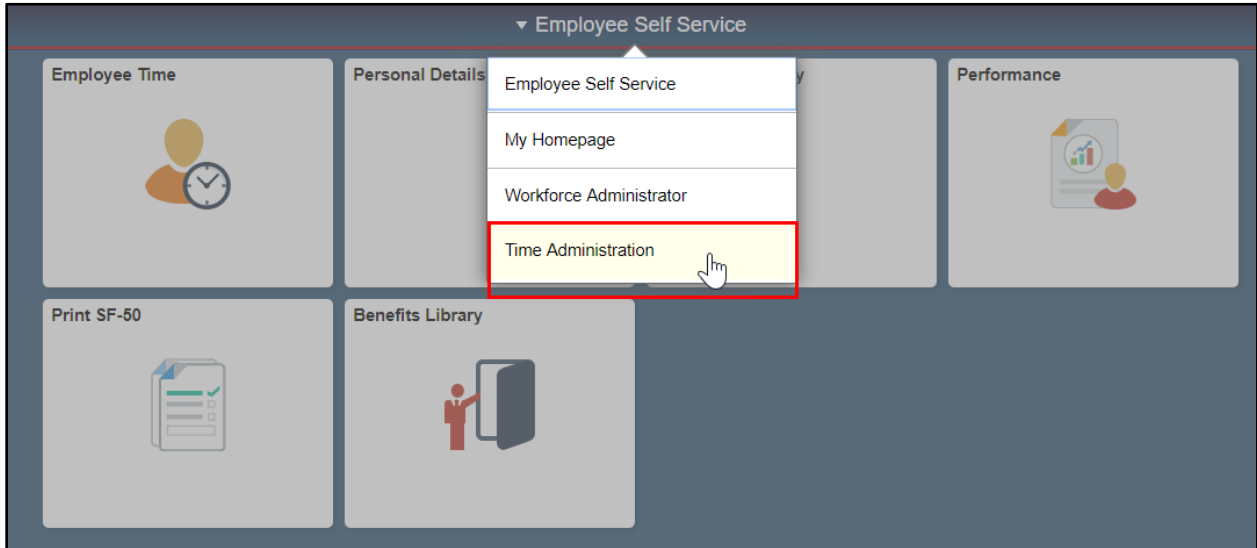
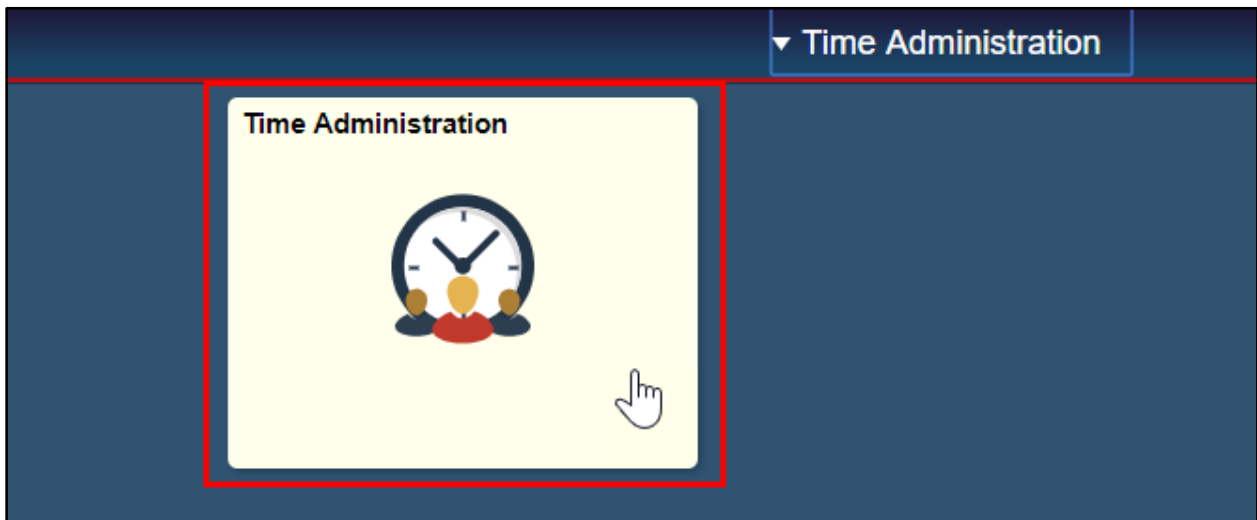


Modify an Absence/OT Request (Timekeeper)

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



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



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



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

The screenshot shows the 'Time Administration' interface. On the left, there is a navigation menu with 'Report Employee Time' selected. The main area is titled 'Report Time Timesheet Summary'. Under 'Employee Selection', there is a 'Change View' section with a date field set to '08/05/2018' and 'Previous Period' and 'Next Period' links. A calendar pop-up is visible over the date field. Below this, there is a table of employees with columns for Last Name, First Name, Employee ID, Job Title, Hours to be Approved, Reported Hours, and Scheduled Hours.

4. Select the **refresh** button (🔄) 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.

The screenshot shows the 'Employee Selection' section. It has a table for 'Employee Selection Criteria' with columns for 'Selection Criterion' and 'Selection Criterion Value'. The 'First Name' field is populated with 'Kylie'. To the right of this table are three buttons: 'Get Employees', 'Clear Criteria', and 'Save Criteria'. The 'Get Employees' button is highlighted with a red box. Below this is the 'Change View' section with a date field set to '08/05/2018' and 'Previous Period' and 'Next Period' links. At the bottom, there is a table of employees with columns for Last Name, First Name, Employee ID, Job Title, Period Begin Date, Period End Date, Hours to be Approved, Reported Hours, and Scheduled Hours.



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

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Last Name	
First Name	Kylie
Department	
Workgroup	
Taskgroup	

Get Employees
Clear Criteria
Save Criteria

Change View

*View By: Calendar Period
Date: 08/05/2018
Show Schedule Information
Previous Period Next Period

Employees For , Time Needing Approval From 08/05/2018 - 08/18/2018

Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Scheduled Hours
Dominquez	Kylie	00000031	Building Manager	08/05/2018	08/18/2018	72.0	72.0	80.0

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

Time Administration

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Timesheet

Kylie Dominguez
Building Manager

Employee ID 00000031
Empl Record 0
Earliest Change Date 08/06/2018

Select Another Timesheet

*View By: Calendar Period
*Date: 08/05/2018
Scheduled Hours 80.0
Reported Hours 80.0
Previous Period Next Period
Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018

Sun 8/5	Mon 8/6	Tue 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 for Later Submit

Reported Time Status Summary **Absence/OT** Exceptions

Reported Time Status

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
08/06/2018	Approved	4.0	001	001-Regular Time	8.00	
08/06/2018	Approved	4.0	050	Sick Leave	8.00	
08/07/2018	Approved	4.0	001	001-Regular Time	8.00	
08/07/2018	Approved	4.0	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	8.0	001	001-Regular Time	8.00	



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

Absence Events										
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	<input type="checkbox"/>

9. Choose the **Details** hyperlink.

Absence Events										
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	<input type="checkbox"/>

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

Absence Event Details

Kylie Dominguez
Building Manager

Instructions
Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail

*Start Date: 08/06/2018
End Date: 08/07/2018
Filter by Type: All
*Absence Name: Sick Leave
Partial Days: All Days
All Days Hours: 6.00
Duration: 12.00 Hours

Reporter Comments:

OK Cancel



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 Employee ID 0000031
Building Manager Empl Record 0
Actions ▾ Earliest Change Date 08/06/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 08/05/2018 [calendar icon] [refresh icon]
Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018 [help icon]

Sun 8/5	Mon 8/6	Tue 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
	2	2	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 for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events [help icon] Personalize [help icon]

Absence Take [calendar icon]

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/20 [calendar icon]	08/07/20 [calendar icon]	Sick Leave	12.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event

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

Timesheet

Kylie Dominguez Employee ID 0000031
Building Manager Empl Record 0
Actions ▾ Earliest Change Date 08/06/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 08/05/2018 [calendar icon] [refresh icon]
Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018 [help icon]

Sun 8/5	Mon 8/6	Tue 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
	2	2	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 for Later **Submit**

Reported Time Status Summary Absence/OT Exceptions

Absence Events [help icon] Personalize [help icon]

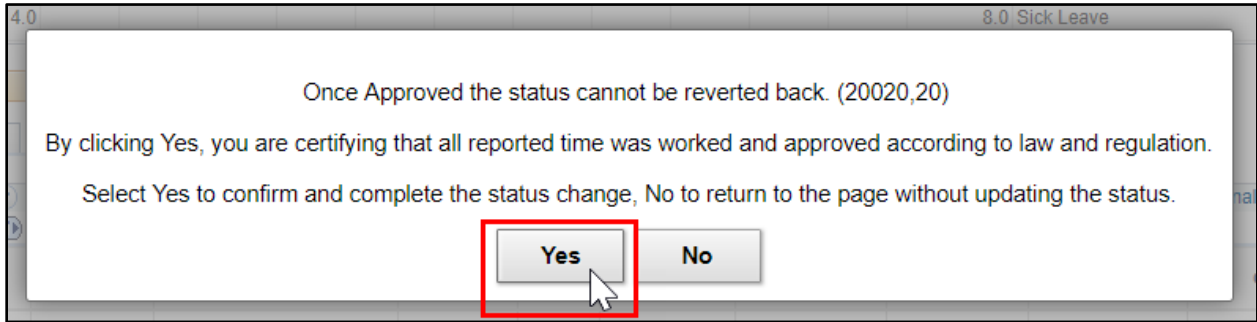
Absence Take [calendar icon]

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/20 [calendar icon]	08/07/20 [calendar icon]	Sick Leave	12.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event



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



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 📅 ↻

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018 ?

Sun 8/5	Mon 8/6	Tue 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 Cod
	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

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Reported Time Status Personalize | Find | 📄 | 📅 | 1-12 of 12

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
08/06/2018	Approval In Process	2.0	001	001-Regular Time	8.00	
08/06/2018	Needs Approval	6.0	050	Sick Leave	8.00	
08/07/2018	Approval In Process	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	8.0	001	001-Regular Time	8.00	
08/13/2018	Approved	8.0	001	001-Regular Time	8.00	
08/14/2018	Approved	8.0	001	001-Regular Time	8.00	
08/15/2018	Approved	8.0	001	001-Regular Time	8.00	
08/16/2018	Approved	8.0	001	001-Regular Time	8.00	
08/17/2018	Approved	8.0	001	001-Regular Time	8.00	