

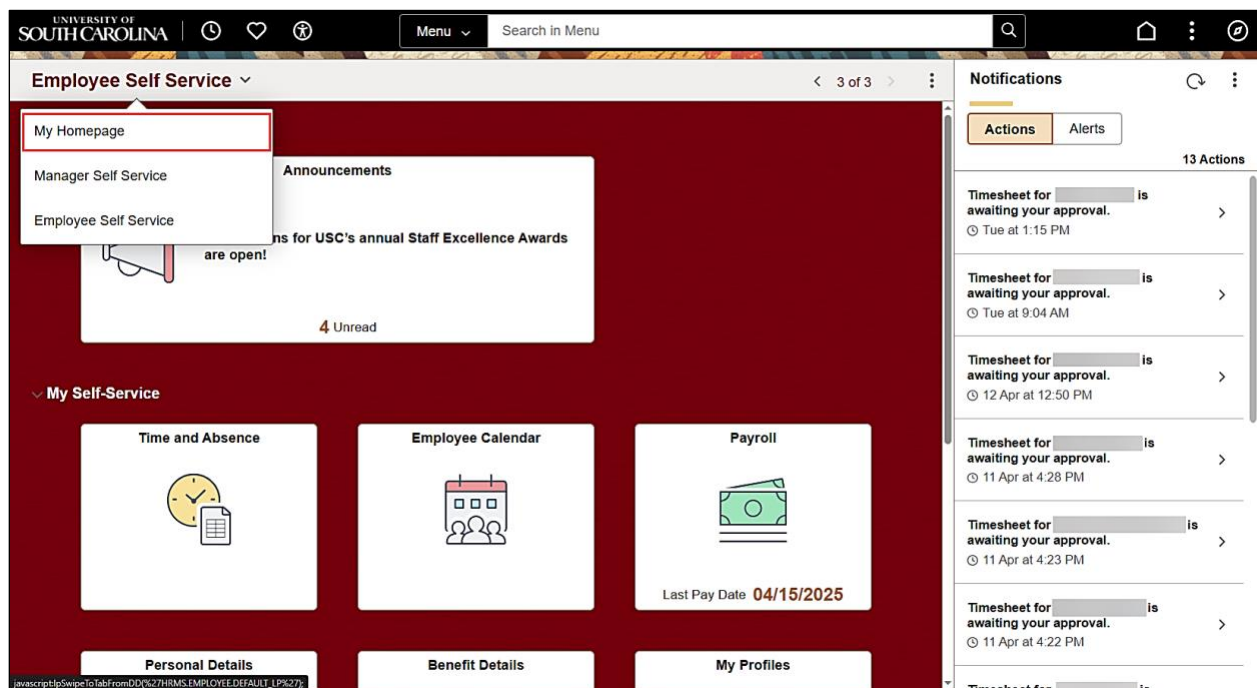


Office of the Controller
Time and Labor - TL/ABS Approver
View Weekly Time Calendar

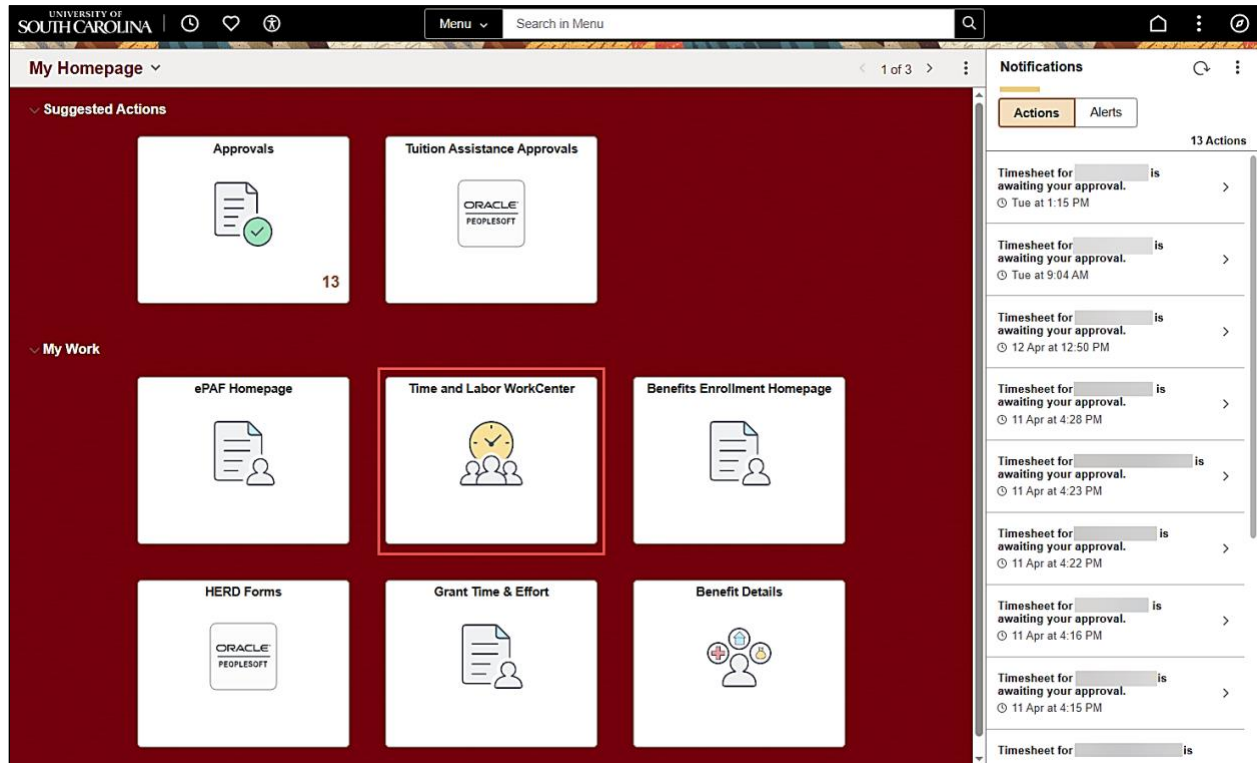
How to view weekly time summary for an employee: This job aid outlines how a TL/ABS Approver can view a weekly time summary for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > My Homepage > Time and Absence Workcenter

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



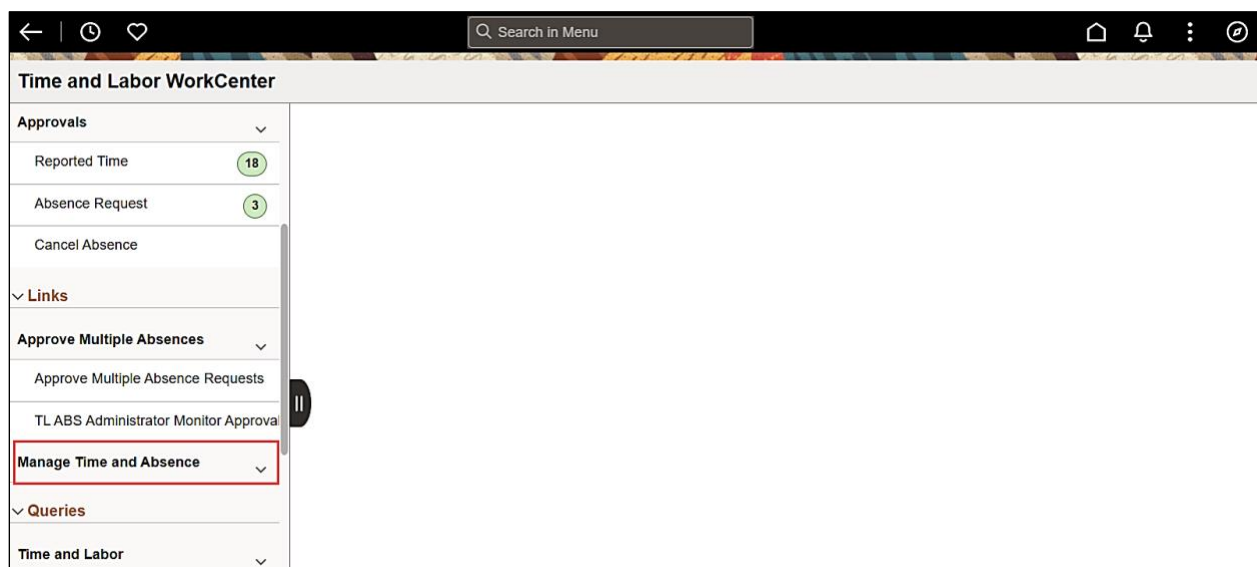
Step 2: Click the **Time and Absence Workcenter** tile.



Time and Absence Work center provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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.



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.

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left sidebar, under the 'Manage Time and Absence' section, the 'Weekly Time Calendar' option is highlighted with a red box. The main area displays the 'Time Summary' section with a date field set to '05/01/2025' and an 'Apply' button. Below this, there is a message: 'Use filters to change the search criteria or Get Employees to apply the default Manager Search Options.' Two buttons, 'Filter' and 'Get Employees', are visible. The 'Filter' button is highlighted with a red box.

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.

The screenshot shows the 'Time and Labor WorkCenter' interface with the 'Filters' dialog box open. The dialog box has a 'Cancel' button at the top left and a 'Done' button at the top right. It contains several input fields: 'Employee ID', 'Empl Record', 'Last Name', 'First Name', 'Department', 'Supervisor ID', and 'Reports To Position Number'. Each field has a magnifying glass icon to its right. The 'Employee ID' field is highlighted with a red box. At the bottom of the dialog box is a 'Reset' button. The background interface shows the 'Weekly Time Calendar' option still highlighted in the sidebar.

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

Time and Labor WorkCenter

Time Summary

As of Date: 05/01/2025 [Apply]

Hours to be Approved and Exception counts are as of 05/01/2025.

Select Employee

Name/Title/Status - Employee ID - Employee Record - Deptid	Exceptions	Hours to be Approved
Printing Equipment Operator II Active - U02504106 - 0 - 650300		37.50

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.

Time and Labor WorkCenter

Weekly Time Calendar

FTE | Printing Equipment Operator II | 650300-PRINTING SERVICES

Return to Select Employee

Previous Next

April 27, 2025 - May 3, 2025

Scheduled 37.50 | Reported 21 | Unapproved Time 0.00

Filters Reported Time Payable Time View Legend

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: 21.00
Time Reporting Code:

Actions

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

Search in Menu

Time and Labor WorkCenter

3

Absence Request

Cancel Absence

Links

Approve Multiple Absences

Approve Multiple Absence Requests

TL ABS Administrator Monitor Approva

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Weekly Time Calendar

Manage Absences

View Absence Requests

Absence Balances

Cancel Absences

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

View By: Period, Bi-Weekly, **Monthly**, Period, Weekly

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

MAY 1 Thursday

Total Reported: 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

Search in Menu

Time and Labor WorkCenter

3

Absence Request

Cancel Absence

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TL ABS Administrator Monitor Approva

Manage Time and Absence

Timesheet

Payable Time Summary

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Manage Absences

View Absence Requests

Absence Balances

Cancel Absences

Queries

Time and Labor

Saved Not Submitted - Reported Time

Reported Time Approval Status

April 1, 2025 - April 30, 2025

Scheduled 165.00 | Reported 154.5 Hours | Unapproved Time 37.50

Filters

Reported Time Payable Time

View Legend

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

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
1 Sick Leave - 7.5 Hours	2 Sick Leave - 7.5 Hours	3 Regular Hours - 5.5 Hours Sick Leave - 2 Hours	4 Regular Hours - 7.5 Hours	5 Off Day	6 Off Day	7 Regular Hours - 13 Hours
8 Regular Hours - 8 Hours	9 Regular Hours - 8 Hours	10 Regular Hours - 8 Hours	11 Regular Hours - 8 Hours	12 Off Day	13 Off Day	14 Regular Hours - 7.5 Hours
15 Regular Hours - 7.5 Hours	16 Regular Hours - 7.5 Hours	17 Regular Hours - 7.5 Hours	18 Regular Hours - 7.5 Hours	19 Off Day	20 Off Day	21 Regular Hours - 8 Hours
22 Regular Hours - 8 Hours	23 Regular Hours - 8 Hours	24 Regular Hours - 8 Hours	25 Regular Hours - 8 Hours	26 Off Day	27 Off Day	28 Sick Leave - 2 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 displays the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with options like 'Absence Request', 'Cancel Absence', 'Links', 'Approve Multiple Absences', 'Approve Multiple Absence Requests', 'TLABS Administrator Monitor Approva', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar' (highlighted), 'Manage Absences', 'View Absence Requests', 'Absence Balances', 'Cancel Absences', 'Queries', 'Time and Labor', 'Saved Not Submitted - Reported Time', and 'Reported Time Approval Status'. The main area shows a calendar for April 1, 2025, to April 30, 2025. At the top, it indicates 'Scheduled 165.00 | Reported 154.5 Hours | Unapproved Time 37.50'. Below this, there are tabs for 'Reported Time' and 'Payable Time'. The calendar grid shows days of the week with specific time entries: Tuesday (1-4), Wednesday (5-8), Thursday (9-12), Friday (13-16), Saturday (17-20), Sunday (21-24), and Monday (25-28). Each day entry includes details like 'Sick Leave - 7.5 Hours', 'Regular Hours - 8 Hours', 'Scheduled: 7.5 Hours', and 'Reported: 7.5 Hours'. A summary box at the bottom left shows 'APRIL 18 Friday' and 'Total Reported: 7.5 Hours'. A 'View Legend' link is present on the right.

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