Manager Self Service Job Aid:

Adjusting Reported Time / Entering Time

On Behalf of Other – Elapsed Time
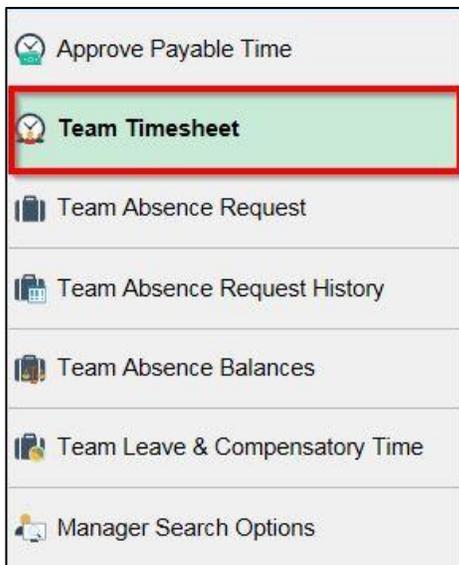
SELF SERVICE

Adjust Reported Time

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

STAR Human Resources	▾ Manager Self Service		
Announcements	Team Time	My Team	

2. Select **Team Timesheet**

- Approve Payable Time
- **Team Timesheet**
- Team Absence Request
- Team Absence Request History
- Team Absence Balances
- Team Leave & Compensatory Time
- Manager Search Options

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

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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 quantities and/or add a row to report hours to a different Time Reporting Code. When you have finished making changes, click **Submit**

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

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

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8. Verify reported hours are correct

Enter Time on Behalf of Others

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

2. Select **Team Timesheet**

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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

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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 quantities for the selected week. Use decimals to report partial amounts

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*

8. If multiple time reporting codes are needed on a specific day, enter quantities and time reporting codes on a separate row

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

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

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

Additional Resources

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

- Elapsed Time Reporting
- Elapsed Time - Task Profiles
- Elapsed 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.

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