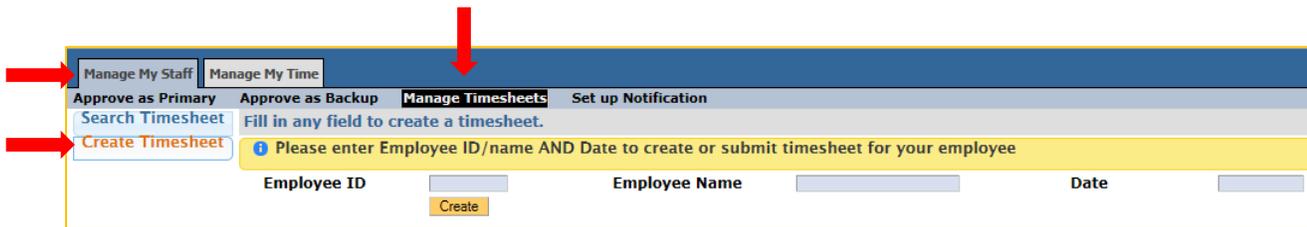


How to Create a Timesheet on Behalf of an Employee

Supervisors have the ability to create and complete a timesheet on behalf of an employee in situations where the employee is unable to complete and submit a timesheet themselves.

Supervisors should only use this function in extenuating circumstances when an employee is unable to complete and submit their timesheet.

Click on the **Manage My Staff** tab -> **Mange Timesheets** sub tab -> **Create Timesheets** button



The screenshot shows a navigation menu with the following items: 'Manage My Staff', 'Manage My Time', 'Approve as Primary', 'Approve as Backup', 'Manage Timesheets', and 'Set up Notification'. Below the menu is a search bar with the text 'Fill in any field to create a timesheet.' and a 'Create Timesheet' button. A yellow banner below the search bar contains the message: 'Please enter Employee ID/name AND Date to create or submit timesheet for your employee'. Below the banner are input fields for 'Employee ID', 'Employee Name', and 'Date', along with a 'Create' button.

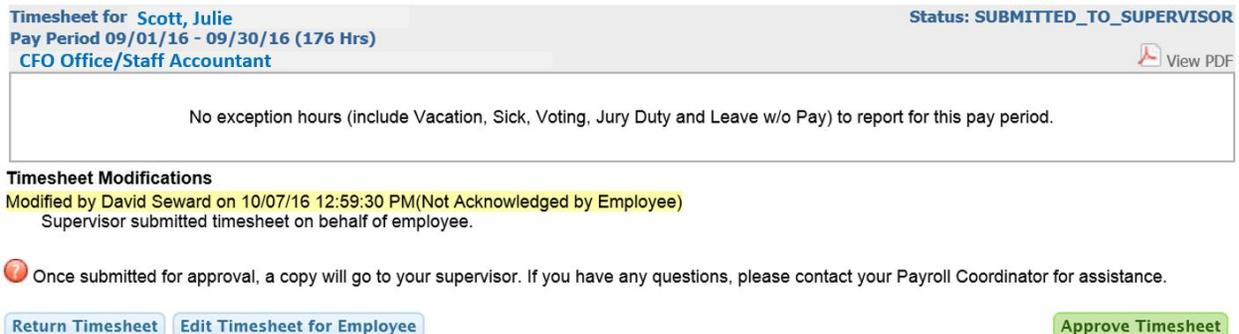
A supervisor can create a timesheet for an employee if the supervisor is the primary/backup/optional supervisor to the employee’s assignment in TRS.

To **Create a timesheet** enter:

- Employee ID *or* Employee name (searches are acceptable on just a last or first name; best results occur when searching on the least common part of the name)
- Pay Period Start Date in the **Date** field.

If the supervisor uses employee name to perform the search and more than one employee is found, the supervisor can click on the employee icon to continue to the next step.

Once a timesheet is created, the employee’s assignment information is displayed below and the message “Created Timesheet successfully” displays. Click on the timesheet icon to open timesheet and click the **Edit Timesheet for Employee** button.



The screenshot displays a timesheet for Julie Scott, CFO Office/Staff Accountant, for the pay period 09/01/16 - 09/30/16 (176 Hrs). The status is 'SUBMITTED_TO_SUPERVISOR'. The timesheet shows no exception hours. The timesheet was modified by David Seward on 10/07/16 12:59:30 PM (Not Acknowledged by Employee). The supervisor submitted the timesheet on behalf of the employee. A message states: 'Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.' Buttons for 'Return Timesheet', 'Edit Timesheet for Employee', and 'Approve Timesheet' are visible.



Once changes have been made to the timesheet, click on the **Save Changes for Employee** button and then **Approve Timesheet**. Add a comment indicating the business reason for creating the timesheet on behalf of the employee, and confirm edit.

Remember to submit this timesheet by Sunday, October 9, 2016 12:00 PM

Timesheet for **Scott, Julie** Status: SUBMITTED_TO_SUPERVISOR
 Pay Period 09/01/16 - 09/30/16 (176 Hrs)
 CFO Office/Staff Accountant

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5 Labor Day Holiday	6 Vacation 8	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Leave Balances	
Vacation	173.57
Sick	1,606.49
CompTime	0.00
PrsnlHol	24.00
Timesheet Totals*	
Vacation	8.00

* Timesheet Totals do not include earned holiday hours, shift differential, and overtime.

Timesheet Modifications

Modified by David Seward on 10/07/16 12:59:30 PM (Not Acknowledged by Employee)
 Supervisor submitted timesheet on behalf of employee.

Timesheet Comments

Error / Warning

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

I understand any misstatement or falsification of hours on this time sheet may be cause for disciplinary action up to and including termination.

[Save Changes for Employee](#)



25	26	27	28	29	30	1		
							Timesheet Totals	
							Vacation	8.00

Timesheet Modifications

Modified by David Seward on 10/07/16 12:59:30 PM(Not Acknowledged by Employee)

Supervisor submitted timesheet on behalf of employee.

Modified by David Seward on 10/07/16 1:08:09 PM(Not Acknowledged by Employee)

8.0 hours of Vacation on 09/06 added

Once submitted for approval, a copy will go to your supervisor. If you have any questions, please contact your Payroll Coordinator for assistance.

[Return Timesheet](#)

[Edit Timesheet for Employee](#)

[Approve Timesheet](#)

The supervisor comments will now appear on the timesheet. The employee will receive an email notice with the supervisor comments indicating that a timesheet has been created on their behalf. The email will include a link to the supervisor-created timesheet, with a button to acknowledge that the employee has viewed the timesheet.

A supervisor can create a timesheet for an employee that is in one of the following statuses:

- NONE (never created by employee)
- SAVED (by employee)
- RETURNED_BY_SUPERVISOR
- RECALLED_BY_EMPLOYEE

A supervisor cannot create a timesheet that is in one of the following statuses:

- SUBMITTED_TO_SUPERVISOR
- SUBMITTED_TO_DTA
- COMPLETED