

Time and Labor: PY Coordinator & Supervisor – Work Schedule & Apply Schedule Button

Navigation Path: Manager Self Service > Time Management > Report Time > Timesheet

9.0 Exception Timesheet Screenshot

View By: Time Period **Date:** 02/05/2017 Refresh << Previous Time Period

Populate Time From: Schedule Information

Reported Hours: 0.00 Hours **Scheduled Hours:** 80.00 Hours

From Sunday 02/05/2017 to Saturday 02/18/2017

Timesheet

Sun 2/5	Mon 2/6	Tue 2/7	Wed 2/8	Thu 2/9	Fri 2/10	Sat 2/11	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15	Thu 2/16	Fri 2/17
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00

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Populate Time From: Schedule Information

Reported Hours: 0.00 Hours **Scheduled Hours:** 80.00 Hours

From 02/05/2017 to 02/18/2017

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total
☞	Sun 2/5	New					
☞	Mon 2/6	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00
☞	Tue 2/7	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00
☞	Wed 2/8	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00
☞	Thu 2/9	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00
☞	Fri 2/10	Submitted	8:00:00AM	11:30:00AM	12:00:00PM	4:30:00PM	8.00

Clear

9.2 Exception Timesheet Screenshot

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 02/05/2017 Previous Employee Next Employee

Scheduled Hours: 80.00 Reported Hours: 0.00

From Sunday 02/05/2017 to Saturday 02/18/2017

Sun 2/5	Mon 2/6	Tue 2/7	Wed 2/8	Thu 2/9	Fri 2/10	Sat 2/11	Sun 2/12	Mon 2/13	Tue 2/14	Wed 2/15

Submit Apply Schedule

Select Another Timesheet

*View By: Calendar Period Previous Period

*Date: 02/05/2017 Previous Employee

Scheduled Hours: 80.00 Reported Hours: 0.00

From 02/05/2017 to 02/18/2017

Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total
		Sun 2/5	New					
		Mon 2/6	New					
		Tue 2/7	New					
		Wed 2/8	New					
		Thu 2/9	New					
		Fri 2/10	New					
		Sat 2/11	New					

Submit Clear Apply Schedule

Assigned work schedules will not auto-populate in the supervisor's timesheet. From the Py Coordinator/Supervisor's view in the timesheet, all four timesheets will have a new button, "Apply Schedule." The button allows the PY Coordinator/Supervisor to populate the assigned work schedule into the timesheet.

- If there are no deviations in the employee's assigned work schedule, it is not necessary to submit the timesheet – Payable Time is automatically created when the Time Admin job runs. If the employee has not submitted their timesheet and you submit time as part of your business process, use the Apply Schedule to populate the assigned work schedule.
- This is an **optional button** and is **not required** to be used by the PY Coordinator/Supervisor unless submitting your timesheet is part of your business process.
- If an employee did not submit their timesheet, this button will be available.
 - By clicking this button, it will apply their scheduled hours for this pay period and the button will be removed.
- If the employee has submitted their timesheet for the pay period, the Apply Schedule button will not be visible.