

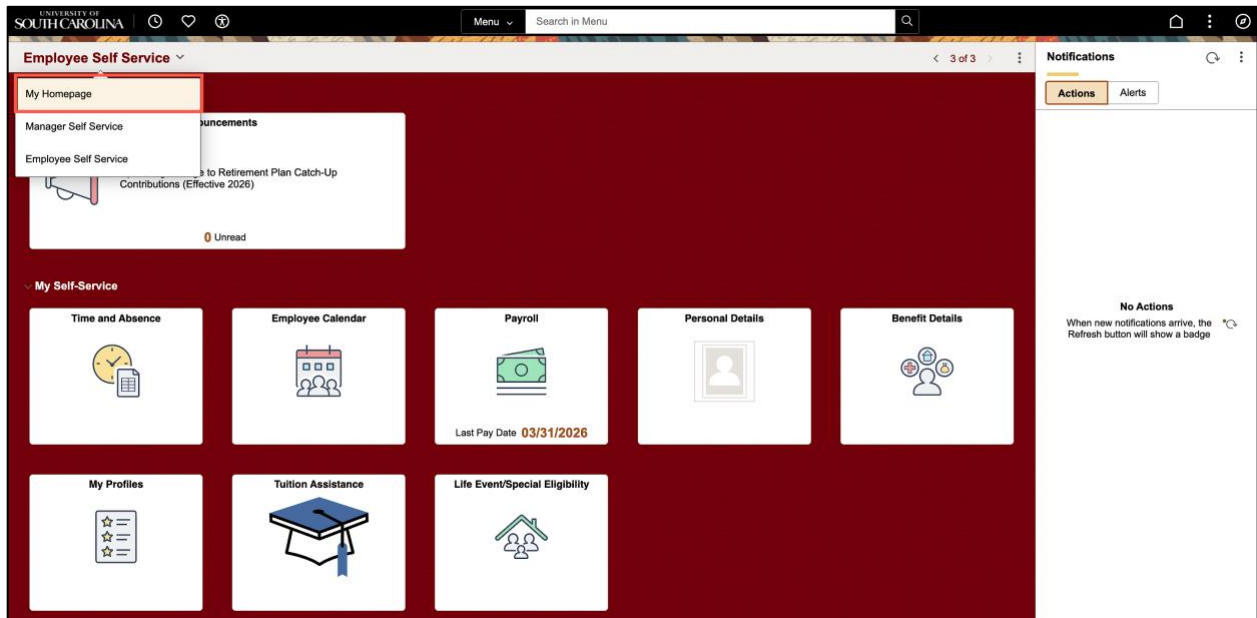


**Office of the Controller
Time and Labor – TL/ABS Approver
View Weekly Time Calendar**

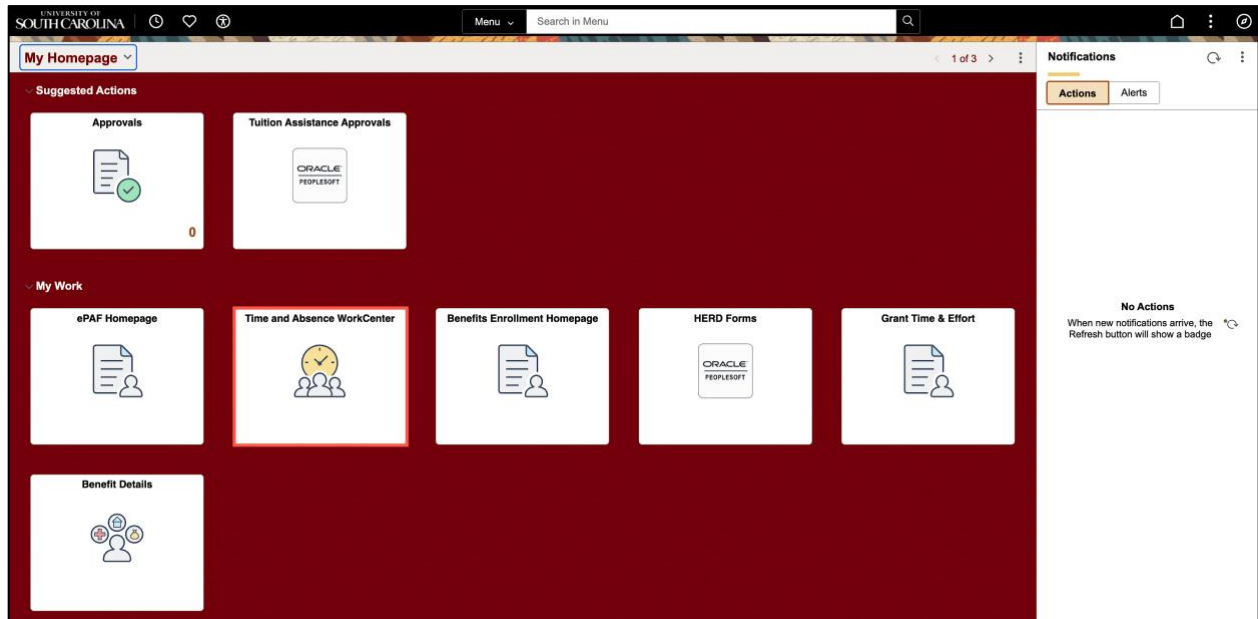
How to view weekly time summary for an employee: This job aid outlines how a TL/ABS Approver can view a weekly time summary for an employee. A TL/ABS Approver has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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.



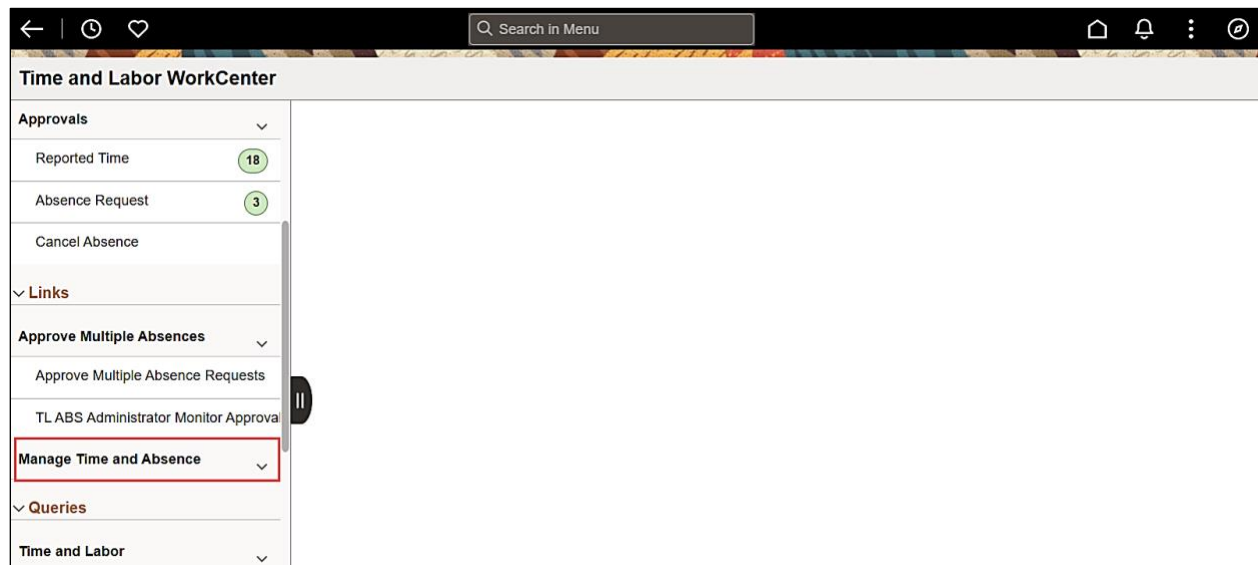
Step 2: Click the **Time and Absence Workcenter** tile.



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.

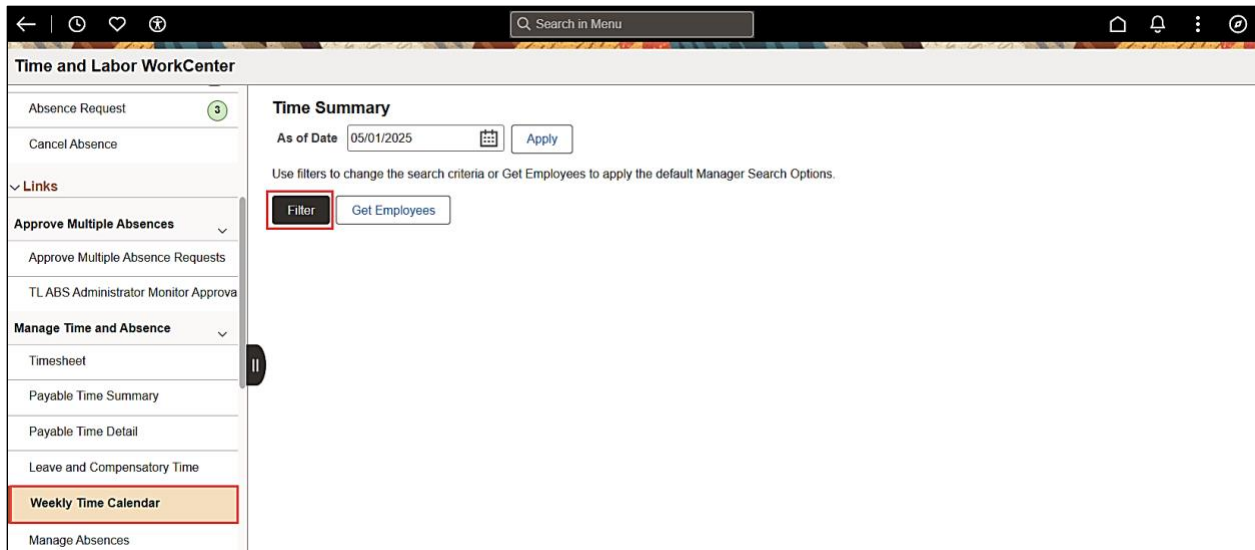
The activities provided within the Time and Absence WorkCentre include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



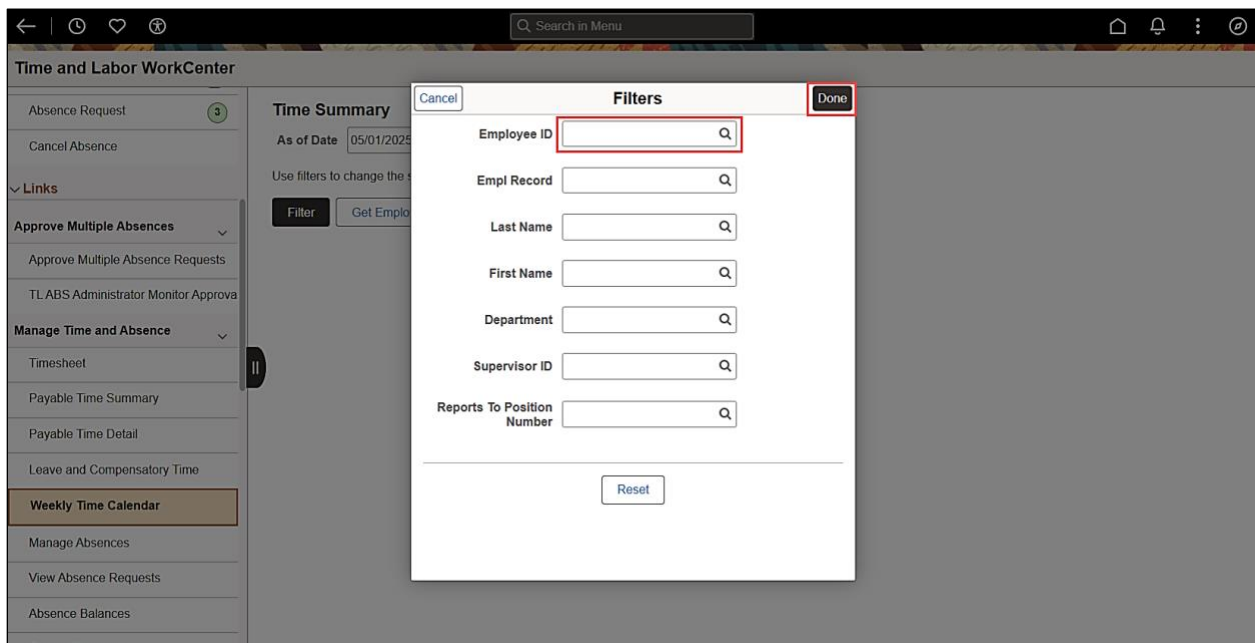
Step 4: Click the **Weekly Time Calendar** option from the list.

Step 5: To enter time for a specific employee, begin by clicking the **Filter** button.



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.



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

The screenshot shows the 'Time and Labor WorkCenter' interface. On the left is a navigation menu with options like 'Absence Request', 'Cancel Absence', 'Approve Multiple Absences', 'Manage Time and Absence', and 'Weekly Time Calendar'. The main area is titled 'Time Summary' and includes a date selector set to '05/01/2025'. Below this is a 'Select Employee' section with a table listing employee details. The table has columns for 'Name/Title/Status - Employee ID - Employee Record - Deptid', 'Exceptions', and 'Hours to be Approved'. One row is highlighted with a red border, showing 'Printing Equipment Operator II' with 37.50 hours to be approved.

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.

The screenshot shows the 'Weekly Time Calendar' view for the employee 'FTE | Printing Equipment Operator II | 650300-PRINTING SERVICES'. The calendar displays a week from Sunday (April 27) to Saturday (May 3, 2025). The current day, Thursday (May 1), is highlighted in blue. The calendar shows scheduled hours (7.5 hours per day) and reported hours (2 hours on Monday, 0 hours on other days). A summary box at the bottom indicates 'Total Reported: 2' hours for the week of May 1st.

Day	Sunday (27)	Monday (28)	Tuesday (29)	Wednesday (30)	Thursday (1)	Friday (2)	Saturday (3)
Scheduled	Off	7.5 Hours	7.5 Hours	7.5 Hours	7.5 Hours	7.5 Hours	Off
Reported	0 Hours	2 Hours	0 Hours	0 Hours	0 Hours	0 Hours	0 Hours

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

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

View By: **Monthly** (selected), Bi-Weekly, Period, Weekly

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: 7.5 Hours
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

April 1, 2025 - April 30, 2025

Scheduled 165.00 | Reported 154.5 Hours | Unapproved Time 37.50

View By: Monthly

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

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
1	2	3	4	5	6	7
Sick Leave - 7.5 Hours	Sick Leave - 7.5 Hours	Regular Hours - 5.5 Hours Sick Leave - 2 Hours	Regular Hours - 7.5 Hours	Off Day	Off Day	Regular Hours - 13 Hours
Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 13 Hours
8	9	10	11	12	13	14
Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Off Day	Off Day	Regular Hours - 7.5 Hours
Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours
15	16	17	18	19	20	21
Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Regular Hours - 7.5 Hours	Off Day	Off Day	Regular Hours - 8 Hours
Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: 7.5 Hours Reported: 7.5 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 8 Hours
22	23	24	25	26	27	28
Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours	Regular Hours - 8 Hours			Sick Leave - 2 Hours
Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: 7.5 Hours Reported: 8 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: Off Reported: 0 Hours	Scheduled: 7.5 Hours Reported: 8 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 shows the 'Time and Labor WorkCenter' interface. At the top, there's a search bar and navigation icons. Below that, the current view is 'Monthly' for the period 'April 1, 2025 - April 30, 2025'. Summary statistics show: Scheduled 165.00, Reported 154.5 Hours, and Unapproved Time 37.50. The main area is a weekly calendar grid from Tuesday to Monday. Each day cell shows scheduled and reported hours, along with any absences (e.g., Sick Leave, Regular Hours). A legend indicates a holiday on 04/18/2025 (Good Friday). At the bottom, a summary for 'APRIL 18 Friday' shows: Total Reported: 7.5 Hours, Time Reporting Code: Regular Hours - 7.5 Hours, and Time Details: Commitment Accounting, Eastern Time (US). An 'Actions' button is visible in the bottom right corner.

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