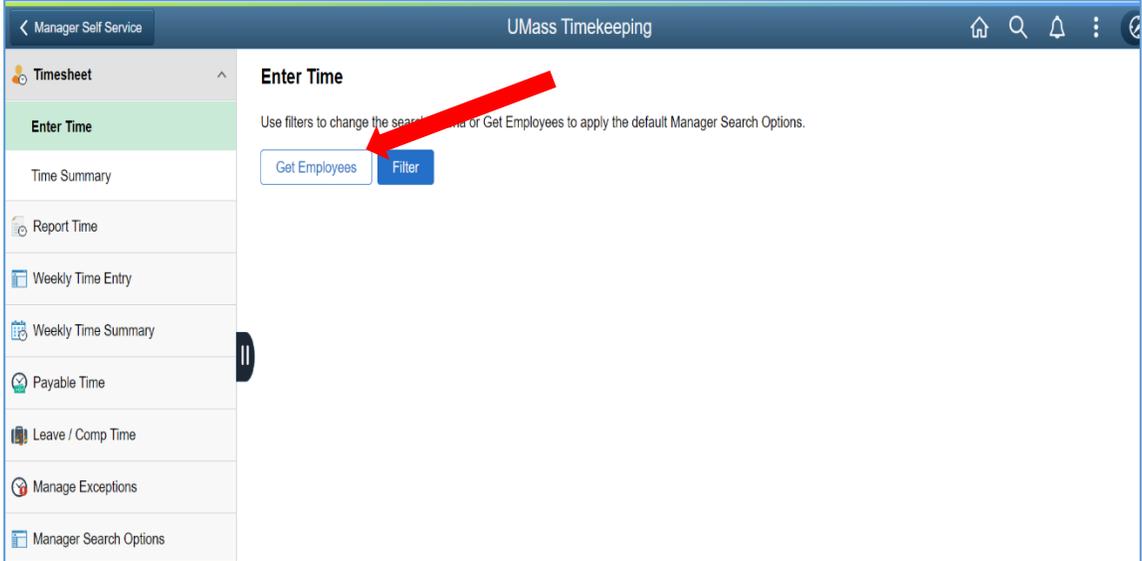




Reporting Time for Employees in HR Direct for Managers

The Report Time Fluid Timesheet page allows managers and timekeepers to effectively and easily report time for employees.

Step	Action
1	<p>Select Manager Self Service from the dropdown.</p> <p>From the Manager Self Service Dashboard select the Timekeeping tile.</p> 
2	<p>The Timekeeping page will open allowing you to retrieve your employees.</p> <p>Click the Get Employees button to access your employees.</p>  <ul style="list-style-type: none">• Notice the new left side menu. You can access Leave Comp Time Balances from this menu.

3

Your Employees will display.

Results show the:

- Employee first and last name
- Employee Title
- Employee Record Number

NOTE: Only the Employee Records you have security access for will be displayed.

Name/Title	Exceptions	Hours to be Approved
Kerrie-Ann A. Clerical Services 10069598 0 School of Nursing		
Lisa A. Professor 10005103 1 School of Nursing		
Nicholas A. Student Employee 10218709 0 School of Nursing		0
Nicholas A. Student Employee 10218709 3		3

Select the Employee Name for the employee you are reporting time for.

5

The **Timesheet** for the selected employee is displayed.

To change the pay period click the date range at the top of the timesheet and select the desired dates from the calendar.

*Time Reporting Code / Time Details	2-Sunday	3-Monday	4-Tuesday	5-Wednesday	6-Thursday	7-Friday	8-Saturday
Scheduled OFF Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled 7.5 Reported 0	Scheduled OFF Reported 0
<input type="text"/>							
Comments							

Empl ID	Empl Rcd	Description	Dept ID	ECD	Combo Code	Distrb %	Hourly Rate	Mgr Name	Workgroup
10005103	1	School of Nursing	L650600	03/14/2021	L101879	100.000		Heidi Fantasia	L_MSPFAC

Select **Time Reporting Code** from the dropdown menu before beginning to enter time.

Enter the appropriate hours after selecting the Time Reporting Code.

Note: At the bottom of the Timesheet there is a grid of information displayed. This is helpful to verify that you are reporting time on the appropriate employee record. This is especially helpful if the employee has multiple records. The grid provides all of the key job details for the employee (including hourly rate if the employee is an hourly employee). This information is to

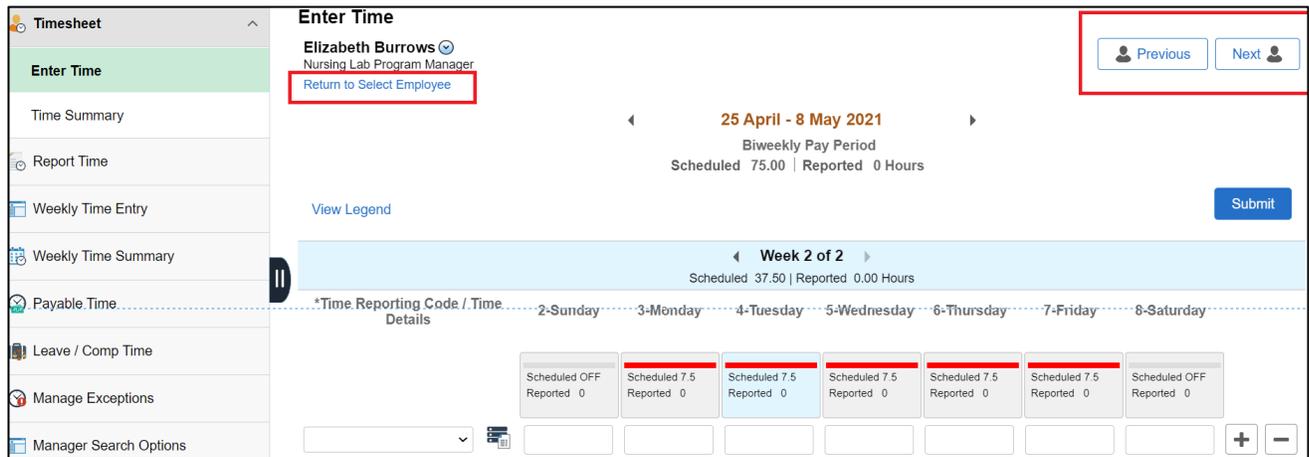
assist you in making a determination as to which timesheet the hours should be used to report time for in this instance.

Helpful Hints for Navigating between Employees and Left Menu Options

Moving between employee and timesheets:

You can report time and use the **Return to Select Employee** link to return to the search page

You can use the **Previous** or **Next** button to toggle between employees.



Leave / Comp Time Balance:

The **Leave / Comp Time** search page operates the same as the timesheet search page does.

