

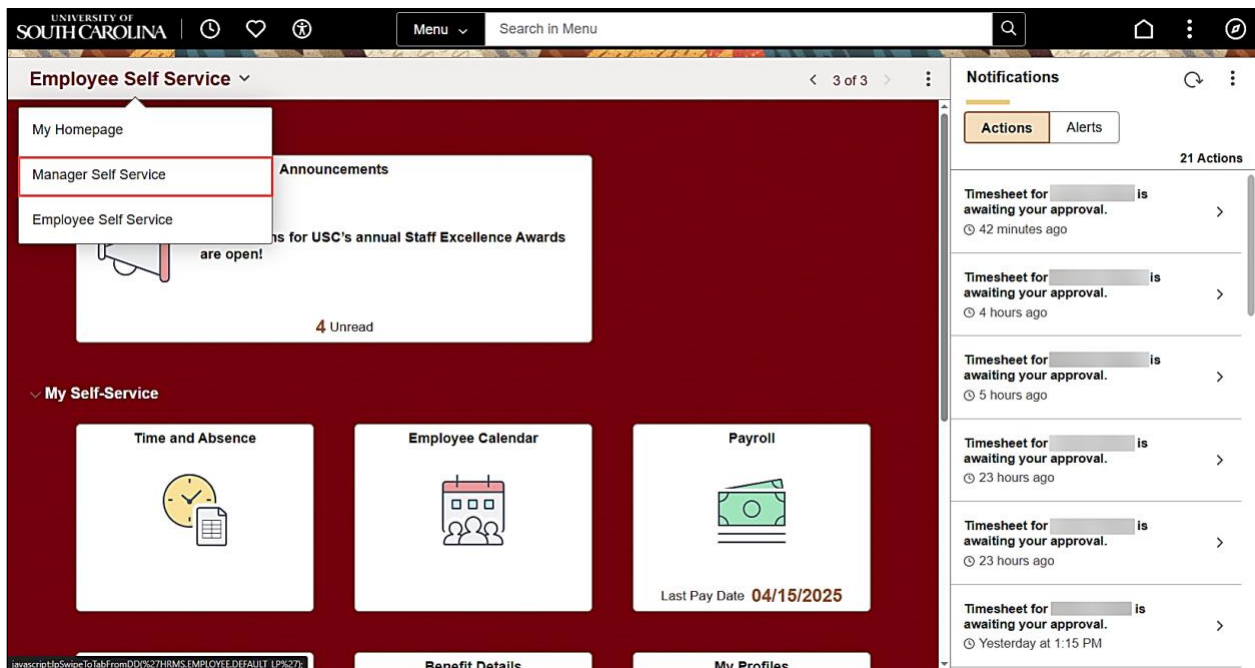


**Office of the Controller
Time and Labor - MSS
View Weekly Time Calendar**

How to view weekly time summary for an employee: This job aid outlines how a manager can view a weekly time summary for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down arrow and select **Manager Self Service** from the list.



Step 2: Click the **Time and Absence Workcenter** tile.

The screenshot shows the 'Manager Self Service' dashboard. The 'Suggested Actions' section contains three tiles: 'Approvals' with a count of 21, 'Monitor Employee Onboarding' showing 0.00 Not Started and 0.00 In Progress, and 'Tasks for Employee Offboarding' with a count of 0. The 'My Team's Information' section contains five tiles: 'My Team', 'Team Calendar', 'Time and Labor WorkCenter' (highlighted with a red border), 'Manager Dashboard', and 'Remote Worker'. A 'Notifications' sidebar on the right shows 21 actions, including multiple 'Timesheet for [redacted] is awaiting your approval.' notifications with timestamps ranging from 42 minutes ago to yesterday at 9:04 AM.

Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

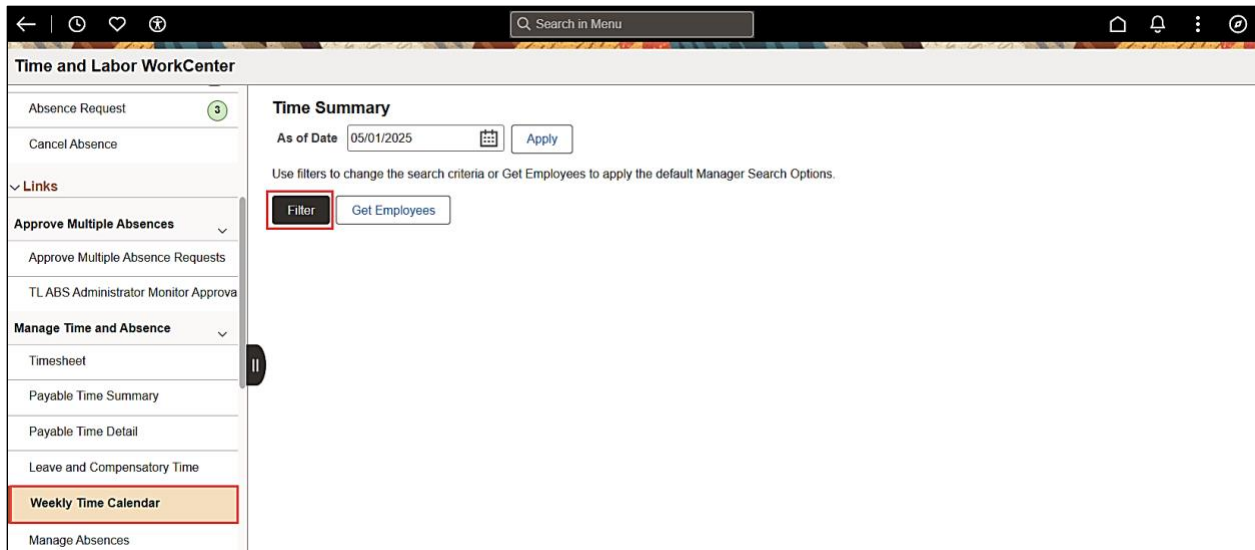
The activities provided within the Time and Absence WorkCentre include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.

The screenshot shows the 'Time and Labor WorkCenter' interface. The left sidebar menu is expanded, showing the following options: 'Approvals' (with a dropdown arrow), 'Reported Time' (18), 'Absence Request' (3), 'Cancel Absence', 'Links' (with a dropdown arrow), 'Approve Multiple Absences' (with a dropdown arrow), 'Approve Multiple Absence Requests', 'TL ABS Administrator Monitor Approva', 'Manage Time and Absence' (highlighted with a red box and a dropdown arrow), 'Queries' (with a dropdown arrow), and 'Time and Labor' (with a dropdown arrow). The main content area is currently empty.

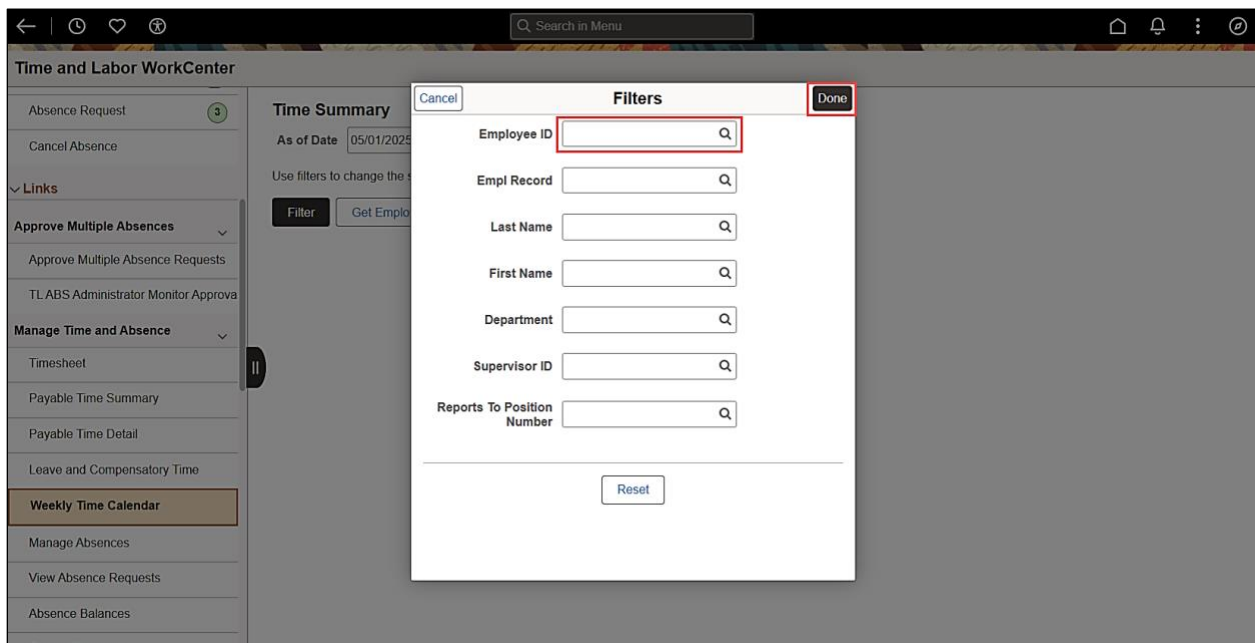
Step 4: Click the **Weekly Time Calendar** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.

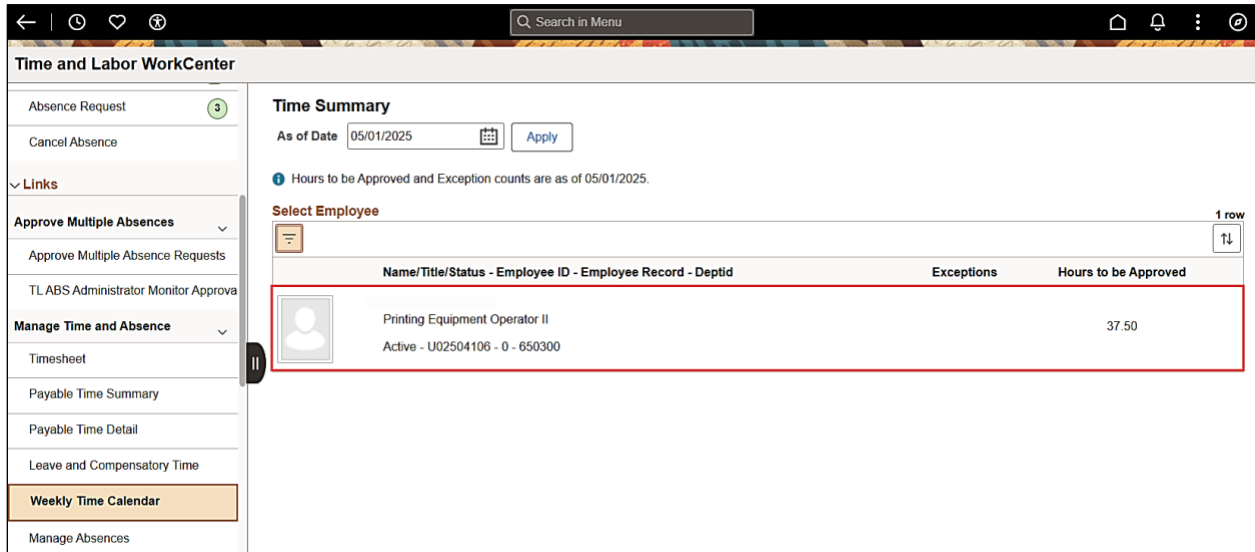


Step 6: To find a specific employee, enter their **USCID** in the **Employee ID** field. As you begin entering the ID, employee names populate below.

Step 7: Click **Done** to move on to the Enter Time page.



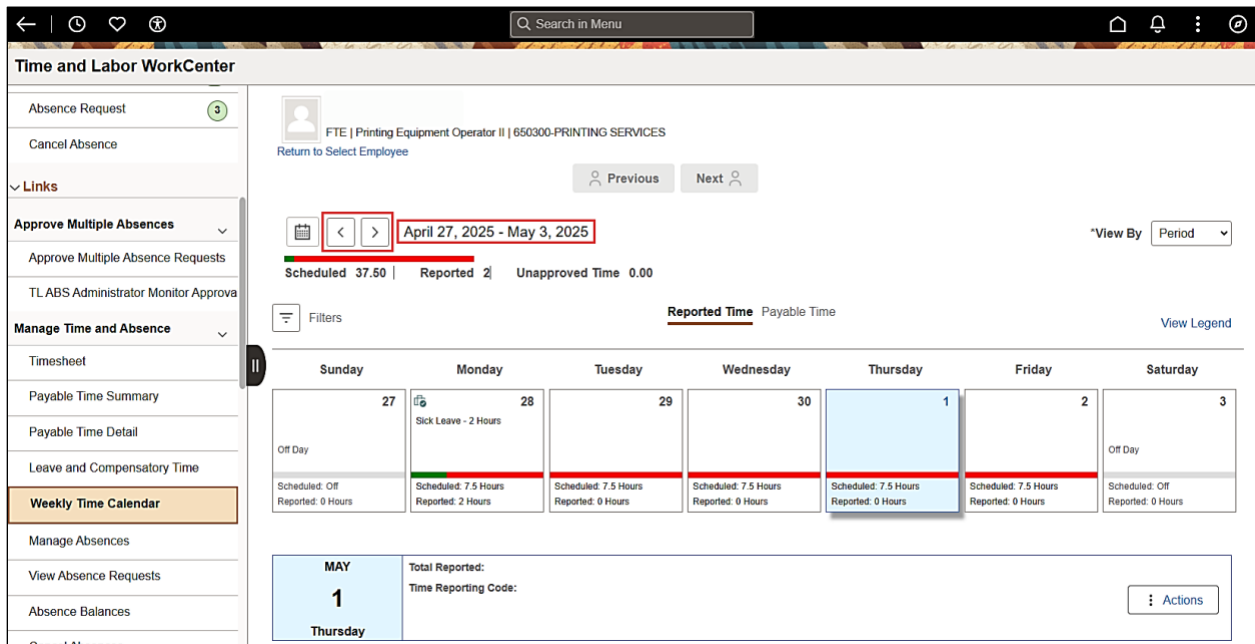
Step 8: Click the **Employee Name/Tile** line to view the Enter Time page.



This **Time Summary** page is used to view the time summary for a particular period, weekly, bi-weekly and monthly time entries for an employee.

The default view on this page is the current week. The current day is highlighted in blue.

Use the **Arrows** to navigate to the timesheet you would like to view.



Step 9: To see a monthly view of your timesheets, click the **View By** drop-down arrow and select **Monthly** from the list.

Time and Labor WorkCenter

FTE | Printing Equipment Operator II | 650300-PRINTING SERVICES

Return to Select Employee

Previous Next

April 27, 2025 - May 3, 2025

Scheduled 37.50 | Reported 2 | Unapproved Time 0.00

Filters

Reported Time Payable Time

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	1	2	3
Off Day	Sick Leave - 2 Hours					Off Day
Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 2 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 0 Hours	Scheduled: Off Reported: 0 Hours

MAY 1 Thursday

Total Reported: 7.5 Hours
Time Reporting Code:

Actions

In this view, you can see:

- all approved time indicated by
- all time that is pending approval indicated by
- days that are missing time entry
- days with reported time greater than scheduled indicated by
- all requested absences and leave taken indicated by

Time and Labor WorkCenter

April 1, 2025 - April 30, 2025

Scheduled 165.00 | Reported 154.5 Hours | Unapproved Time 37.50

Filters

Reported Time Payable Time

Holiday(s): 04/18/2025 - Good Friday

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
1	2	3	4	5	6	7
Sick Leave - 7.5 Hours	Sick Leave - 7.5 Hours	Regular Hours - 5.5 Hours Sick Leave - 2 Hours	Regular Hours - 7.5 Hours	Off Day	Off Day	Regular Hours - 13 Hours
Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 13 Hours
8	9	10	11	12	13	14
Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Off Day	Off Day	Regular Hours - 7.5 Hours
Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours
15	16	17	18	19	20	21
Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Off Day	Off Day	Regular Hours - 8 Hours
Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 8 Hours
22	23	24	25	26	27	28
Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours			Sick Leave - 2 Hours
Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 8 Hours

APRIL 18 Friday

Total Reported: 7.5 Hours
Time Reporting Code: Regular Hours - 7.5 Hours
Time Details: Commitment Accounting, Eastern Time (US)

Actions

Step 10: Click the **View Weekly Time Calendar** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

The screenshot shows the 'Time and Labor WorkCenter' interface. At the top, there's a search bar and navigation icons. Below that, the main header indicates the period 'April 1, 2025 - April 30, 2025' and provides summary statistics: 'Scheduled 165.00 | Reported 154.5 Hours | Unapproved Time 37.50'. A 'View By' dropdown is set to 'Monthly'. The left sidebar contains various navigation options, with 'Weekly Time Calendar' highlighted in red. The main area displays a weekly calendar grid from Tuesday to Monday. Each day's cell shows scheduled and reported hours, along with any absences (e.g., Sick Leave, Regular Hours). At the bottom, a summary for 'APRIL 18 Friday' is shown, including 'Total Reported: 7.5 Hours', 'Time Reporting Code: Regular Hours - 7.5 Hours', and 'Time Details: Commitment Accounting, Eastern Time (US)'. An 'Actions' button is visible in the bottom right corner of the summary box.

Day	Scheduled	Reported	Notes
Tuesday 1	7.5	7.5	Sick Leave - 7.5 Hours
Wednesday 2	7.5	7.5	Sick Leave - 7.5 Hours
Thursday 3	7.5	7.5	Regular Hours - 5.5 Hours, Sick Leave - 2 Hours
Friday 4	7.5	7.5	Regular Hours - 7.5 Hours
Saturday 5	Off	Off	Off Day
Sunday 6	Off	Off	Off Day
Monday 7	7.5	13	Regular Hours - 13 Hours
Tuesday 8	7.5	8	Regular Hours - 8 Hours
Wednesday 9	7.5	8	Regular Hours - 8 Hours
Thursday 10	7.5	8	Regular Hours - 8 Hours
Friday 11	7.5	8	Regular Hours - 8 Hours
Saturday 12	Off	Off	Off Day
Sunday 13	Off	Off	Off Day
Monday 14	7.5	7.5	Regular Hours - 7.5 Hours
Tuesday 15	7.5	7.5	Regular Hours - 7.5 Hours
Wednesday 16	7.5	7.5	Regular Hours - 7.5 Hours
Thursday 17	7.5	7.5	Regular Hours - 7.5 Hours
Friday 18	7.5	7.5	Regular Hours - 7.5 Hours
Saturday 19	Off	Off	Off Day
Sunday 20	Off	Off	Off Day
Monday 21	7.5	8	Regular Hours - 8 Hours
Tuesday 22	7.5	7.5	Regular Hours - 7.5 Hours
Wednesday 23	7.5	7.5	Regular Hours - 7.5 Hours
Thursday 24	7.5	7.5	Regular Hours - 7.5 Hours
Friday 25	7.5	7.5	Regular Hours - 7.5 Hours
Saturday 26	Off	Off	Off Day
Sunday 27	Off	Off	Off Day
Monday 28	7.5	7.5	Sick Leave - 2 Hours

You successfully learned how to view a weekly time calendar for an employee.