl R	Record 0			
Actions -		Earliest Chang	e Date 08/06/201	8		
Select Another Timesheet						
*View By Calendar Period	•	F	Previous Period	Next Period		
*Date 08/05/2018 🛐 🍫						
Scheduled Hours 80.0	Reported Hours 80.0		Print Timesheet			
From Sunday 08/05/2018 to Saturday 08/18/2018	3 🕐					
Sun         Mon         Tue         Wed         Thu         Fri           8/5         8/6         8/7         8/8         8/9         8/10	Sat         Sun         Mon           8/11         8/12         8/13	Tue 8/14Wed 8/15Thu 8/16Fri 8/17Sat 8/18TotalTime Reporting			Time Reporting Code	•
2 2 8.0 8.0 8.0	8.0	8.0 8.0 8.	.0 8.0	72.0	001-Regular Time	Ŧ
4.0				8.0	Sick Leave	
Save for Later Submit						
Departed Time Status Summer: Absense/OT	Eventions					
Reported time status Summary Absence/OT	Exceptions					
Absence Events 👔						Personalize   🔄
Absence Take						
Edit *Start Date End Date Absence Name	Duration	Unit Type Details	Status	Approval Monitor	Source	Cancel
Edit 08/06/20 3 08/07/20 3 Sick Leave	▼ 12.00	Hours Details	Approved	Approval Monitor	Manager Timesheet	
Add Absence Event						

### 12. Select **Submit** to submit the amendment for approval.

Time	sheet													
Kylie	Domin	guez						I	Employ	ee ID 0000	00031			
Buildin	g Manag	e <b>r</b>						E	Empl Re	ecord 0				
Actions	-							Earliest (	Change	Date 08/0	6/2018			
Selec	ct Anot	er Time	sheet											
		*Vi	ew By Calen	idar Period		Ŧ			Pr	revious Per	iod N	lext Period		
			*Date 08/05/	2018 🛛 🗒 🍫										
	S	heduled	Hours 80.0		Reported H	lours 80.0			Р	rint Timesh	eet			
From	Sunday	08/05/2	018 to Satur	day 08/18/201	8 🕐									1
Sun 8/5	Sun Mon Tue Wed Thu H 3/5 8/6 8/7 8/8 8/9 8		Thu Fri 8/9 8/10	Sat 8 8/11 8	Sun Mon 8/12 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting	Code	
		2	2 8.0	8.0 8.0		8.0	8.0	8.0	8.0	8.0		72.0	001-Regular T	ïme
	4	.0 4	.0									8.0	Sick Leave	
<u>R</u> epo	Save for Inted Tim	ater Status	Summary	ubmit Absenct/O	Exception	าร								
Abse	ence Ev	ents 🕐												Pers
Abs	ence Tal	e 📖												
Edi	t *St	rt Date	End Date	Absence Name		Duration	Unit Type	Details		Status	í	Approval Monitor	Source	
Ed	it 08/	06/20 <sup>-</sup> 🛐	08/07/20 🛐	Sick Leave	•	12.00	Hours	Details		Approved	l	Approval Monitor	Manager Timesheet	
ŀ	Add Abse	nce Event												



# 13. An attestation message will appear. Select the **Yes** button.

4.	0 8.0 Sick Leave	
	Once Approved the status cannot be reverted back. (20020,20)	
1	By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.	
5	Select Yes to confirm and complete the status change, No to return to the page without updating the status.	na
	Yes No	

### 14. The amended content will appear as *Needs Approval* status.

Actions -									Earliest Change Date 08/19/2018						
Select Another Timesheet															
*View By Calendar Period 🔻							Previous Period Next Period								
	*[	Date 08/05	/2018	1											
Scheduled Hours 80.0 F					Report	ted Hours	80.0	Print Timesheet							
From Sunda	From Sunday 08/05/2018 to Saturday 08/18/2018 👔														
Sun M 8/5 8	on Tue /6 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Co	
	2.0 2.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		68.0	001-Regular Time	
	6.0 6.0												12.0	Sick Leave	
Savo fo	r Lator		Pubmit												
Save Iu	I Later		submit												
Reported Ti	me Status	<u>S</u> ummary	y    <u>A</u> ł	osence/OT	Exc	eptions									
Reported Time Status									Personalize				2   🔣	1-12 of 12	
Date	Reported Status			Total	TRC			Description				Sched Hrs	Sched Hrs Comments		
08/06/2018	Approval In Process			2.	0 001			001-Regular Time				8.00			
08/06/2018	Needs Approval			6.	6.0 050			Sick Leave				8.00			
08/07/2018	Approval In Process			JF 2.	2.0 001			001-Regular Time				8.00			
08/07/2018	Needs Approval			6.	0 050			Sick Leave				8.00			
08/08/2018	Approved			8.	0 001			001-Regular Time				8.00			
08/09/2018	Approved			8.	0 001			001-Regular Time				8.00			
08/10/2018	Approved			8.	8.0 001			001-Regular Time				8.00			
08/13/2018	Approved			8.	8.0 001			001-Regular Time				8.00			
08/14/2018	Approved			8.	8.0 001			001-Regular Time				8.00			
08/15/2018	Approved			8.	.0 001			001-Regular Time				8.00			
08/16/2018	Approved			8.	001			001-Regular Time				8.00			
08/17/2018	Approved			8.	3.0 001			001-Regular Time				8.00			