

Report Time & Making Changes

Time Management
 Manage schedules, view and approve req
 overtime requests, exceptions, and more.

- Approve Time and Exceptions
- Report Time**
- View Time

Correcting Submitted Hours

- Replace the cell with the correct hours
- Use delete and leave the cell blank for no hours (zero)
- If deleting all hours in a row use / +
- If adding an additional or new TRC use / +

Timesheet Overrides

Sun 8/14	Mon 8/15	Tue 8/16	Wed 8/17	Thu 8/18	Fri 8/19	Sat 8/20	Sun 8/21	Mon 8/22	Tue 8/23	Wed 8/24	Thu 8/25	Fri 8/26	Sat 8/27	Total	Time Reporting Code	Taskgroup	Business Unit	TL Product	Combo Code	
	8.00	8.00	8.00					8.00	8.00	8.00	8.00	8.00		64.00	REG - Regular - Hourly/Salary	BSU_TSKGRP	IDBSU			- +
				8.00	8.00									16.00	VAC - Vacation Leave - Reg-H	BSU_TSKGRP	IDBSU			- +

Using a Different Funding Source for Hours

- Click the **Overrides** Tab
- The row will expand to enter the account string
- All hours on the row will be charged to the funding source

Combo Code	Fund Code	Department	Cost Center	Account	Supplemental	Fund Affiliate	Project

View Time

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View Payable Time

- Use to see if time has been approved
- Click **Task Reporting Elements** Tab to view who approved and when
- See how Overtime was calculated
- If corrections are needed, access Report Time and correct

Start Date: 08/28/2016 End Date: 09/10/2016 Refresh

Payable Status Filter

Payable Time

Task Reporting Elements

Date	Status	Reason Code	Time Reporting Code	Type	Quantity	Business Unit	TL Product	Combo Code	Approval Process Datetime	User ID
08/29/2016	Closed	Not Distributed	OTA	Hours	1.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
08/29/2016	Closed	Not Distributed	REG	Hours	10.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
08/30/2016	Closed	Not Distributed	REG	Hours	10.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
08/31/2016	Closed	Not Distributed	OTA	Hours	1.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
08/31/2016	Closed	Not Distributed	REG	Hours	11.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/01/2016	Closed	Not Distributed	OTP	Hours	1.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/01/2016	Closed	Not Distributed	REG	Hours	9.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/05/2016	Closed	Not Distributed	HOL	Hours	8.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/06/2016	Closed	Not Distributed	OTA	Hours	1.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/06/2016	Closed	Not Distributed	REG	Hours	11.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/07/2016	Closed	Not Distributed	REG	Hours	10.000000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/08/2016	Closed	Not Distributed	REG	Hours	10.500000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N
09/09/2016	Closed	Not Distributed	OTP	Hours	0.300000	IDBSU			09/13/2016 2:21:59PM	ZEYNEPHANSEN N