University of Connecticut

Entering Time on Behalf of an Employee

Overview
This job aid instructs timekeepers, or supervisors, the steps necessary to enter time on a timesheet on behalf of an employee.

Process Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation: Main Menu &gt; Core-CT HRMS &gt; Manager Self Service &gt; Time Management &gt; Report Time &gt; Timesheet</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
| 2    | On the Report Time: Timesheet Summary search page, enter the applicable search criteria, including:  
- Time Reporter Group  
- Employee ID  
- Last Name  
- First Name  
- Department  
  The current date auto-populates in the Date field. Update the field to open the timesheet for a different date, if applicable.  
  When all search criteria is entered, click Get Employees. | ![Screenshot](image2.png) |
### UConn/Core CT Job Aid: Entering Time on Behalf of an Employee

#### Version 1.0

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<td><strong>3</strong></td>
<td>Review the search results at the bottom of the page. Click on the employee’s Last Name to open the timesheet for that employee.</td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
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</table>
| **4** | The employee’s regularly scheduled time may auto-populate on the Timesheet. Time will not auto-populate for student employees.  
If there are no updates to the employee’s schedule, click **Submit** to submit the timesheet to run in Time Administration and get ready for approval. | ![Screenshot](image2.png) |
| **5** | If the employee’s schedule differs from the auto-populated time, or if the time does not auto-populate, update the timesheet accordingly.  
Click on the plus sign (+) to add a new time reporting code.  
Click **Submit** when the Timesheet is filled accurately.  
The reported time will run through the nightly Time Administration process and become payable time. Time Approvers (supervisors) approve payable time.  
**Note:** Time that is entered by a Timekeeper does not need to be approved by a time approver. However, time that is interfaced by HuskyTime will need approval in Core-CT. | ![Screenshot](image3.png) |